

## GROWTH, RESOURCES AND COMMUNITIES SCRUTINY COMMITTEE

TUESDAY 7 MARCH 2023  
7.00 PM

TUESDAY 7 MARCH 2023 AT 7PM

Bourges/Viersen Room - Town Hall

Contact: Ramin Shams, Senior Democratic Services Officer

[Ramin.Shams@peterborough.gov.uk](mailto:Ramin.Shams@peterborough.gov.uk), 01733 452509

### AGENDA

Page No

1. **Apologies**

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

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

3. **Minutes of Meetings**

3a. **Minutes of Growth, Resources and Communities Scrutiny Committee held on 10 January 2023** 03 - 10

3b. **Minutes of the Joint Meeting of the Scrutiny Committees held on 23 January 2023** 11 - 14

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

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

5. **Corporate Services Progress Report** 15 - 24

6. **Licensing Schemes – Raising Housing Standards** 25 - 86

7. **Safer Peterborough Partnership Board Report** 87 - 96

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

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<http://democracy.peterborough.gov.uk/ecSDDisplay.aspx?NAME=Protocol%20on%20the%20use%20of%20Recording&ID=690&RPID=2625610&sch=doc&cat=13385&path=13385>



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**Committee Members:**

Councillors: I Yasin (Chair), M Jamil (Vice Chairman), G Casey, C Fenner, J R Fox, M Haseeb, K Knight, M Rangzeb, R Ray, N Sandford, B Tyler

Substitutes: Councillors: I Ali, S Bond and M Perkins

**Non-Statutory Co-opted Members:**

Parish Councillor Neil Boyce, Independent Co-opted Member (non-voting)  
Parish Councillor Michael Samways, Independent Co-opted Member – Substitute for Parish Councillor Neil Boyce (Non-voting)

Further information about this meeting can be obtained from Ramin Shams on telephone 01733 452509 or by email – [Ramin.Shams@peterborough.gov.uk](mailto:Ramin.Shams@peterborough.gov.uk)

**MINUTES OF THE GROWTH, RESOURCES AND COMMUNITIES SCRUTINY  
 COMMITTEE MEETING  
 HELD AT 7.00 PM, ON  
 TUESDAY 10 January 2023  
 BOURGES/VIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

**Committee Members Present:** Councillors I Yasin (Chair), M Jamil (Vice-Chair), G Casey, J Fox, M Haseeb, K Knight, R Ray, N Sandford, M Rangzeb, J Allen (substitute) and Co-opted Member Parish Councillor Neil Boyce

|                     |   |
|---------------------|---|
| Officers Present:   | <ul style="list-style-type: none"> <li>• Rob Hill, Acting Service Director, Communities</li> <li>• Matt Oliver, Head of Think Communities Peterborough</li> <li>• Jamie Fenton, Cultural and Leisure Development Manager</li> <li>• Clair George PES Manager</li> <li>• Peter Gell, Assistant Director Regulatory Services</li> <li>• Felicity Paddick, Estates Manager</li> <li>• Sean Evans, Head of Service, Housing Needs</li> <li>• Sarah Scase, Housing Needs Operations Manager</li> <li>• Jim Newton, Interim Assistant Director for Planning</li> <li>• Lee Walsh, Acting Development Management Team Leader</li> <li>• Ramin Shams, Senior Democratic Services Officer</li> </ul> |
| Also in attendance: | <ul style="list-style-type: none"> <li>• Councillor Steve Allen, Deputy Leader and Cabinet Member for Communication, Culture and Communities</li> <li>• Councillor Ishfaq Hussain, Cabinet Advisor to the Cabinet Member for Communication, Culture and Communities</li> <li>• Councillor Gul Nawaz, Cabinet Advisor for Community Cohesion</li> <li>• Kirtan Uttarker, Youth Council Representative</li> </ul>   |

**30. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Charles Fenner.

Councillor J Allen was in attendance as substitute for Councillor Charles Fenner.

**31. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS**

In relation to agenda item 5, (Minutes No.34) Parish Councillor Neil Boyce and Councillor Jackie Allen declared Other Registerable Interests (ORI).

**32. MINUTES OF MEETING**

The minutes of the Growth, Environment and Resources Scrutiny held on Tuesday 1 November 2022 were agreed as a true and accurate record.

**33. CALL IN OF ANY CABINET, CABINET MEMBER OR KEY OFFICER DECISION**

No call ins were received.

### **34. Progress Report from Cabinet Member for Communication, Culture and Communities**

The Cabinet Member for Communication, Culture and Communities introduced the report, which provided the Committee with an update on the progress of the Cabinet Member portfolio. The report contained information regarding the neighbourhood and community support, libraries, art and museums, tourism, culture and creation and the city centre management. The Cabinet Member for Communication, Culture and Communities advised Members that the Council strongly focused on communities-based support, which had been a challenging time for many residents faced with the unprecedented cost of living crisis. Nonetheless, the Council welcomed refugees fleeing desperate situations in their home countries. He added that the Council faced the challenge of recovering from the Covid-19 pandemic. His work this year focused on community provision engaging with partners to help those in need, including financial help to those most needed.

The Growth, Resources and Communities Scrutiny Committee debated the report, and in summary, key points raised and responses to questions included:

- Members referred to page 27, Paragraph 4.8.3, concerning the city centre and asked why the Council recruited enforcement officers from the CSS Ltd. The PES Manager advised Members that the pandemic hit, and the Council had to redeploy officers to different areas. Due to the ongoing issues in the city centre, the Council had to try to bring officers in from the CSS Ltd, and the contract was due to end shortly, and she would be looking to re-engage Council officers again to provide these services.
- Members referred to page 31, Paragraph 4.12.2 of the report and queried regarding the Open Plus software, which had not been re-stored post-pandemic and raised concerns about the mobile libraries' unclear schedule, and if the Council was taking steps to promote mobile libraries. The cultural and Leisure Development Manager advised Members that Open Plus during the pandemic closed down, most of the libraries had restored access to the Open Plus software, and the Council was working on upgrading the Open Plus software as it had been outdated and not compatible with some of the new systems for some of the libraries. In addition, mobile libraries were on a two-weekly cycle before the pandemic and four weekly cycles post-pandemic. Members agreed that the Cultural and Leisure Development Manager provide a briefing note regarding the measures the Council would take to improve the frequency of the mobile libraries and promote their advertisement outside of this meeting.
- Members acknowledged the high number of penalty charge notices issued and requested that the PES Manager provide statistical data concerning the enforcement officers' activities in the city centre, such as the number of engagements, daily dispersals or the number of fixed penalty notices issued.
- Members were informed regarding the 100% service delivery for the CCTV from 1 January to 31 October 2022, and the Council had 24/7 eyes on all of the CCTV cameras.
- Member referred to page 39, Paragraph 4.11.5 of the report, and asked if the Council was prepared to process such an increase in the number of applications. The Assistant Director for Regulatory Services explained that the license renewal for taxi drivers was on a 3-year cycle. The legislation changed a number of years ago, although the Licensing Team knew that this was coming, there was nothing they could do about it. The Licensing Team was also proposing that for the next

year, to ease some of the pressure, extend some of the drivers' licences to allow the team to get that leeway and bring in additional temporary staff to help process those applications. Members were informed that local authorities would sign up for a national database so that every local authority could see information in relation to drivers' applications.

- PES Manager informed Members that the Public Space Protection Order (PSPO) was due for renewal in May 2023. Therefore, the team would produce the renewal briefing pack shortly, which would go out for consultation. She explained that any condition in the PSPO had to be evidence-led, which would have a detrimental impact on the area and likely to amend some of the conditions already in the current PSPO in relation to the alcohol and Anti-Social Behaviour (ASB).
- The Culture and Leisure Development Manager advised Members that the £265k from Share Prosperity fund was for a three-year programme around the Alliance delivering the culture strategy on behalf of the city. Members requested that the Culture and Leisure Development Manager provide a briefing note regarding the Cultural Alliance delivery programme and its engagement with the community groups across the city outside this meeting.
- Members asked if the Council was considering an app-based tourism information for visitors. The Cabinet Member for Communication, Culture and Communities advised that he had discussions regarding an app with Visit Peterborough and was confident that the app would be the way forward. Also, the website needed improvement, which required better activity on socials.
- Members queried regarding the parking services payments and asked how many facilities allowed cash payments. The PES Manager advised that the majority of the facilities accept cash as payment and that many people use the phone app to make payments as well as card payments. In addition, she advised that the ticket machine at the Haven Car Park had been upgraded, and they are currently exploring options for the ANPR for some of the car parks, which would allow different payment methods.

## **AGREED ACTIONS**

The Growth, Resources and Communities Scrutiny Committee considered the report and **RESOLVED:**

- To endorse the approach being taken under the portfolio of the Deputy Leader and Cabinet Member for Communication, Culture & Communities.

### **35. Community Asset Transfer Programme Update**

The Head of Think Communities introduced the report, providing the Committee with an update on Community Asset Transfer (CAT) progress. He explained that the Council agreed on a five-year programme of CAT in 2013 focused on building community capacity and empowerment, driving community development and focusing on the local provision. There were 36 centres considered for CAT, nine transferred to date, ten held pending for review, and 17 were not appropriate for CAT or centres with no proposal. He explained that the works currently being carried out were assessed against a set of criteria which included value for money, accessibility, reducing duplication of services in the local area, sustainability, governance arrangements and PCC priorities.

The Growth, Resources and Communities Scrutiny Committee debated the report, and in summary, key points raised and responses to questions included:

- Members raised concerns over the period it had taken the CAT Programme to complete. The Head of Think Communities advised that the complexities around maintenance and compliance were the significant issues which held back the process.
- Members asked if the Council had established active communication with the volunteer groups. The Head of the Think Communities advised that the Community Connectors were actively contacting all the centres and re-assuring those volunteer groups on the arrangements moving forward.
- Members raised concerns that it took the Council nearly nine years to be at the current stage for CAT, and the progress was unacceptable. The Head of Think Communities advised Members that the team in the communities is an entirely different set of people than were at the start of the CAT, and the Communities Team was working hard with NPS to get that knowledge back. However, he recognised that some of the corporate knowledge had been lost and felt he had gone backwards.
- The Cabinet Member for Communication, Culture and Communities advised that each centre had been different and should allow time for an officer to sort each case. The CAT Programme was paused for some time for its review to be done, and the new team picked this programme, as the people who initially started were no longer working for PCC.
- Members asked when the CAT programme would be concluded, as this was initially a five-year programme started in 2013. Members were advised that the team was third away from reviewing the centres and closely worked with NPS over the mapping. There were issues related to maintenance, compliance and management arrangements, and the difficulties in re-establishing contact.
- The Head of Think Communities advised Members that he would work closely with local ward members. He explained that he would continue to review the centre, and once the review was completed, he would decide whether to complete the CAT programme.
- Members queried whether the criteria set for the CAT programme in 2013 were still relevant and whether reviewing the programme would be an alternate option. The Estates Manager advised that it was part of the strategy to review as ten years had passed in which Covid19 hit and the cost of the living crisis started.

The following recommendation was made by Councillor Sandford and seconded by Councillor Jamil that the Growth, Resources and Communities Scrutiny Committee **RESOLVED** to recommend that the Cabinet review whether having a Community Asset Transfer programme is the most appropriate way forward and what format it should take.

The Committee unanimously **AGREED** to the recommendation.

### **AGREED ACTIONS**

The Growth, Resources and Communities Scrutiny Committee considered the report and **RESOLVED** to:

1. Note the current position of the Community Asset Transfer programme
2. Note the progress made toward the completion of the review
3. Note and commented on the approach and early findings of the review
4. Note the timescales set out in respect review of community assets and the community asset transfer programme.

## 36. Homelessness and Rough Sleeping Annual Update

The Head of Service for Housing Needs, accompanied by the Housing Needs Operations Manager, introduced the report, which provided an update on the ongoing work for Housing. He explained that Housing Needs Service continued to see high demand as Covid restrictions were lifted and returned to business as usual. The service had adapted to ensure that they could meet customers' needs while ensuring that clients and staff safely remained a key focus.

The Growth, Resources and Communities Scrutiny Committee debated the report, and in summary, key points raised and responses to questions included:

- The Housing Needs Operations Manager informed Members that there were 19 rough sleepers in the city, and none were veterans. She explained that it was vital to report any rough sleepers in the city so that the service could start to look after them. The Team persistently engaged with people during the cold weather.
- Members questioned whether 19 rough sleepers were realistic numbers, as people in the city might think there were more rough sleepers. The Housing Operations Manager advised Members that there were genuine rough sleepers, and other people who tried to claim they were rough sleepers so they could beg. She explained that the Team would launch a Safer off the Streets campaign to educate members of the public in the next 12 months to support and donate to the campaign, which would directly help rough sleepers across the city.
- Members asked about homelessness in the city and if the Council had taken any steps to support private tenants as the private rental landlords were likely to offload their portfolio because of the new legislation. The Head of Service for Housing Needs advised Members that the private sector was changing significantly, rents were increasing, and the number of benefits for supporting those people did not increase at the same level. He explained that in many cases, the Council had stepped in to help households further, in some cases, financial support to enable them to afford their rent. There was a need to increase the amount of accommodation in the city, and the Council was working closely with the housing association partners on their delivery in Peterborough.
- Members asked if Council had taken any steps to educate members of the public by not giving cash to people who claim to be rough sleepers or homeless. The Housing Operations Manager advised that the Safer off the Streets campaign would be an excellent opportunity to raise awareness among the public. The Safer off the Street campaign would take place in the next 12 months, and it's a partnership campaign to educate members of the people, which could be through a billboard or social media.
- Members were advised that the Council's bids for nearly £3 million from Central Government were successful for the next three municipal years. She explained that the funds would directly support rough sleepers in Peterborough.
- Members queried how the service manages many applications for Housing. The Head of Service for Housing Needs advised that the Council received many housing applications from households not necessarily in housing needs. However, they had got housing want and wanted to move to a cheaper and more secure housing accommodation. The Council informed them about the support options available to them, if the housing register was not the solution.

### AGREED ACTIONS

The Growth, Resources and Communities Scrutiny Committee considered the report and **RESOLVED** to note the work ongoing by Housing.

**37. Local Planning Compliance Plan August 2022**

The Interim Assistant Director for Planning accompanied by the Acting Development Management Team Leader introduced the report. The report outlined the preparation of a draft Planning Compliance Plan 2022. He explained that the revision was as a result of the Planning Service review which found that the current Planning Compliance Plan adopted in 2013 was not sufficiently up to date.

Members were advised that the new Local Planning Compliance Plan would be more simplified enforcement plan which would set out plan more clearly.

**AGREED ACTIONS**

The Growth, Resources and Communities Scrutiny Committee considered the report and **RESOLVED** to note the draft Local Planning Compliance Plan 2022 and endorsed its adopted by the Council.

**38. Committee Meeting Start Time 2023 – 24**

The Senior Democratic Services Officer introduced the report and sought the committees' views on what start time they would like for the new municipal year 2023/2024.

Members of the committee unanimously agreed that the start time should remain at 7.00 pm for the municipal year 2022/2023.

**AGREED ACTION**

The Growth, Resources and Communities Scrutiny Committee **RESOLVED** to keep the start time for all Growth, Resources and Communities Scrutiny Committee meetings for the Municipal Year 2023-24 at 7.00 pm.

**10. FORWARD PLAN OF EXECUTIVE DECISIONS**

The Senior Democratic Officer introduced the report, which included the latest version of the Council's Forward Plan of Executive Decisions containing decisions that the Leader of the Council, the Cabinet or individual Cabinet Members would make during the forthcoming month. Members were invited to comment on the plan and, where appropriate, identify any relevant areas for inclusion in the Committee's Work Programme.

**AGREED ACTIONS**

The Growth, Resources and Communities Scrutiny Committee considered the current Forward Plan of Executive Decisions and **RESOLVED** to note the report.

**39. WORK PROGRAMME 2022/2023**

The Senior Democratic Services Officer introduced the item which gave Members the opportunity to consider the Committee's Work Programme for 2022/23 and discuss possible items for inclusion.

**ACTIONS AGREED**

The Growth, Resources and Communities Scrutiny Committee **RESOLVED** to note the work programme for 2022/23



**40. DATE OF NEXT MEETING**

- Joint Meeting of the Scrutiny Committees - Monday 23 January 2023
- Growth, Resources and Communities Scrutiny Committee Meeting – Tuesday 7 March 2023

CHAIR

Meeting began at 7:00 pm and ended at 9:12 pm

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**JOINT MEETING OF THE SCRUTINY COMMITTEES  
HELD AT 6.00PM ON  
MONDAY 23 JANUARY 2023  
COUNCIL CHAMBER, TOWN HALL**

**Committee Members Present:** Councillors I Yasin (Chair), J Allen, S Barkham, N Bi, C Burbage, G Casey, N Day, G Elsey, M Farooq, S Farooq, C Fenner, J A Fox, J R Fox, C Harper, M Haseeb, M Jamil, A Iqbal, A Jones, D Jones, K Knight, D Over, M Perkins, S Qayyum, M Rangzeb, R Ray, L Robinson, B Rush, M Sabir, N Sandford, A Shaheed, L Sharp, H Skibsted, B Tyler and C Wiggin

**Non-Statutory Co-opted Members Present:** Parish Councillor Neil Boyce, Independent Co-opted Member (non-voting)

**Also present:** Councillor Hogg, Group Leader of Liberal Democrats and Eva Woods Youth MP

**Officers Present:**

- Matthew Gladstone, Chief Executive
- Cecilie Booth, Executive Director, Corporate Services and Section 151 Officer
- Charlotte Black, Executive Director, People Services
- Adrian Chapman, Executive Director, Place and Economy
- Rochelle Tapping, Director of Law and Governance
- Jonathan Lewis, Director of Education
- Emmeline Watkins, Deputy Director of Public Health
- Patricia Phillipson, Service Director Finance and Deputy Section 151 Officer
- Emma Riding, Budget Planning and Reporting Manager
- Rachel Edwards, Head of Constitutional Services
- Philippa Turvey, Democratic and Constitutional Services Manager
- Ramin Shams, Senior Democratic Services Officer
- Charlotte Cameron, Democratic Services Officer

**Cabinet Members Present:**

- Councillor Fitzgerald, Leader of the Council
- Councillor S Allen, Deputy Leader and Cabinet Member for Communication, Culture and Communities
- Councillor Ayres, Cabinet Member for Children's Services, Education, Skills, and the University
- Councillor Marco Cereste, Cabinet Member for Climate Change, Planning, Housing and Transport
- Councillor Coles, Cabinet Member for Finance and Corporate Governance
- Councillor Howard, Cabinet Member for Adult Social Care, Health, and Public Health
- Councillor Simons, Cabinet Member for Waste, Street Scene, and the Environment

Councillor Bisby, Cabinet Advisor to the Cabinet Member for Children's Services, Education, Skills, and the University

Councillor Hussain, Cabinet Advisor to the Cabinet Member for  
Communication, Culture and Communities

Councillor Nicolle Moyo, Cabinet Advisor for Law, and Governance

Councillor Oliver Sainsbury, Cabinet Advisor to the Leader

The Senior Democratic Services Officer opened the meeting by welcoming everyone present and those members of the public and press who were watching the livestream of the meeting through the Council's YouTube page.

## **1. NOMINATION OF CHAIR**

The Senior Democratic Services Officer advised the Committee that in accordance with *Part 4, Section 8 – Scrutiny Committee Procedure Rules, section 13, Joint Meetings of Scrutiny Committees* a Chair would be required to be appointed from among the Chairs of the Committees who were holding the meeting. Nominations were sought from those present who were Councillor Barkham Chair of the Adults and Health Scrutiny Committee, Councillor Day Chair of the Climate Change and Environment Scrutiny Committee, Councillor Robinson Chair of the Children and Education Scrutiny Committee and Councillor Yasin Chair of the Growth, Resources and Communities Scrutiny Committee. Councillor Yasin was nominated by Councillor Robinson and seconded by Councillor Barkham. There being no further nominations, Councillor Yasin was appointed Chair of this committee.

The Chair welcomed everyone present and explained that the purpose of the meeting was to provide an opportunity for all members of each Scrutiny Committee to scrutinise the Draft Budget 2023/24 And Medium-Term Financial Strategy 2023/26 and the Second Independent Improvement and Assurance Panel Report.

## **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Lane and Councillor Hemraj, and Councillor Iqbal was in attendance as substitute.

Apologies for absence were also received from Statutory Education Co-opted Members Peter Cantley and Dr Andy Stone, Parish Councillor Michael Samways and Independent Co-opted Members Sandie Burns MBE, Stuart Dawks, Dr Esther Norton, and Christine De Wilde.

## **3. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS**

No declarations of interest or whipping declarations were received.

## **4. DRAFT BUDGET 2023/24 AND MEDIUM-TERM FINANCIAL STRATEGY 2023/26**

The Cabinet Member for Finance and Corporate Governance introduced the report and highlighted the following:

The report presented a balanced draft budget for 2023-2024. Tributes were given to the organisation, and all involved in the budget production, where there had been huge strides to make it financially sustainable. Thanks were extended to Members and their collaborative efforts that had made this possible.

The Financial Sustainability Working Group met monthly to discuss the progress of the budget and the Cabinet Member was pleased to say that the budget included proposals suggested by the opposition groups, as outlined in section 3 of the main report.

There were many factors that affected the budget, such as soaring inflation, increased energy prices and the rapidly rising population.

The budget included the plan to increase Council tax by 4.99%, which had been in line with the expectations of central government. Officers had acknowledged that residents were facing their own financial challenges, but the rise would support the Council in meeting service demand. There had been a detailed review on demand led services within the Council and the focus within this budget had been on service transformation. However, caution was advised as there remained uncertainty around government funding and the upcoming reforms for Adult Social Care.

The feedback from residents, businesses and community groups was greatly received, and had been included in Appendix C and a formal response would be presented at Cabinet on 13 February 2023. Members were reminded that this was a draft version and there were a few technicalities to be finalised ahead of adoption at Council. These expected changes had been highlighted in section 2.4 of the main report.

The Joint Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

| <b>Section</b>   | <b>Questions / Comment from Members</b>   | <b>Response from Relevant Cabinet Member / Executive Director</b>   |
|--|---|---|
| <b>Introduction of Draft Budget 2023/2024 and Medium-Term Financial Strategy 2023-2024</b> | Members referred to the review of all contracts and queried how that had been done. | The Executive Director of Corporate Services advised that CIPFA (Chartered Institute of Public Finance and Accountancy) had been brought in to review all contracts and |



|   |                      |
|---|----------------------|
| <b>GROWTH, RESOURCES AND COMMUNITIES SCRUTINY COMMITTEE</b> | AGENDA ITEM No. 5    |
| <b>7 MARCH 2023</b>   | <b>PUBLIC REPORT</b> |

|                                |   |             |
|--------------------------------|---|-------------|
| Report of:                     | Executive Director of Corporate Services and S151 Officer and Director of Law & Governance and Monitoring Officer   |             |
| Cabinet Member(s) responsible: | Councillor Andy Coles, Cabinet Member for Finance and Corporate Governance  |             |
| Contact Officer(s):            | Cecilie Booth, Executive Director of Corporate Services and S151 Officer<br>Rochelle Tapping, Director of Law & Governance and Monitoring Officer<br>Patricia Phillipson Interim Director: Financial Services & DS151 | Tel. XXXXXX |

**CORPORATE SERVICES PROGRESS REPORT**

**RECOMMENDATIONS**

|   |  |
|---|--|
| <b>FROM:</b> <i>Cecilie Booth</i> , Executive Director of Corporate Services and S151 Officer | <b>Deadline date:</b> 24 February 2023 |
|---|--|

It is recommended that Growth, Resources and Communities Committee:

- Note the progress outlined within the report, which covers the Key service areas within Corporate services.

**1. ORIGIN OF REPORT**

1.1 This report is submitted to Growth, Resources and Communities Committee to provide a progress update from within the Corporate Service Directorate, as per the committee forward plan.

**2. PURPOSE AND REASON FOR REPORT**

2.1 *The purpose of this report is to update the Scrutiny Committee on the progress of items:*

*Responsibilities of the Cabinet Member for Corporate Resources*

**RESOURCES**

- Finance
- SERCO
- Commercial, Property and Procurement - includes an update on NPS (Norfolk Property Services) delivery
- Internal Audit and Insurance

## CORPORATE GOVERNANCE

- Legal
- Governance

*Note: although ICT and HR are functions within Corporate Resources, they come under the portfolio of the Leader of the council. Customer Services is also within the Leader of the council portfolio area, but for completeness of SERCO reporting it has also been included in this report.*

2.2 This report is for the Growth, Resources and Communities Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4, Overview Scrutiny Functions, Paragraph No.2.1 Functions determined by Council:

- 10. Strategic Financial Planning
- 11. Partnership and Shared Services

2.3 Finance, Governance and other services included with the Corporate Service Directorate form a key part of how the Council works, serves and enables. For that reason, this can be linked to supporting all four of the Councils priorities, however they are strongly geared towards enabling the Council to deliver on the following priority:

- Supported by a Sustainable Future City Council - adjust how we work, serve, and enable, informed by strong data and insight capability, and led by a culture of strong leadership.

## 3. TIMESCALES

|   |           |   |    |
|---|-----------|---|----|
| Is this a Major Policy Item/Statutory Plan? | <b>NO</b> | If yes, date for Cabinet meeting  | NA |
| Date for relevant Council meeting           | NA        | Date for submission to Government Dept.<br><i>(Please specify which Government Dept.)</i> | NA |

## 4. BACKGROUND AND KEY ISSUES

4.1 *Insert the body of the report in this section, using relevant sub-headings as appropriate, e.g. section 4.1; 4.2 etc. for ease of reference.*

## RESOURCES

### Finance

#### **Budget 2023/24 & Medium-Term Financial Strategy (MTFS) 2023/26**

A balanced budget has been prepared for the 2023/24 financial year, along with a three year forward looking MTFS. The budget report was approved by Cabinet on 13 February and presented to, and approved by, Council on 22 February. The budget position is summarised as follows:

|                            | <b>2023/24</b> | <b>2024/25</b> | <b>2025/26</b> |
|----------------------------|----------------|----------------|----------------|
| <b>People Services</b>     | 111,121        | 116,889        | 120,413        |
| <b>Corporate Services</b>  | 67,724         | 74,337         | 76,195         |
| <b>Place &amp; Economy</b> | 24,093         | 26,048         | 27,211         |



|                                      |                  |                  |                  |
|--------------------------------------|------------------|------------------|------------------|
| <b>Public Health</b>                 | (304)            | (332)            | (332)            |
| <b>Total Net Revenue Expenditure</b> | <b>202,634</b>   | <b>216,943</b>   | <b>223,487</b>   |
| <b>Funding</b>                       | <b>(202,634)</b> | <b>(216,411)</b> | <b>(222,403)</b> |
| <b>Estimated Budget Gap</b>          | <b>(0)</b>       | <b>532</b>       | <b>1,084</b>     |

Although a balanced revenue budget has been achieved, the Council now needs to deliver the savings and transformation plans outlined within the budget, in addition to managing a number of risks, such as:

- Increased inflation above assumptions
- Increased energy costs above inflation
- Increased demand on services.
- Uncertainty relating to continued one-year settlements and pending funding and social care reforms

These risks will be monitored and managed carefully and reported to members in the quarterly Budgetary Control Reports (BCR), via the newly established Priority Portfolio Board. This new officer led board has been established to report, monitor, and deliver the programme of change required to achieve the aims and objectives of the Sustainable Future City Council priority.

The Sustainable Council Portfolio Board is one of four new Priority Boards that have been established for each of the four Council priorities. In addition to the above they will drive the design, planning and delivery of new transformation and savings. As an initial step, all Heads of Service are currently preparing Service Delivery Plans, which will focus on business-as-usual improvement initiatives, MTFS savings initiatives as well as the city priorities and outcomes.

### **Savings Plan 2022/23**

For the 2022/23 financial year, a Savings Board was established to monitor a savings tracker of £16.7m. The savings were RAG rated and the savings, except approximately £350,000 procurement savings, have now been delivered. Work is progressing to achieve the complete target by the end of the financial year.

This process emphasised the need to ensure that 2023/24 transformation and savings plans are robust, and delivery continues to be tracked throughout the year which will be through the recently formed Portfolio Board for Sustainable Council. Progress will be reported to officers and members via the monthly and quarterly Budgetary Control Reports (BCR).

### **Budget Monitoring 2022/23**

The finance team, in conjunction with Service Directors and Budget Managers, prepare monthly Budgetary Control Reports (BCRs), which are reported to the Corporate Leadership Team (CLT) monthly and to Cabinet quarterly. The BCR provides information on income and expenditure to date and a year-end forecast. Forecasts are realistic and prudent, but not projecting worst case scenario.

The Council's overall financial position is owned corporately, and if a forecast overspend is projected, remedial action is taken. This may mean that savings are identified in other areas to off-set an overall overspend. In addition, we will maximise grant / external funding or other income or delay expenditure to the following financial year. If the BCR projects an unmanageable overspend, a moratorium may be implemented until the end of the financial year.

At the end of quarter 3 (December 2022) the forecast outturn position was on overspend of £0.8m, an improvement on the £1m overspend reported at the end of quarter 2. The following table outlines the forecast outturn position by directorate:

| Directorate               | Budget<br>£000 | Forecast<br>£000 | Variance<br>£000 | Overall Status   |
|---------------------------|----------------|------------------|------------------|------------------|
| Chief Executives          | 341            | 319              | (22)             | Underspend       |
| Legal & Governance        | 4,323          | 4,396            | 73               | Overspend        |
| Place & Economy           | 27,836         | 27,338           | (498)            | Underspend       |
| People Services           | 97,457         | 100,044          | 2,587            | Overspend        |
| Public Health             | (178)          | (178)            | 0                | On Budget        |
| Corporate Services        | 27,218         | 26,988           | (230)            | Underspend       |
| Capital Financing         | 28,479         | 27,287           | (1,192)          | Underspend       |
| <b>Total Expenditure</b>  | <b>185,476</b> | <b>186,194</b>   | <b>719</b>       | <b>Overspend</b> |
| Financing (inc. Reserves) | (185,476)      | (185,369)        | 107              | Overspend        |
| <b>Net Overspend</b>      | <b>(0)</b>     | <b>826</b>       | <b>826</b>       | <b>Overspend</b> |

The key variances outlined within this report include:

#### Favourable (savings):

- Capital Financing- £1.2m because of reducing the capital programme expenditure and investment income achieved from investing our surplus cash balances.
- Waste & Energy- £2.6m due to several factors including compensation income received relating to the Energy Recovery Facility, additional income from the sale of materials and a saving on the Energy Performance Contract schemes.

#### Pressures:

- Social Care- net £1.6m pressure across Children's and Adults Social Care. Although actions have been put in place to mitigate some of the pressures there is a noticeable rise in the need for adult social care packages and children's placements. In addition, a pressure has materialised due to an Ofsted inspection at Clare Lodge.
- Housing- £0.8m due to increased demand for temporary accommodation, including the short-term use of bed and breakfast accommodation.
- Culture & Leisure- £0.8m due to delayed implementation of savings.
- Home to School Transport- £0.8m arising due to rising demand.

The full details are available in the December 2022 BCR, available here ([item 10](#))

#### Capital Programme- 2022/23-2025/26

##### Current year 2022/23

The approved Capital Programme for 2022/23 was £125.2m. This included an expectation that the Council would continue to review the Capital Programme and funding options to a position where borrowing would be incurred only where absolutely necessary. A detailed review was undertaken in the first part of the year, focusing on those schemes and projects where corporate resources (borrowing or use of capital receipts) would be required.

Following this review the Capital Programme has been reprofiled, with regular monitoring continuing after to reflect spend to date and the estimated spend for the remainder of the year and beyond. The table below reflects the moving position since the start of the year:

| Expenditure | Change | Forecast |
|-------------|--------|----------|
|             | £m     | £m       |
|             |        |          |

|   |                 |              |
|---|-----------------|--------------|
| <b>Approved Capital Programme 2022/23*</b>              | <b>0</b>        | <b>125.2</b> |
| Slippage from 2021/22                                   | 9.5             | 134.7        |
| <b>Revised Budget (Post Capital Reduction Exercise)</b> | <b>(52.7) *</b> | <b>82.0</b>  |
| Forecast Outturn at September 22                        | (27.6)          | 54.4         |
| <b>Forecast Outturn at December 22</b>                  | <b>1.3</b>      | <b>55.7</b>  |

\*includes £22m in relation to the IFRS16- leases accounting change which will now take place in 2024/25, excludes the target reduction.

It is intended that the £55.7m Capital expenditure will be funded by grant income or capital receipts.

### Capital Strategy 2023-2026

The Council recognises it needs to invest in the city to encourage economic development, provide vital Council services and improve the way it works, it therefore has ambitions for a significant Capital and Transformation Programme. However, it is also recognised the need to reduce the current level of debt and the resulting ongoing cost of borrowing which puts a strain on the revenue budget. The MTFs assumes that capital receipts, third party funding and appropriate reserves will be used to fund the programme. New borrowing will only be used where absolutely necessary over the next three years (other than refinancing of maturing loans). The following table summarises the Capital Programme for 2023/24:

| <b>Capital &amp; Transformational Bids 2023/24</b> |          | £                 |
|--|----------|-------------------|
| <b>Bids to date for 2023/24</b>                    | <b>4</b> | <b>82,541,32</b>  |
| <b>Funded by:</b>                                  |          |                   |
| Third Party Funding                                |          | 63,473,441        |
| <b>Corporate Resources</b>                         |          | <b>13,432,446</b> |
| Transformation Funding - Reserve                   |          | 5,635,437         |
|  |          | <b>82,541,324</b> |

The Council has established a process for receiving and reviewing requests for funding and inclusion in the Capital and Transformation Programme. There is a two-stage process in place where bids are reviewed initially by the Capital Review Group, a multi-disciplinary team, and then considered by the Capital Board. The Capital Board reviews each project to ensure that the business case is robust, the proposed scheme / project meets corporate objectives and funding is secured. Further prioritisation is undertaken to assess urgency as well as reprofiling of those schemes requiring corporate resource to minimise any borrowing requirement if in excess of capital receipts and third-party funding. All bids are assessed against 'Our City Priorities,' and only schemes and projects that meet our priorities will be included in the Capital and Transformation Programme.

The full Capital Strategy 2023/26 can be viewed [here](#).

### **Treasury Management and Prudential Indicator requirements**

As part of the budget setting process, the Council must approve a Treasury Management Strategy Statement (TMSS) and a mid-year update report as a minimum. The TMSS sets out the Council's borrowing limits to fund capital expenditure, and how and where to invest surplus funds. The Treasury Management Strategy is reviewed by the Audit Committee and approved by Full Council.

### **Finance Staffing Restructure**

There has been a full review of the Finance Department structure, and a rigorous two stage interview process for candidates for the Posts of Service Director Financial Management and Service Director Corporate Finance (both Deputy s.151 posts) has just been completed with two successful appointments. Further work is in progress to complete the restructure.

## **SERCO**

### **Current Position**

Serco continues to deliver a number of key services for the Council including Business Support, Business Transformation and Service Improvement, Customer Services and Shared Transactional Services.

Serco is working closely with the Council to better understand what is required from the partnership now and moving forward. The original contract was written in 2011 and work is being undertaken to effectively update this to meet current needs. Governance arrangements are in place and a number of workshops have taken place to help determine how the services can best be transformed.

Overall performance has remained very good across all service areas with all key performance indicators being met.

Council Tax and Business Rates collection continues to be challenging this year, although collection rates for both remain on target as we approach the final weeks of the year. A robust as possible approach is being taken to collect monies owed to the Council whilst also trying to be support those households and businesses struggling to pay due to the cost-of-living challenge.

Following the decision to remove the security presence from the Town Hall and Sand Martin House reception areas, work has almost concluded to ensure revised risk assessments and escalation processes are in place and front-line staff have received additional conflict management training. The security presence will no longer operate in the reception areas from 1 March 2023.

A number of system problems have been experienced following the Capita to Cloud migration of the Revenues & Benefits system that have impacted on performance in STS and Customer Services. These continue to be managed with support from ICT.

The government announced two further energy support schemes and whilst the majority of the administration of the new schemes will be undertaken centrally by BEIS (now DESNZ) they have requested support from local authorities to undertake certain checks and make the payments. Final guidance for the Energy Bills Support Scheme Alternative Funding scheme (EBSS AF) is due to be received very shortly with the scheme due to go live on 27 January. They will also be providing draft guidance for the other new energy support scheme (Alternative Fuel Payment Alternative Funding scheme – AFP AF) that is due to go live on the same date. The EBSS AF scheme has been designed to make payments to households across the country who have not already automatically received the £400 Energy Bills Support Scheme which most households will be receiving directly from their energy suppliers in monthly instalments of £66/£67. The AFP AF is intended to help households that use fuel other than gas to heat their homes and cannot be paid automatically by their electricity supplier.

### **Key Successes**

In 2022 the Business Rates team was successful in winning the Institute of Revenues, Rating & Valuation (IRRV) national award for the 'Most Improved Team of the Year'.

The Customer Services team retained the nationally recognised and externally assessed Customer Service Excellence accreditation in 2022. The service is fully compliant with all 57 criteria used for the assessment and 24 of which are recorded as being exceeded and known as Performance Plus. When first assessed 14 years ago only five were recorded as Performance Plus.

## **Social Value**

Serco continue to support the local community in a number of ways including:

Manor Drive Solutions is a team within Business Support with the primary aim of finding staff to fill temporary roles. As well as succeeding in this aim the team have also enabled many residents to join or re-join the work environment initially through temporary roles prior to taking permanent positions either with Serco, PCC, or other employers.

Serco continue to employ and support apprentices to undertake a range of qualifications, including several staff undertaking professional qualifications related to the work they undertake.

The Serco Foundation has provided charitable donations to two local charities, Little Miracles and Young Lives. It has also made grants to individual members of staff in urgent need.

## **Commercial, Property and Procurement include (an update on NPS delivery)**

### **Property**

The team previously delivering Estate Management Services via an outsourced contract with NPS has now transitioned into the Council's Asset and Property Team. Some team members have transferred directly into similar posts, and recruitment to new Service Heads roles will commence shortly.

It has been agreed that the future of the Community Asset Transfer Programme will be reviewed after the Locality Assets Review has taken place. The Locality Assets Review started in February 2023 and an initial report on findings is due back in March.

A review of the Medesham Homes Joint Venture has been undertaken by CIPFA (Chartered Institute of Public Finance and Accountancy), making recommendations on how the Council can best move forward to deliver key housing related priorities. Work in progress includes a specific review on Bretton Court.

Following Cabinet approval, negotiations are now underway with the various interested parties (tenants) to bring forward the disposal of the selected Smallholdings Sites.

The Peterscourt Serviced Office is now on the market for sale, generating a strong level of interest from prospective purchasers. The marketing of surplus space at Sand Martin House to let has also commenced and an offer has been accepted on part of the office accommodation. The level of interest in the remaining space is strong, other offers are expected.

The Council are also in discussions with CPCA (Cambridgeshire and Peterborough Combined Authority) to sell the Nursery Lane Depot currently occupied by Peterborough Ltd for use as a Bus Station for Electric Buses. The Purchase is subject to grant funding and is time bound. We are currently trying to determine if sufficient land can be carved out for sale without detrimentally impacting the current uses.

## **Procurement**

The Procurement Team successfully transferred from Serco to the Council in November 2022, and the transition has been very smooth. We now have Senior Category Managers taking responsibility to act as the key point of contact for each of the Council's Directorates, working closely with the services.

The Procurement Team has introduced an Annual Procurement Forward Plan and process and the draft plan has been shared with Directorates with a view to discuss priorities for the coming 12 to 18 months.

Amendments to the Constitution to set the limit at £25,000 (increased from £5,000) where more than one written quote is required to direct award to a supplier, has reduced the number of exemptions and further reductions are expected following specific procurements regarding temporary and interim staff and for Apprenticeships and Training.

The "No PO No Pay" Policy has been re-launched and compliance will be monitored and reported upon. Suppliers that submit invoices without a valid purchase order will have the invoice returned and asked to provide a valid purchase order to receive payment.

Discussions are underway between the Procurement Team and Legal Services to streamline procurement and deliver the service more efficiently. This will include wider framework contracts aligned to new process mapping and related efficiencies, leading to greater efficiency across the Council.

## **Internal Audit and Insurance**

Internal Audit provides support to Audit Committee to increase its scrutiny and governance challenge of the organisation. While resources have been stretched, efforts have been taken to boost staffing levels. There is a shortage of internal auditors across Cambridgeshire and in the region and a project team has been set up to consider an arrangement of pooled resources to improve resilience.

Several non-audit activities have realigned within PCC (Risk Management from October 2022; corporate complaints stage 2 reviews from February 2023). This has freed up some resource for audit purposes.

The Internal Audit Plan, progress reports and the annual IA Opinion are submitted in line with committee deadlines.

## **Investigations**

As services reopened following Covid-19, there has been continued work with the DWP (Department of Work and Pensions) as part of joint working to protect the public purse. Initiatives by Enforcement has seen an increase in the number of alleged blue badge misuse.

## **Insurance**

A tender exercise commenced in August 2022, with the aim to go live with a new contract from 1<sup>st</sup> April 2023. This covered all aspects of Council business and included two new insurance areas we have not had cover for – Crime and Cyber. The tenders are currently being evaluated.

## **CORPORATE GOVERNANCE**

### **Legal**

The Director of Legal & Governance has been in post since November 2022 and work has commenced to transform the service. Red Quadrant, specialists in public service transformation, will lead a review of Legal Services due in February 2023. This will support the transformation work required for the department. The review will look at options for delivery of legal services and recommend the most appropriate design for the service.

A recent interim appointment has been made, fulfilling the role of Head of Service and Deputy Monitoring Officer (DMO). This postholder will support the service, leading on operational matters, complex cases, and deputising for the Monitoring Officer. Six hour weekly DMO support continues to be provided via an arrangement with Fenland District Council. This arrangement will also be reviewed as part of the wider review of legal services.

### **Governance**

There are several reviews currently ongoing in relation to the Council's governance arrangements which include: -

- a review of the Council's Model of Governance by the Constitution and Ethics Committee Governance Review Working Group;
- a review of the Council's internal governance structure and decision-making processes, supported by the Corporate Delivery Unit, and
- an intended review of the Council's scrutiny procedures, supported by the CFGS (Centre for Governance and Scrutiny) and the LGA (Local Government Association).

All the above reviews will be amalgamated, with recommendations implemented and fed into a review of the constitution. It is intended that the review of the constitution will commence in March 2023, with the first step of engagement with staff. A fully revised constitution is scheduled to be in place from 2024.

## **5. CONSULTATION**

5.1 Not Applicable – Progress report, item for information.

## **6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 Not Applicable – Progress report, item for information.

## **7. REASON FOR THE RECOMMENDATION**

7.1 Not Applicable – Progress report, item for information.

**8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 Not Applicable – Progress report, item for information.

**9. IMPLICATIONS**

**Financial Implications**

9.1 Not Applicable – Progress report, item for information.

**Legal Implications**

9.2 Not Applicable – Progress report, item for information.

**Equalities Implications**

9.3 Not Applicable – Progress report, item for information.

9.5 **Carbon Impact Assessment-** Not Applicable – Progress report, item for information.

**10. BACKGROUND DOCUMENTS**

10.1 None

**11. APPENDICES**

11.1 None



|   |                      |
|---|----------------------|
| <b>Growth, Resources &amp; Communities Scrutiny Committee</b> | AGENDA ITEM No. 6    |
| <b>7 MARCH 2023</b>   | <b>PUBLIC REPORT</b> |

|                                |   |                   |
|--------------------------------|---|-------------------|
| Report of:                     | Peter Gell, Acting Service Director Regulatory Services                                       |                   |
| Cabinet Member(s) responsible: | Councillor Marco Cereste - Cabinet Member for Climate Change, Planning, Housing and Transport |                   |
| Contact Officer(s):            | Peter Gell, Acting Service Director Regulatory Services                                       | Tel. 07920 160701 |

**LICENSING SCHEMES – RAISING HOUSING STANDARDS**

|   |                                  |
|---|----------------------------------|
| <b>RECOMMENDATIONS</b>  |                                  |
| <b>FROM:</b> Peter Gell, Acting Service Director Regulatory Services  | <b>Deadline date:</b> 28/02/2023 |
| <p>It is recommended that Growth, Resources &amp; Communities Scrutiny Committee:</p> <ol style="list-style-type: none"> <li>Note the contents of the report and the current status of service development, to assist in evaluating progress in future reports to the committee.</li> </ol> |                                  |

**1. ORIGIN OF REPORT**

1.1 This report is submitted to Growth, Resource & Communities Scrutiny Committee following a request from Scrutiny Committee for an update regarding a Selective Licensing Scheme for the city having previously been informed about a public consultation exercise on such a scheme.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The purpose of this report is to provide an update on progress in relation to a Selective Licensing Housing Scheme for the city as well as the wider approach being adopted to raise housing standards in the private rental sector.

There are rented properties in the city which provide poor quality accommodation putting the welfare and health of those that live in them at risk, the council has a responsibility to take action to raise the standards of such accommodation. The measures outlined within the report are intended to achieve that.

2.2 This report is for Growth, Resources and Communities Scrutiny Committee to consider under its Terms of Reference which include specific functions relating to:

- Housing need (including homelessness, housing options and selective licensing);
- Economic Development and Regeneration including Strategic Housing and Strategic Planning;

2.3 The following outlines how the recommendation links to the Council's Corporate Priorities:

**2.3.1 The Economy & Inclusive Growth**

Environment/Carbon Impact

The approach outlined in this report will have a positive impact on the environment in that property related energy efficiency standards will be promoted, and their compliance checked through the licensing regime. Having sufficient good quality housing provision is key to the city successfully achieving economic growth in a sustainable way.

### 2.3.2 **Our Places & Communities**

#### Health and Wellbeing

Good housing conditions are an important contributory factor in the overall health and wellbeing of those living in a property. The proposed Schemes will help improve housing standards.

#### **Prevention, Independence & Resilience**

### 2.3.3

#### Adults & Children

Opportunities to prevent crises for both adults and children will at times be identified during inspections of accommodation, ensuring these are not lost and the appropriate support is put in place will be a priority for the Service. Category 1 hazards, and as recently reported in national media, damp and mould can and do lead to serious poor health consequences if not addressed.

#### **Sustainable Future City Council**

### 2.3.4

#### How we Work, how we serve, how we enable

Using good qualitative data and information will help inform and drive interventions to improve housing standards compliance. Working collaboratively with other council services and external providers will help address the wider issues impacting negatively on communities, resulting in better outcomes.

## 3. **TIMESCALES**

|   |           |                                  |            |
|---|-----------|----------------------------------|------------|
| Is this a Major Policy Item/Statutory Plan? | <b>NO</b> | If yes, date for Cabinet meeting | <b>N/A</b> |
|---|-----------|----------------------------------|------------|

## 4. **BACKGROUND AND KEY ISSUES**

### 4.1 **Background**

4.1.1 Following the departure from the Council of the Assistant Director for Housing during 2022 interim management arrangements were put in place for the Private Sector Housing Team (PSHT). The Service was brought within the Regulatory Services Group. At that time with ongoing senior management changes and appointments in the organisation it was not possible to make a final decision on the teams longer term placement. It is expected that a forthcoming restructure consultation in the Place and Economy Department will propose that the team remains as a permanent addition to the Regulatory Services Group.

4.1.2 At the point Regulatory Services picked up responsibility for the Private Sector Housing Team a public consultation exercise regarding a Selective Licensing Scheme had taken place. The timing of the public consultation meant that some members of the Corporate Leadership Team, including our newly appointed Chief Executive had not been sufficiently briefed regarding housing standards in the city, the previous Selective Licensing Scheme, and future proposals.

4.1.3 It has been necessary to take stock to enable development of the private sector housing service in an informed way, this time has been invaluable, and will ensure the Service is well placed to deliver improved outcomes for the city in the future. This work has included looking at service delivery, the wider measures available to raise housing standards, evaluating the status of the Selective Licensing Scheme work, while developing proposals to support the council achieving a balanced budget for 2023/24. Delivery of the approach outlined in this report is dependent on transformation funding for which a case has been submitted, this adding some capacity to project manage implementation.

4.1.4 The PSHT is responsible for enforcing, undertaking, and administering a range of functions to maintain and improve housing conditions in the private rented sector. There are various tools available to the council to enable it to fulfil its housing duties including enforcement powers and penalties, the housing health and safety rating system (HHSRS), and licensing schemes.

4.1.5 Though there are well maintained properties and mobile homes in the city, offering good living conditions, there are also properties in need of improvement to bring them up to an acceptable standard.

4.1.6 Poor housing standards not only negatively impact on the general health and wellbeing of tenants but can also result in hazardous conditions for those living in the properties. Poor housing standards are consequently one of the factors that contribute towards poor health outcomes. There are health inequalities across the county, with parts of Peterborough having significantly lower life expectancy levels than others, improving housing standards is one measure that can help address these inequalities.

4.1.7 With a housing shortage, both in terms of the owner-occupied market and in the rented sector, it is essential that the PSHT works cohesively with other housing related functions within the council and external partners to maximise the availability of good quality, safe housing in the city. The team also has an important part to play working with other services to improve localities, supporting initiatives to address environmental crime, anti-social behaviour, statutory nuisances, parking issues, and reporting safeguarding and human trafficking concerns.

4.1.8 Both external and internal assessments of housing service delivery have identified that with a refocus the service can be more effective both in terms of its specific housing standards functions but also its wider contribution to corporate priorities.

4.1.9 The approach proposed to improve housing standards across the rented sector in the city is a combination of measures. A refocus of the PSHT in conjunction with skills development, better use of the enforcement tools available, and the introduction of both a Selective Licensing and an Additional Licensing Scheme to complement the Mandatory Licensing Scheme in the city. The suite of measures will provide a more integrated approach to compliance across the city, with interventions being applied proportionately recognising the seriousness of the conditions and attitude of the landlord towards addressing concerns. It is recognised that there are many responsible landlords who at times will just need some advice and guidance in order to meet housing condition requirements.

## **Staffing**

4.2 To ensure the PSHT is fit for purpose in the future, service transformation is required. The team could achieve more with better use of available enforcement sanctions, and through developing the skills, competence, and expertise of officers within the team in addition to appointing a housing technical lead to develop, and mentor others and lead on complex compliance issues.

4.2.1

4.2.2 All team members need to be able to carry out housing compliance activities across the breadth of the council's statutory housing compliance responsibilities. In addition, being able to use all the available enforcement sanctions in their toolkit is key to maximising their effectiveness in raising housing standards. Sanctions such as civil penalties have not been utilised enough yet provide a significant deterrent to rogue landlords due to the level of fines imposed as well as providing a revenue stream to offset the cost of enforcement.

Embedding a culture of looking holistically at issues and working in partnership with others where advantageous will deliver better outcomes and more sustainable solutions.

4.2.3 The first phase of the Service transformation is a staff restructure, the consultation of which will commence shortly.

## 4.2.4 **Housing Licensing Schemes**

### Mandatory Licensing

4.3 The Housing Act 2004 requires councils to administer the Mandatory Licensing Scheme, this provides housing standards requirements in relation to safety and management for rented

4.3.1 accommodation and applies when there are or 5 or more tenants sharing amenities. This scheme applies to all properties within the city meeting the criteria, and licences are for five years, after which there is a requirement for them to be renewed.

#### Selective Licensing

4.3.2 The Selective Licensing Scheme (SLS) implemented by the council expired in 2021 after its five-year licence period. The scheme applied to a designated part of the city consisting of 22 lower output areas in which rented accommodation met the qualifying criteria. Under the scheme all private rented accommodation in the area needed to be licenced, although properties with 5 or more tenants were already subject to the mandatory licensing scheme.

4.3.3 To identify the area for a new scheme the Selective Licensing Index (SLI) was developed. This was designed to provide an objective geographical appraisal based on Lower Super Output Areas (LSOA) of those locations across the city which may benefit from the implementation of a SLS. The SLI amalgamates crime, socio-demographic, deprivation, and other housing related data to produce a tool used to assess each of the six criteria upon which a Selective Licensing Scheme can be legally based. The six criteria are:

- Low housing demand
- Anti-Social Behaviour
- Housing conditions
- Migration
- Deprivation
- Crime

There are approximately 9,000 properties within scope for a new scheme, these being within 24 LSOA. Consultation regarding a new scheme based on the revised area took place between 20 January 2022 and 13 April 2022.

4.3.4 On the 25th of January 2023 Council approved the submission of a SLS application to the Secretary of State (SoS) for approval based on the revised area in Peterborough as provided for under Section 80 of the Housing Act 2004. The approval is required where a Scheme will cover more than 20% of their geographical area or that would affect more than 20% of privately rented homes in the local authority area. The proposed new scheme will cover 39.75% of the city's private rented stock. This scheme if implemented would again bring added controls to help raise housing standards. The next step is for an application to be submitted to the SoS. Subject to approval it is likely that the SoS will require a period, possibly 3 months, before the council can launch a scheme.

4.3.5 Unlike the previous SLS which the council administered and undertook the compliance checks, it is proposed that for a new scheme the council will enter into an agreement with a third-party organisation to undertake both aspects using systems that they provide. The third party would be funded from the licensing fee, with the council retaining some funding to issue the licence once the application process and all compliance checks are complete. The licensing scheme would be cost neutral to the council.

4.3.6 This option is preferable to the previous arrangement for several reasons. The council only achieved one compliance check for each property during the lifetime of the previous scheme, whereas there are third-party providers with better track records in this respect, helped by a single focus, and no other housing standard responsibilities. The council does not currently have a system to administer a new scheme and would need firstly to resolve an existing contract with a service provider, and secure the funding, this will take some time to resolve.

4.3.7 With a third party administering the scheme and completing the compliance checks the council would pick up referrals from the third-party provider in the instances where enforcement sanctions need to be exercised, such as landlords refusing to licence properties, or raise standards to meet scheme conditions. The councils PSHT would consequently be leaner and more focused on rogue landlords in respect of housing standards compliance. The council

4.3.8

initiated soft market testing for a third-party provide in early February and has since commenced the full procurement process.

#### Additional Licensing

4.3.9 Additional Licensing Schemes (ALS) apply to all 3 and 4 bed rented accommodation with shared amenities. Unlike the national Mandatory Scheme covering 5 beds or more, implementation is at the discretion of the local authority, and does not require SoS approval like an SLS. An ALS provides a means of regulating standards of housing in parts of the city which do not meet the criteria to become a SLS but would still benefit from controls raising housing conditions in properties not caught by the mandatory scheme. There are believed to be between 1,500-2,000 properties within scope.

An analytical piece of work be undertaken to identify those areas of the city that would benefit from the introduction of an ALS, and that the findings form part of a public consultation exercise. Once final scheme proposals have been developed a decision on implementation will be sought from a Cabinet.

4.3.10 It is proposed that the administration of a scheme and the associated compliance checks also be undertaken by a third-party provider.

4.3.11

## **5. CONSULTATION**

5.1 A public consultation was undertaken regarding the implementation of a SLS for 12 weeks commencing on the 20th January 2022 and finishing on the 13th April 2022. The document outlining the scheme proposals used in the public consultation exercise can be seen in Appendix A, and the consultation findings, and recommendations in the consultation report in Appendix B.

5.2 A further public consultation would need to be undertaken in relation to the introduction of an ALS for those localities affected subject to approval to progress work towards implementing such a scheme.

5.3 The approach outlined within this report was considered by the Corporate Leadership Team (CLT) on 21 December 2022, Cabinet Policy Forum on 9 January 2023, and approved by Council on the 25 January 2023.

## **6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 The anticipated impact of the approach detailed in this report is that it will provide better outcomes in terms of raising housing standards that is currently achieved.

## **7. REASON FOR THE RECOMMENDATION**

7.1 The council has a statutory responsibility with regards to regulating housing standards in the private rented sector and could do more to improve housing standards through a refocus of the council's PSHT, a more expansive use of enforcement powers, and the introduction of a blend of licensing schemes in the rented sector. A previous SLS ended in October 2021 having come to the end of its 5-year period, and consequently there is a gap in the regulatory controls in the locality. Housing standard complaints and officer inspections confirm there remain properties providing poor housing condition standards.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 The alternative options that were considered by Cabinet are set out below. The recommendations made by Cabinet were adopted by Council at the meeting on 25 January 2023.

## 8.2 **Option One (Status Quo)**

The current service delivery arrangement is not sustainable financially as much of the current staffing was funded out of the previous SLS, therefore without additional revenue the size of the team would have to be reduced to reflect cash limits. The status quo position would rely on the Mandatory Licensing Scheme alone in conjunction with the enforcement sanctions available to officers. If the team were resourced based on the cash limits for 2023/24 there would be insufficient staffing to meet housing compliance needs.

## 8.3 **Option Two (Service transformation, no SLS, or ALS)**

In this case the service would still need to be adjusted to reflect cash limits, though with transformation of the PSHT the extent of the adjustment could be mitigated by raising additional revenue from the use of civil penalties to address poor housing standards. This sanction is currently underused. Transformation would in addition increase the effectiveness of the team and lead to better community outcomes. The only licensing scheme in place would be the Mandatory Licensing Scheme.

## 8.4 **Option Three (service transformation and introduction of SLS)**

This option reflects that proposed within the report other than only a SLS would be progressed with a view to obtaining approval for implementation, the council would not develop proposals for an ALS at this time and keep matters under review. This does not provide the integrated approach that including ALS would, though would enable a review of third-party delivery arrangement performance before committing to including ALS.

## 8.5 **Option Four (service transformation and introduction of ALS)**

This option reflects that proposed within the report, though instead of a SLS the council would pursue ALS instead. In this case it would be necessary to undertake an analytical exercise to evaluate the locality requirements for such a scheme, then undertake a public consultation exercise. If replicating that undertaken for SLS the consultation exercise would take 12 weeks. The council can make a local determination with respect to ALS implementation. This does not provide the integrated approach that including SLS would.

# 9. **IMPLICATIONS**

## 9.1 **Financial Implications**

The introduction of Selective Licencing and Additional Licencing schemes will result in a third-party provider being funded from the fees derived from the licences they administer for the council, the council receiving a proportion of the fees to cover the cost of issuing the licence once the third party has completed all the compliance checks and confirmed the scheme requirements have been met and a licence can be issued.

## 9.2 **Legal Implications**

9.2.1 The Housing Act 2004 provides the legislative background to the proposed introduction of Selective Licensing Policies and Additional Licensing Schemes by the Council. Both schemes require public consultation, which has already been undertaken in respect of the Selective Licensing Scheme. The government is required to approve the implementation of a Selective Licensing Scheme before a council can introduce a scheme.

9.2.2 The Council will need to ensure that all procurement and legal steps are followed prior to engaging a third party to undertake the compliance checks.

## 9.3 **Equalities Implications**

9.3.1 The proposal does not negatively discriminate against any group with protected characteristics. The proposal, if adopted, will improve living conditions for people living in poor housing conditions in the rented sector. Younger households are more likely to live in the private rented sector than older households according to Office of National Statistics (ONS) data, the largest age group being 25-34. Any improved standards will benefit all those in rented accommodation,

slightly more so those in the 25-34 age group as the biggest age grouping, though not disproportionately.

9.3.2 Poor housing standards are known to have a significant detrimental impact on peoples' health, so improvements help contribute towards achieving better health outcomes. Due to high inflation, and heating costs some tenants will be experiencing extreme hardship, compliance checks therefore provide an opportunity to put people in touch with available support.

9.3.3 Good responsible landlords will benefit as they can invest in providing good quality accommodation knowing it is a level playing field, as rogue landlords will not be able to cut corners.

#### 9.4 **Rural Implications**

9.4.1 There are no implications from the SLS on rural communities as they are not captured in the defined areas due to not meeting the eligibility criteria.

9.4.2 Should analytical work identify rural communities that may come into scope for Additional Licensing the impact on them, should a scheme be implemented, is expected to be minimal as rental properties are predominantly in urban areas.

#### 9.5 **Carbon Impact Assessment**

This project has a positive impact on carbon emissions and the environment due to energy efficiency requirements being part of new licensing scheme conditions. There will be a slight reduction in carbon emissions by the council through reduced transport, this is however balanced off by a third-party undertaking work on the council's behalf.

#### 9.6 **Other implications**

This report has implications for areas of the city providing rented accommodation. The proposal outlines an approach to improve compliance with regards to housing standards in the private rental sector. A combination of housing schemes used in conjunction with effective use of enforcement sanctions will provide a locality specific and proportionate approach to compliance.

### 10. **BACKGROUND DOCUMENTS**

10.1 Selective Licensing Scheme Consultation Document

10.2 Selective Licensing Scheme Consultation Report

### 11. **APPENDICES**

11.1 Appendix A - Selective Licensing Scheme Consultation Document

11.2 Appendix B - Selective Licensing Scheme Consultation Report





HELPING TO MAKE **PETERBOROUGH** a better place to live



## Selective licensing



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# Selective licensing

# HELPING TO MAKE PETERBOROUGH a better place to live

## Introduction and welcome to the consultation

In 2016, Peterborough City Council gained approval from the Secretary of State to operate a selective licensing scheme to help tackle issues which can be caused as a result of high density private rented housing.

The scheme requires all landlords that own private rented homes, within specific areas of the city, to have a licence for each property. It is an offence to rent or manage a property within the designated selective licensing areas without being licenced.

Approval was granted for a five-year period which expired in October 2021. The council is now proposing to make an application to the Secretary of State for a new scheme which aims to build on the successes of the original scheme.

The council must carry out a public consultation of no less than 10 weeks before it can approach the Government for approval to operate a further selective licensing scheme. As part of this consultation, the council must engage with private landlords, tenants and residents within the proposed new areas and those adjacent, as well as any other individuals and groups who would be affected by the proposals.

## What is selective licensing?

The Housing Act 2004 gives councils the power to require residential landlords to obtain a licence in order to let property to tenants within a designated area. Its aim is to improve the quality of life for all in the area by ensuring a consistent high standard of management of private rented homes which thus make a positive contribution to the area.

A designated area must have a high level of private rented housing (25.3% or above for Peterborough). If this level is reached, selective licensing can be introduced if an area satisfies one or more of the following conditions:

- Low housing demand (or is likely to become such an area)
- A significant and persistent problem caused by anti-social behaviour
- Poor property conditions
- High levels of migration
- High levels of deprivation
- High levels of crime

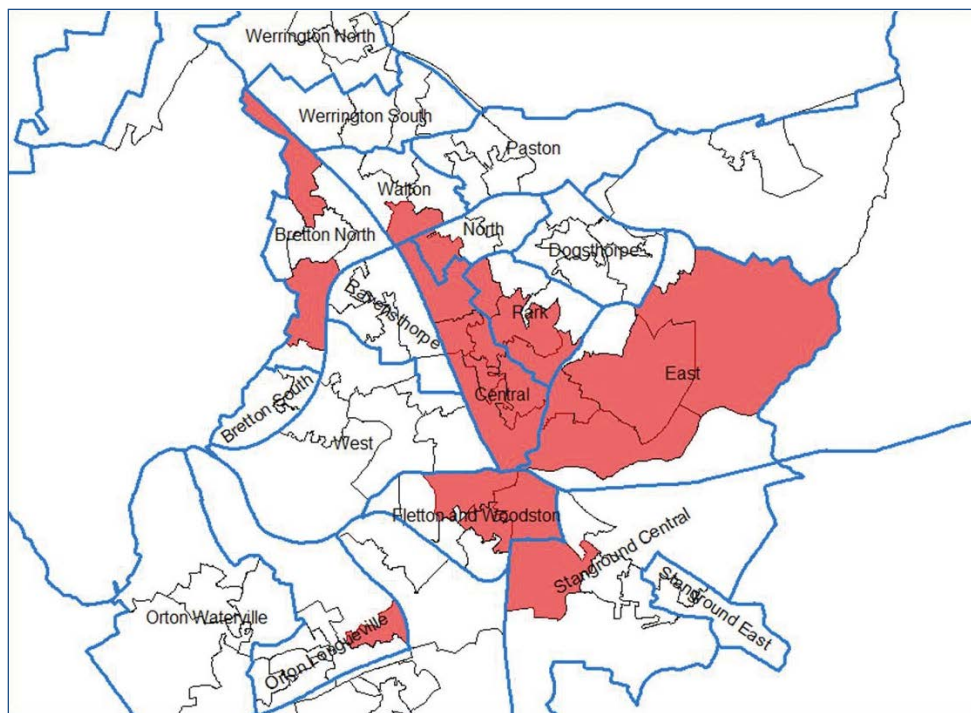
Some properties do not require a licence. A full list of statutory exemptions can be found at The Selective Licensing of Houses (Specified Exemptions) (England) Order 2006. (<https://www.legislation.gov.uk/uksi/2006/370/made>)

### Examples of statutory exemptions include:

- Those managed by Housing Associations or the local authority
- Buildings regulated by other legislation
- Holiday Lets
- Tenancies under long leases

### Original scheme

The original scheme started on 1 December 2016. Prior to the start of the scheme, a review of Peterborough's Local Super Output Areas (LSOAs – a term used by the Office of National Statistics to divide the country into geographical areas of around 1500 population) was used to identify the locations that met the scheme criteria. Only those areas that met five or six of the Government's criteria were selected for the scheme; these can be viewed in the map below.



Upon launching the scheme, the council identified 6,205 properties in need of a licence. During the scheme 8,995 applications were received, with over 7,900 licences being granted, 660 rejected, and over 240 revoked. There are in the region of 200 properties that are still under investigation as unlicensed properties.

For each application made, fit and proper checks are carried out on the applicant, safety documents are checked and each property has an initial safety inspection carried out. All defects and hazards identified are brought to the landlord's attention with a full housing health and safety inspection scheduled according to risk. A large number of landlords work with council officers and rectify issues without delay. Some have used the scheme as an opportunity to undertake large scale works and refurbish all their properties.

### The scheme has seen a range of improvements experienced in selective licensing areas.

#### Successes include:

- 7,278 properties have had an initial inspection. Housing defects identified from the inspection were notified to the owners with the opportunity to correct these voluntarily. Many landlords did this and as a result the number of formal actions necessary was greatly reduced from the pre-scheme period.
- Formal action has been taken in relation to 284 properties inspected that were found to have category one hazards (the most serious level). This ensured that these properties are now free from hazards and safe for tenants to live in.
- In all bar one of the scheme's LSOAs, anti-social behaviour has reduced over the 5 year period.

- The private rented sector has grown by 12% overall within the current selective licensing areas, showing investment is continuing within the areas and providing more choice of accommodation for private renters.
- The number of properties with serious hazards has reduced by an average of 14% across the selective licensing areas.
- Landlord and agent engagement with the council has improved greatly over the term of the scheme leading to a more open and productive relationship resulting in better management and improved housing conditions.

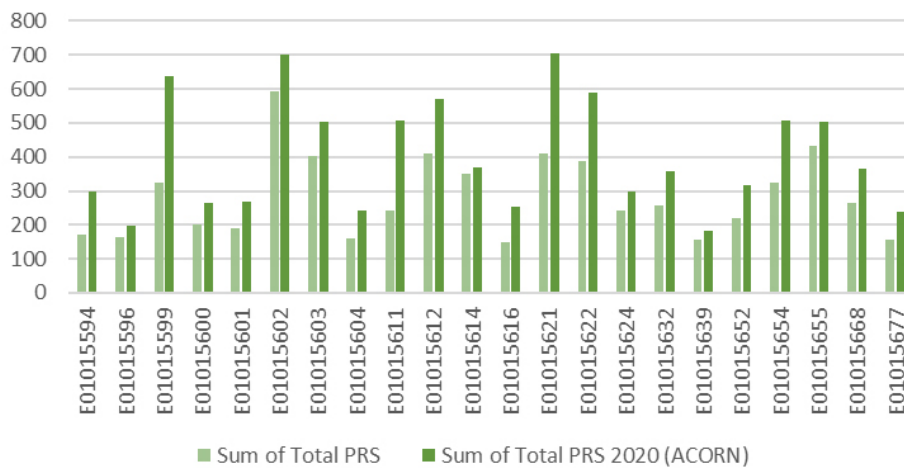
### Why do we need a new scheme?

Peterborough is an ambitious city with exciting plans for growth. It's the UK's fourth fastest growing city and is transforming quickly with a £1billion regeneration programme.

But growing populations can mean additional challenges such as anti-social behaviour and reported crime, and in Peterborough there are also more properties in an overcrowded, poor and dangerous condition. Overcrowding can lead to excessive waste and sometimes affects the health of the occupants.

Some of the challenges experienced in Peterborough are outlined below.

**Private Rented Stock 2015 to 2020**



### Low housing demand

During the course of the original scheme, Peterborough's private rented sector has grown. An additional 1,400 properties were found to be rented during the course of the scheme than first anticipated at its start in 2016. Overall, the population of Peterborough has grown by 7% over the period but the growth within the original scheme area is higher at 12%. In some areas the population has grown significantly, for example Central ward has grown by 33% and Fletton & Stanground by 40%. The table above shows the increase in the private rented stock in the current scheme area between 2015 and 2020.

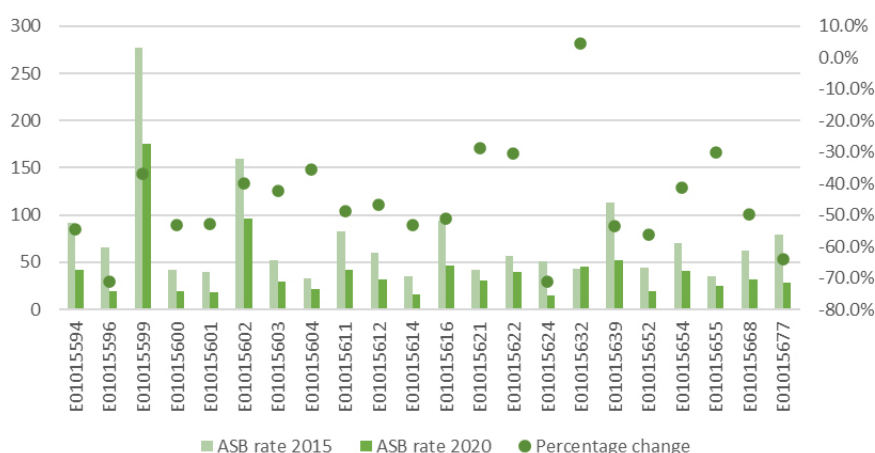
The number of empty dwellings across the city has remained static at 540, although in the original scheme area the number has fallen slightly from 235 to 210 over the past five years. We are proposing that under the new scheme, landlords of empty properties will be encouraged to bring their properties back into use and will pay no licence fees if the property is used by the council to house people on the housing waiting list.

### Anti-social behaviour

Over the past 5 years anti-social behaviour has fallen by about 38% across the city. In 2015, 38% of all reported anti-social behaviour incidents came from within the current selective licensing areas, in 2020 this increased slightly to 40%. However, despite an increase in the private rented stock in some LSOA's, anti-social behaviour incidents fell by more than the city average, for example: Central E01015603 has had an increase in private rented property of 5.4%, an increase in fly tipping of 310%, but rubbish accumulations

have decreased by 45%. Anti-social behaviour fell by more than the citywide average in all the LSOAs within the scheme apart from in Central, North, Park and Fletton and Stanground as shown on the table below.

### Anti-social behaviour rate 2015 compared to 2020



The original scheme was complemented with the introduction of a Public Space Protection Order (PSPO) for the Millfield, New England, Eastfield and Embankment area. This order was implemented in 2017 and expired in August 2020 and a total of 2,344 Fixed Penalty Notices were issued during this period.

Due to the Covid-19 pandemic it was not possible to carry out a public consultation at the time on extending the order for a further 3 years. However, a new PSPO for the Millfield, New England, Eastfield, and Embankment area has recently been implemented due to the continued anti-social behaviour which is blighting the quality of life for residents and businesses within the areas of Central, North, Park and East wards.

### Poor property conditions

One of the aims of the original scheme was to achieve long-term sustainable improvements in the quality of private rented sector accommodation within the city, and in particular within those areas of greatest need; those that comprise the proposed scheme .

Since the start of the scheme, 7,278 properties have had an initial inspection. Each property was assessed and risk scored on compliance with statutory requirements, property condition, and landlord experience, to enable the council to carry out full Housing Health and Safety Risk Assessments on each property starting on a ‘worst first’ basis.

Housing defects identified from these inspections were notified to the owners with the opportunity to correct these voluntarily. Many landlords did so, and as a result the number of complaints and formal actions necessary was greatly reduced from the pre-scheme period.

Formal action was taken following inspections of 284 properties that were found to have category 1 hazards, such as excess cold, entry by intruders, damp and mould. As a result, 80 Housing Act improvement notices were served to make the landlords carry out the necessary repairs and ensure that their properties are free from hazards and are now safe for their tenants to live in.

As a result, the percentage of properties with hazards that fall within category one and high category two under the Housing Health and Safety Rating System has improved, as illustrated in the table on page 7.

However, the impact of the pandemic, combined with the increase in private rented properties, has meant that there remain in the region of 550 properties identified as likely to have category one hazards that require a full inspection and necessary action taking to reduce the hazards.

### Migration

A designation can be made to preserve or improve the economic conditions of areas to which migrants have moved and ensure people (including migrants) occupying private rented properties do not live in poorly managed housing or unacceptable conditions.

| Code              | LSOA Code 2 015 | Ward                 | % of PRS stock in LSOA with a Cat 1 hazard 2015 | % of PRS stock in LSOA with a Cat 1 hazard (Unique Properties) 2020 | Change in Cat 1 % pts | % of PRS stock in LSOA with a Cat 2 hazard 2015 | % of PRS stock in LSOA with a Cat 2 hazard (Unique Properties) 2020 | Change in Cat 2 % pts |
|-------------------|-----------------|----------------------|---|---|-----------------------|---|---|-----------------------|
| Peterborough 011C | E01015594       | Bretton North        | 14%   | 3%  | -11%                  | 13%   | 5%  | -8%                   |
| Peterborough 009B | E01015596       | Bretton North        | 12%   | 2%  | -10%                  | 12%   | 6%  | -6%                   |
| Peterborough 014A | E01015599       | Central              | 19%   | 5%  | -14%                  | 15%   | 8%  | -7%                   |
| Peterborough 014B | E01015600       | Central              | 8%  | 7%  | -1%                   | 14%   | 10%   | -4%                   |
| Peterborough 012A | E01015601       | Central              | 16%   | 7%  | -9%                   | 15%   | 9%  | -6%                   |
| Peterborough 014C | E01015602       | Central              | 9%  | 4%  | -5%                   | 21%   | 7%  | -14%                  |
| Peterborough 010A | E01015603       | Central              | 15%   | 7%  | -8%                   | 18%   | 13%   | -5%                   |
| Peterborough 010B | E01015604       | Central              | 21%   | 5%  | -16%                  | 26%   | 7%  | -19%                  |
| Peterborough 013B | E01015611       | East                 | 12%   | 1%  | -11%                  | 22%   | 3%  | -19%                  |
| Peterborough 014D | E01015612       | East                 | 20%   | 6%  | -14%                  | 27%   | 8%  | -19%                  |
| Peterborough 013D | E01015614       | East                 | 13%   | 4%  | -9%                   | 25%   | 4%  | -21%                  |
| Peterborough 013F | E01015616       | East                 | 22%   | 3%  | -19%                  | 27%   | 6%  | -21%                  |
| Peterborough 017A | E01015621       | Fletton and Woodston | 25%   | 1%  | -24%                  | 27%   | 1%  | -26%                  |
| Peterborough 016A | E01015622       | Fletton and Woodston | 24%   | 1%  | -23%                  | 25%   | 3%  | -22%                  |
| Peterborough 017C | E01015624       | Fletton and Woodston | 20%   | 2%  | -18%                  | 27%   | 5%  | -22%                  |
| Peterborough 010C | E01015632       | North                | 19%   | 5%  | -14%                  | 26%   | 8%  | -18%                  |
| Peterborough 021B | E01015639       | Orton Longueville    | 21%   | 2%  | -19%                  | 27%   | 5%  | -22%                  |
| Peterborough 012C | E01015652       | Park                 | 24%   | 5%  | -19%                  | 27%   | 11%   | -16%                  |
| Peterborough 012E | E01015654       | Park                 | 13%   | 6%  | -7%                   | 28%   | 8%  | -20%                  |
| Peterborough 014E | E01015655       | Park                 | 23%   | 4%  | -19%                  | 27%   | 5%  | -22%                  |
| Peterborough 017E | E01015668       | Stanground Central   | 20%   | 2%  | -18%                  | 30%   | 2%  | -28%                  |
| Peterborough 010E | E01015677       | Walton               | 21%   | 2%  | -19%                  | 31%   | 3%  | -28%                  |

The 2011 census provided population counts across all LSOAs in the city, compared to the 2019 mid-term population estimates that the 24 proposed areas have experienced a relatively large increase in the size of the population. The population of the proposed 24 areas to be included amounts to 52,877.

It could be assumed that if an area has had an increase in population, and little to no housing being built, these new residents are either taking up existing empty properties or the housing composition dynamics have changed to accommodate them.

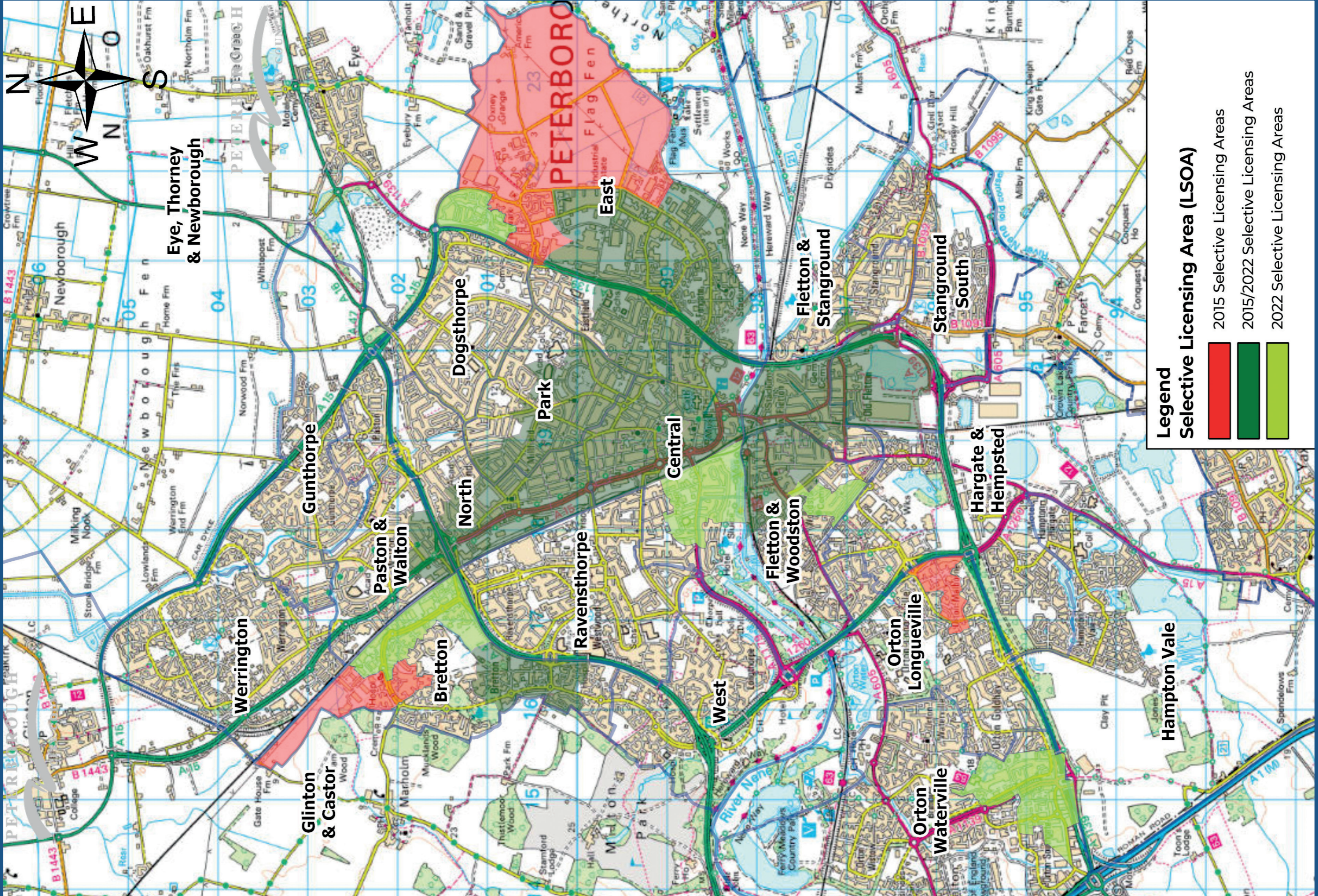
## Deprivation

In the original selective licensing areas, across four of the five indices of deprivation there has been improvement compared to the rest of the country, in the sense that fewer LSOAs are in more deprived deciles in 2019 compared to 2015. However, the Education and Skills index has slightly worsened.

When considering the proposed areas for the new scheme, ten separate criteria were used to demonstrate deprivation and applied to all of the 112 LSOAs across the city. Of the 24 LSOAs identified as meeting the overall criteria for selective licensing, 22 met the deprivation threshold. The 24 LSOAs are shown with their local index rank opposite.

The average income of households - The Income Deprivation Domain measures the proportion of the population in an area experiencing deprivation relating to low income. The definition of low income used includes both those people that are out-of-work, and those that are in work but who have low earnings. Within the 24 proposed areas 5 of the LSOAs fall within the top 10% most deprived nationally and a further 12 LSOA areas are within the 20% most deprived in the country.

The proposed areas for the new scheme are shown in the map below, with red areas no longer meeting the criteria for selective licensing, dark green areas remaining from the original scheme and light green areas being new proposals. An interactive, searchable map of streets within the proposed areas can be found at [www.peterborough.gov.uk/SLconsultation](http://www.peterborough.gov.uk/SLconsultation)





## Crime

Across the city, crime has increased from 80 crimes per 1,000 to 107 crimes per 1,000. In the selective licensing area the rate has increased but not to the same extent, although it is still higher at 182.2 crimes per 1,000 in 2019-20. In the remainder of the city, crime is lower at 82.9 crimes per 1,000 people, but has increased from 56.7 crimes per 1,000 in 2015.

Selective licensing focuses resources in the private rented sector and drives up standards and awareness of landlord, tenant and agents' responsibilities through clear and affective engagement between landlords and the local authority. Without selective licensing these improvements could soon be lost and management standards decline again leading to poorer housing and life outcomes for our residents.

Selective licensing alone cannot regenerate areas, but this scheme has shown that it is a powerful legislative tool leading to improved environmental conditions along with better safety and quality of accommodation.

By introducing a new scheme, the council will be in a strong position to carry on this good work and embed further improvements within the private rented sector. As a key provider of housing within our city, the private rented sector must be continually improved so that it can provide safe, decent warm housing in which our residents can thrive.

**You can view the supporting evidence document on our dedicated consultation webpage here: [www.peterborough.gov.uk/SLconsultation](http://www.peterborough.gov.uk/SLconsultation)**

## Our proposals for a new scheme

Approval for operating the original selective licensing scheme came to an end in October 2021 and to enable the council to build on the improvements already achieved, we are intending to apply to Government for approval to run a new scheme for a further five years.

The aims of a new scheme will be:

- to ensure that private rented sector properties are managed properly;
- to improve neighbourhoods in the designated area;
- to reduce complaints of noise, rubbish, housing disrepair and other anti-social behaviour related to the private rented sector, by ensuring landlords make their tenants accountable for their actions as set out in the licensing conditions and their tenancy agreements;
- to continue to improve the city's private rented sector;
- to support landlords in managing their properties and tenants through training and targeted support where needed;
- to ensure the licence holder and manager are suitable;
- to ensure fundamental basic standards of accommodation are provided, including safe gas and electrics and room sizes for an appropriate number of occupants;
- to assist in identifying and dealing with rogue landlords.

We have reviewed the data held to understand how the private rented market has changed over the five years since the existing scheme came into place. Private rented accommodation now makes up 25.3% of housing in Peterborough (up from 19% in 2016). Using council tax data, an up-to-date assessment has been carried out of areas which:

- a) have a higher percentage of private accommodation than the Peterborough average, and
- b) meet at least five out of the six criteria for selective licensing to be introduced as outlined earlier in this document.

As a result, three areas which were designated under the original scheme no longer meet the threshold for selective licensing; these are located within Bretton, East, and Orton Longueville wards.

An additional five areas now meet the criteria for a selective licensing designation; these are located within Bretton, East, Fletton and Woodston, Stanground South and Orton Waterville wards.

The proposed new scheme will cover 39.75% of the city's private rented stock, which equates to 24.48% of the total housing stock within Peterborough.

## CASE STUDY 1

“As a letting agency we have been operating in the city since 2013 and have always looked to work with landlords who are ‘fit and proper persons’ and also have best interests of the tenants at heart. Therefore, over the years we have chosen not to work with some landlords as their values and ethos did not match our company values and ethos of providing high quality homes for tenants.

Peterborough City Council’s selective licensing scheme has been a success for a number of reasons:

### 1. IMPROVED PARTNERSHIP WORK:

As a company we historically have maintained good working relations with the council. As a result of the selective licensing scheme our relationship with council officers has further deepened and enhanced a partnership approach to improving quality of the private rented sector. We have worked with council officers who are highly knowledgeable, helpful and pragmatic in finding solutions to challenges faced.

### 2. IMPROVED PROPERTIES:

Our properties generally are of good condition. However, at times following feedback from council officers we have made tweaks to further raise the standard of our properties. This feedback was invaluable, and the officers’ excellent approach was one of collaboration and partnership. In addition, council officers shared the remedial work that was required with the landlords and this ensured that work was completed in a very prompt manner.

### 3. IMPACT ON BUSINESS:

Generally, landlords have absorbed the cost of the license without any major complaints.

Overall I believe the introduction of the selective licensing scheme by Peterborough City Council has no doubt raised the standards of the Private Rented Sector across the city in terms of improving the quality of properties, fewer rogue landlords, enhanced safety standards such as fire safety and advanced how landlords manage their properties.”

**Local Peterborough Letting Agent**



## CASE STUDY 2

“The selective licensing scheme is a good idea because it has helped to identify and deal with problem landlords in the city who are giving good landlords a bad name. It has made landlords ensure that their properties are compliant and encourages good practice.

Having diversity within the council is fantastic and helpful with language and cultural barriers.

I’m really grateful to have the support of selective licensing officers who are willing to work with me and go the extra mile to help with any issues and queries. Working together helps to obtain successes such as the case of one landlord where we were able to get two of his properties completely compliant by working together.”

**Local Peterborough letting agent**



## Complementary initiatives to be used alongside selective licensing

- Free licences for landlords who rent to persons on homeless register
- Re-establishing a task force with partners including police, fire, border agency
- Buying up houses to use for reducing homelessness
- Private Sector Leasing Scheme for empty homes
- Free licences for owners of empty homes who rent them to persons on the homeless register
- Prevention and Enforcement Service and Public Space Protection Orders
- Waste management support for landlords
- Anti-social Behaviour and Energy Efficiency support for landlords

## What alternative courses of action have you considered to selective licensing?

A council must not make a designation to introduce selective licensing unless it has considered whether there are any other courses of action available to them that might provide an effective method of achieving the objective that the designation is intended to achieve.

We have considered several alternative approaches to the proposed designation of selective licensing, which are illustrated in the table below. Each of these represents a valuable tool for dealing with low demand and the improvement of social or economic conditions of the area, including persistent antisocial behaviour and poor management practices.

However, each alternative course of action has its limitations. None of these alone, including selective licensing, can solve the problem and therefore a co-ordinated strategy is required which links a full range of agencies and services using various interventions appropriately.

| Alternative Courses of Action   | Strengths  | Weaknesses   |
|---|--|--|
| <b>Management and training support to private landlords</b>                                   | Improves standards where landlord is engaged with authority and promotes confidence amongst their tenants.                             | Requires landlord voluntary engagement.<br>Could remove responsibility away from landlords.<br>Source of funding unclear.<br>No enforcement powers available   |
| <b>Introduction of private sector leasing scheme</b>  | Contributes to homelessness prevention as could be used for allocation to those in need of housing.                                    | Resource intensive.<br>Does not improve management standards of landlords who choose not to join the scheme.<br>Reactive rather than proactive.  |
| <b>Targeted use of Special Interim Management Orders and Empty Dwelling Management Orders</b> | Removes rogue landlord responsibilities and gives to responsible, nominated agent. Improves standards for tenants and local community. | Resource intensive.<br>Does not present a long-term solution to poor management of private rented properties (up to maximum of 5 years – then returned to original owner).<br>Does not tackle poor management techniques.<br>Reactive rather than proactive.<br>Intervention is a last resort. |

## Proposed fees

Each application for selective licensing must be accompanied by a fee. Consideration has been given to a number of fee options as well as Government direction and legal advice on setting fees. The public consultation will ask for views on the fee model and amount.

The fee for each property will be split into two parts – Part A will be payable with the application and Part B will be payable when the application has been processed and the licence ready to be granted.

There are a number of different fees proposed to cover the five-year period, which are outlined in the table below:

| Application type  | Part A fee | Part B fee | Total fee |
|---|------------|------------|-----------|
| Landlords accredited with an approved national body, and who apply for a licence prior to the scheme start date or within 28 days of requiring a licence. | £288       | £220       | £508      |
| Non-accredited landlords, who apply prior to the scheme start date, or within 28 days of requiring a licence.   | £288       | £320       | £608      |
| All late applications (28 days post scheme start date or after 28 days of requiring a licence).   | £538       | £370       | £908      |

A £40 “fit and proper person” discount will be applied to any subsequent applications for landlords who have multiple properties where a successful fit and proper person test has already been carried out on the manager and licence holder.

## Block licence applications

A block licence can be applied for if the entire block is privately rented out by the same applicant, and the block contains 10 or more individual properties each with self-contained facilities, sharing only corridors and stairwells within the same building.

The fees quoted in the table below are for each property within a block include the “fit and proper person discount”:

| Block application type   | Part A fee | Part B fee | Total fee |
|--------------------------|------------|------------|-----------|
| Accredited landlords     | £125       | £133       | £258      |
| Non-accredited landlords | £125       | £233       | £358      |
| Late applications        | £525       | £233       | £758      |

For genuine applications received within the duration of the scheme the Part A fee is payable as detailed above but the Part B fee will be pro-rata'd depending on the year(s) or part thereof, remaining of the scheme as follows:

**APPLICATIONS MADE IN YEAR 2 = £44/£64 DISCOUNT**

**APPLICATIONS MADE IN YEAR 3 = £88/£128 DISCOUNT**

**APPLICATIONS MADE IN YEAR 4 = £132/£192 DISCOUNT**

**APPLICATIONS MADE IN YEAR 5 = £176/£256 DISCOUNT**

To avoid incentivising deliberate late applications, (whereby landlords hold back on applying until the following year to avoid a higher fee) the pro-rata'd Part B fee option will only apply in circumstances where the property has not been eligible for licensing and where the application is made within 28 days of the property first being let.

The council is not permitted to obtain financial gain from the fees paid through the licensing process. The fee charged will cover the costs associated with administering selective licensing over the length of the scheme, including employing staff, staff time, premises, travel, publicity and equipment needed to operate the scheme.

The fees will also be used more generally to cover costs associated with monitoring and supervising existing licence holders and enforcement against unlicensed owners.

## **What conditions will be on the licence?**

All landlords must be able to demonstrate satisfactory management is in place for each rented property. The council aims to use the proposed selective licensing scheme to ensure that all privately rented properties are well managed. Many landlords do this already, however there are problems in some instances where landlords neglect their management responsibilities. There are also a number of well-intentioned landlords that are not aware of their responsibilities and the relevant laws and there are also some absentee landlords who may not be aware of problems that are being caused by their tenants.

Where licence holders are not able to demonstrate satisfactory management practices, they may be required to undertake training to give them the knowledge and skills that are necessary.

As part of the application process the proposed licence holder must also provide evidence of appropriate safety and security within their property and that they meet the specific conditions set out within the licence. Failing to adhere to any licence condition is a criminal offence and may result in prosecution and a fine of up to £5,000 if found guilty.

There are 17 proposed licence conditions. These conditions ensure the property is managed correctly, complaints of anti-social behaviour are dealt with appropriately, gas and electrical certificates are supplied to the Housing Enforcement team, and smoke alarms are kept in working order, amongst other things.

**The full conditions for selective licences can be found at [www.peterborough.gov.uk/SLconsultation](http://www.peterborough.gov.uk/SLconsultation)**

## **How can I take part in the consultation?**

To ensure that stakeholders and the local community understand the proposals for the new scheme and have the opportunity to ask questions and provide feedback, we will be running an extensive consultation programme from Thursday 20 January 2022 for 12 weeks.

Given the current Covid climate, and the council's 'digital first' policy, the consultation will be run online although there will be the opportunity to request hard copies of materials for those without access to online tools.

We are delivering a consultation flyer to all homes and businesses in the proposed areas, and those adjacent to them, with details of the consultation. We have also written to stakeholders offering the opportunity to meet to discuss the proposals and provide feedback.

Online surveys have been created where landlords, agents, tenants and residents can provide feedback on the proposed areas, fees and licence conditions. The closing date for these will be Wednesday 13 April 2022. Hard copies of the survey questionnaire can be requested using the channels at the end of this document.

A dedicated consultation webpage which includes full details of the scheme, as well as supporting documents, frequently asked questions and the link to the online surveys, can be found at [www.peterborough.gov.uk/SLconsultation](http://www.peterborough.gov.uk/SLconsultation)

We will also be running a series of Q&A sessions/webinars via Zoom, where you can find out more about the proposals and ask questions. Details of these are below:

**TUESDAY 1 FEBRUARY – 2PM – 3PM**

**WEDNESDAY 16 FEBRUARY – 6PM – 7PM**

**THURSDAY 3 MARCH – 10AM – 11AM**

**TUESDAY 15 MARCH – 6.30PM – 7.30PM**

**WEDNESDAY 30 MARCH – 2PM – 3PM**

**You can register for the webinars by emailing [selective.licensing@peterborough.gov.uk](mailto:selective.licensing@peterborough.gov.uk) or by going to [www.peterborough.gov.uk/SLconsultation](http://www.peterborough.gov.uk/SLconsultation) and using the registration links**

We will also be putting out information and updates through the local media and our own social media channels, which can be found at:

Twitter @PeterboroughCC Facebook @PeterboroughCC

### **Timeline and next steps**

The consultation for the proposed new selective licensing scheme will begin on Thursday 20 January and run for 12 weeks - it will close on Wednesday 13 April 2022. This includes an additional two weeks to the statutory requirement of 10 weeks.

At the end of this consultation period, the council will review all feedback received. Where relevant, this will be taken into account and reflected in the final proposals submitted to the Secretary of State in late spring 2022. It is expected that a decision will be made on the proposed scheme by late 2022.

### **Contact us**

You can find all documentation relating to the consultation at [www.peterborough.gov.uk/SLconsultation](http://www.peterborough.gov.uk/SLconsultation)

You can also contact us in the following ways, should you have any questions, require paper copies or translated versions of this document or consultation questionnaire, or need assistance to complete your consultation response.

**Email: [selective.licensing@peterborough.gov.uk](mailto:selective.licensing@peterborough.gov.uk)**  
**Post: Selective licensing, Peterborough City Council, Sand Martin House,**  
**Bittern Way, Peterborough PE2 8TY**



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## Appendix B

### Selective Licensing Consultation Report 2022

#### 1. Introduction

This document sets out the details of the public and stakeholder consultation on proposals by Peterborough City Council to introduce a new Selective Licensing Scheme, following the end of the city's original scheme in October 2021.

It includes details about the background to the consultation, its objectives, the timescales, and steps taken to engage with key stakeholders, landlords and letting agents, and local communities as well as a summary of the responses received.

This summary report does not explore either the rationale or mechanics of the Selective Licensing Scheme.

#### 2. Background

##### Legislation

Section 80 of the Housing Act 2004 allows local authorities to apply for the selective licensing of privately rented properties within specified designated areas.

The aim of selective licensing is to improve the management of private rented homes to ensure they make a positive contribution on the area.

All private landlords with residential property within the proposed area would need to apply for a paid for licence for each property they let in the area. Licences would run for a maximum of five years.

Section 80 (9) of the Housing Act states that when considering designating an area the local housing authority must:

- Take reasonable steps to consult persons who are likely to be affected by the designation; and
- Consider any representations made in accordance with the consultation.

With effect from 1 April 2015, a local housing authority needs to apply to the Secretary of State for Levelling Up, Housing and Communities (Secretary of State) for confirmation of any scheme which would cover more than 20% of their geographical area or that would affect more than 20% of privately rented homes in the local authority area.

Areas proposed for selective licensing must have a high level of private rented housing. The criterion to be considered as 'high level' is for an area to have above average levels. Average levels are 19%; thus, any area above 19% can be considered.

If this level is reached, selective licensing can be introduced if an area satisfies one or more of the following conditions:

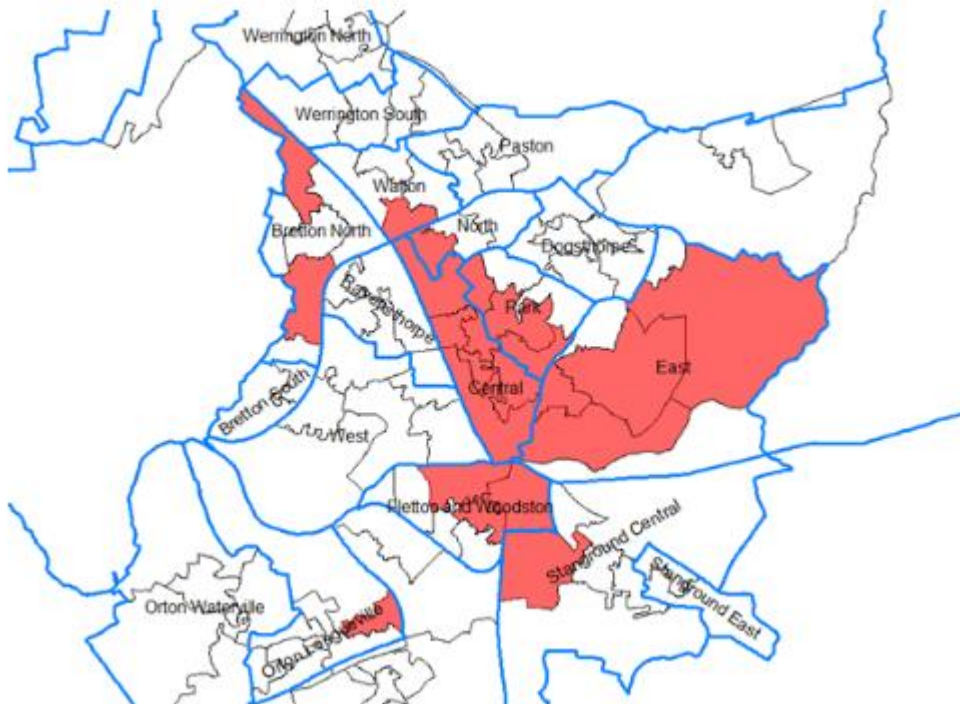
- Low housing demand (or is likely to become such an area)
- A significant and persistent problem caused by anti-social behaviour
- Poor property conditions
- High levels of migration
- High levels of deprivation

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- High levels of crime

### Original scheme

The original scheme started on 1 December 2016. Prior to the start of the scheme, a review of Peterborough's Local Super Output Areas (LSOAs – a term used by the Office of National Statistics to divide the country into geographical areas of around 1500 population) was used to identify the locations that met the scheme criteria. Only those areas that met five or six of the Government's criteria were selected for the scheme; these can be viewed in the map below.



Upon launching the scheme, the council identified 6,205 properties in need of a licence. During the scheme 8,995 applications were received, with over 7,900 licences being granted, 660 rejected, and over 240 revoked.

For each application made, fit and proper checks were carried out on the applicant, safety documents were checked, and each property had an initial safety inspection carried out. All defects and hazards identified were brought to the landlord's attention with a full housing health and safety inspection scheduled according to risk. Many landlords worked with council officers and rectified issues without delay. Some have used the scheme as an opportunity to undertake large scale works and refurbish all their properties.

The scheme saw a range of improvements experienced in selective licensing areas. Successes included:

- 7,278 properties had an initial inspection. Housing defects identified from the inspection were notified to the owners with the opportunity to correct these voluntarily. Many landlords did this and as a result the number of formal actions necessary was reduced from the pre-scheme period.
- Formal action was taken in relation to 284 properties inspected that were found to have category one hazards (the most serious level). This ensured that these properties are now free from hazards and safe for tenants to live in.

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- In all but one of the scheme's LSOAs, anti-social behaviour has reduced over the 5-year period.
- The private rented sector has grown by 12% overall within the current selective licensing areas, showing investment is continuing within the areas and providing more choice of accommodation for private renters.
- The number of properties with serious hazards has reduced by an average of 14% across the selective licensing areas.
- Landlord and agent engagement with the council has improved significantly over the term of the scheme leading to a more open and productive relationship resulting in better management and improved housing conditions.

Due to the success of the original scheme, it is proposed to make an application to the Secretary of State for a new scheme to run for five years, which would build on these successes and continue to address the challenges related to the private rented sector.

### Proposed new scheme

We have reviewed the data held to understand how the private rented market has changed over the five years since the existing scheme came into place. Private rented accommodation now makes up 25.3% of housing in Peterborough (up from 19% in 2016). Using council tax data, an up-to-date assessment has been carried out of areas which:

- a) have a higher percentage of private accommodation than the Peterborough average, and
- b) meet at least five out of the six criteria for selective licensing to be introduced as outlined earlier in this document.

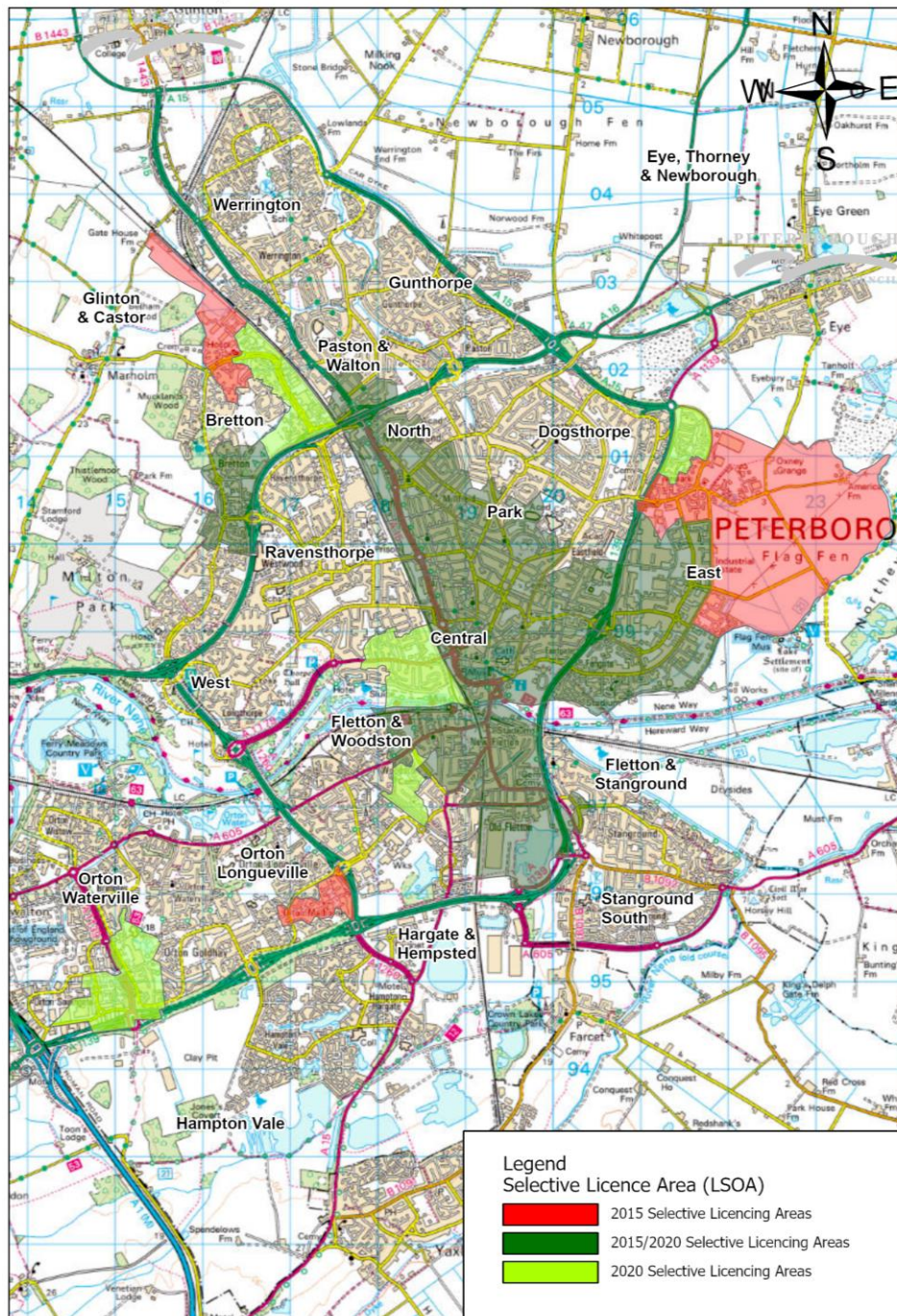
As a result, three areas which were designated under the original scheme no longer meet the threshold for selective licensing; these are located within Bretton, East, and Orton Longueville wards.

An additional five areas now meet the criteria for a selective licensing designation; these are located within Bretton, East, Fletton and Woodston, Stanground South and Orton Waterville wards.

The proposed new scheme will cover 39.75% of the city's private rented stock, which equates to 24.48% of the total housing stock within Peterborough.

A map showing the areas covered by the proposed new scheme, compared with the original scheme, is below.

Selective Licencing Areas 2020



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**3. Consultation objectives**

The engagement strategy for the public consultation was based on five key objectives designed to meet the requirements of both the Department of Levelling Up, Housing and Communities’ guidance about consulting on selective licensing proposals and Peterborough City Council’s own Statement of Community Involvement (SCI), to ensure that engagement was robust and approached in the right way:

1. To ensure that the consultation process is independent and is seen as independent and open.
2. To ensure that communications are clear and transparent and reach the right people.

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3. To provide a variety of robust mechanisms for people to provide feedback.
4. To build constructive links with key stakeholders, landlords, tenants, residents, local organisations, and businesses.
5. To respond to feedback.

Due to restrictions and guidance in place due to the pandemic, and the council's 'digital first' policy, it was decided to run the consultation online with webinars and online meetings replacing face to face events. Given this, it was increasingly important to develop a consultation which could achieve the objectives above in a virtual environment.

### 4. Timescales

The public consultation ran for 12 weeks from Thursday 20 January 2022 to Wednesday 13 April 2022. The minimum guideline for a selective licensing consultation is 10 weeks.

### 5. Delivery of consultation

This section includes details about the way that people were informed about the proposals and given the opportunity to provide feedback. More detail is provided in the following sections, but a summary of the main activities is provided in Table 1 below:

| Activity   | Date   |
|--|--|
| All member briefing for councillors sitting on Peterborough City Council   | Wednesday 19 January 2022  |
| A flyer was distributed to 94,648 properties in the proposed and adjacent areas with details about the proposals and consultation.                   | From Thursday 20 January 2022  |
| Letters sent via post to all landlords on the city council database with details about the proposals and consultation.                               | 20 January 2022  |
| Emails sent to all letting agents on the city council database with details about the proposals and consultation.                                    | 20 January 2022  |
| Emails sent to identified stakeholders with details about the proposals and consultation.  | 20 January 2022  |
| Emails sent to all parish council clerks in the city council areas with details of the proposals and consultation.                                   | 20 January 2022  |
| Consultation email address set up for feedback and enquiries.  | From 20 January 2022   |
| Dedicated consultation web page created at <a href="http://www.peterborough.gov.uk/SLconsultation">www.peterborough.gov.uk/SLconsultation</a>        | Published on 20 January 2022   |
| Online surveys for landlords/letting agents and tenants/residents were created and published on the consultation web pages.                          | The surveys were open from 20 January to 13 April 2022                       |
| A consultation document was produced and published on the consultation web page.   | Published on 20 January 2022   |
| An FAQ document was produced and published on the consultation page, with an updated version published with questions asked during the consultation. | Published on 20 January 2022, updated on throughout the consultation period. |

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|  |  |
|--|--|
| A media release was sent out with details of the proposals and consultation.   | 20 January 2022  |
| Social media posts were published on the council's Twitter and Facebook pages about the proposals and consultation.        | From 20 January to 13 April 2022                             |
| Posters were displayed at key locations in the proposed and adjacent areas with details of the proposals and consultation. | 20 and 21 January 2022                                       |
| Half page adverts were placed in the Peterborough Telegraph with details of the proposals and consultation.                | 10 February, 3 March and 24 March 2022                       |
| Five webinars were held via Teams to provide information and answer questions about the proposals.                         | 1 February, 16 February, 3 March, 15 March and 30 March 2022 |

### Engagement with councillors and stakeholders

A briefing session was held via Teams for all Peterborough City Council councillors on the evening of Wednesday 19 January. This was led by Michael Kelleher, Assistant Director of Housing, and Jo Bezant, Housing Enforcement Manager, and offered the chance to find out more about the proposals and ask any questions. This presentation circulated to all members the following day.

A follow up conversation was held with Councillor Kirsty Knight (Orton Waterville ward) and Bethan Griffiths, Communications Manager, on 12 April, where questions around the proposed fees and how the proposed areas were chosen were discussed. This was followed up by email with a copy of the webinar presentation.

Communications were sent to identified stakeholders via email on Thursday 20 January 2022, this included details of the proposals and the offer to take part in the consultation. No requests for meetings were received.

The letter was sent to:

| Name             | Organisation  |
|------------------|---|
| Paul Bristow MP  | MP for Peterborough   |
| Shailesh Vara MP | MP for North West Cambridgeshire  |
| Abdul Choudhuri  | Chair of Faizan E Madina Mosque   |
| Vic Annells      | Cambridgeshire Chambers of Commerce   |
| Leonie McCarthy  | Peterborough Council for Voluntary Services                                 |
| Melanie Wicklen  | Age UK  |
| Oliver Warsop    | Peterborough Area Commander, Cambridgeshire Constabulary                    |
| Sandie Burns     | Disability Peterborough   |
| Keith Jones      | Peterborough Citizens Advice Bureau   |
| Chris Norris     | Director of Policy and Practice, National Residential Landlords Association |
| Joanne Dron      | Regional Representative, East of England NRLA                               |
| Isobel Thomson   | Chief Executive, Safeagent  |
| Julie Doyle      | Chief Executive, Longhurst Group  |
| Claire Higgins   | Chief Executive, Cross Keys Homes   |
| Neal Ackcral     | Chief Executive, Hyde Housing   |

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|                                     |  |
|-------------------------------------|--|
| Paul Dolan                          | Chief Executive, Accent Group                          |
| Professor Paul Leinster             | Chief Executive, BPHA                                  |
| Polly Neate                         | Chief Executive, Shelter                               |
| Chris Strickland                    | Chief Fire Officer, Cambridgeshire Fire & Rescue       |
| Shazia Bashir/Gul Nawaz/Amjad Iqbal | Peterborough Racial Equality Council                   |
| Mark Henderson                      | Chief Executive, Home Housing Group                    |
| Catherine Dixson                    | Muir Group   |
| Elysia McCaffrey                    | Gangmasters and Labour Abuse Authority                 |
| Dr Nik Johnson                      | Cambridgeshire and Peterborough Combined Authority     |
| Tom Hennessy                        | Chief Executive, Opportunity Peterborough              |
| Jan Thomas                          | Accountable Officer, Cambridgeshire & Peterborough CCG |
| Marcial Boo                         | Equality and Human Rights Commission                   |
| David Turnock                       | Chairman, Peterborough Civic Society                   |
| Bruce Moore                         | Chief Executive, Housing 21                            |
| Yasmin Ilahi                        | Manager, GLADCA  |
| Moez Nathu                          | CEO, PARCA   |

An email was also sent to all parish clerks in the Peterborough City Council on Thursday 20 January 2022, with details of the proposals and consultation and copy of the consultation flyer.

The National Landlords Association (NLA) responded to the Consultation via letter. In brief the NLA stated that they were in support of many local authority Selective Licensing Schemes being introduced, however they detailed numerous points:

- An active enforcement policy that supports good landlords is important as it will remove those that exploit others and create a level playing field. This has been lacking in Peterborough. Some schemes are delivering multiple inspections, up to 3 of every property. This is not being proposed within your scheme. Multiple inspections push criminals out of the sector and drives up the standards for landlords and tenants
- In following Hemmings and the Gaskin court cases. Monies paid by a landlord clearly now coming under the service directive (which has been adopted into UK legislation). The split between part A and part B monies paid by a landlord and the individual apportionment of the monies by the individual landlord for granting and compliance management done in connection to the license should be individually based. Therefore the £908 split should be proportionate to each landlord on an equal basis.
- The documentation provided fails to indicate what additional funding will be available to support the expansion of licensing. Adult Social Care will have to be involved as many tenants have mental health, alcohol, or drug related illnesses. How do landlords' access this for their tenants?
- The law is clear landlords do not manage their tenants; they manage a tenancy agreement. If a tenant is non cooperative, or causing a nuisance a landlord can end the tenancy, will the council make it clear in the report that they will support the landlord in the ending of the tenancy?
- While any additional costs levied on the private rented sector runs the risk of these being passed through to the tenants. We are disappointed that the local authority has not looked at a cost in a monthly basis for the Part B fee.

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- Many of the problems are caused by mental health or drink and drug issues. Landlords cannot resolve these issues and will require additional resources from the council.
- Often when tenants are nearing the end of their contract/tenancy and are in the process of moving out, they will dispose of excess household waste by a variety of methods. These include putting waste out on the street for the council to collect. This is in hope of getting there deposit back, this is made worse when the council does not allow landlords access to municipal waste collection points.
- Local authorities with many private rented sector properties need to consider a strategy for the collection of excess waste at the end of tenancies. We would be willing to work with the council to help develop such a strategy. An example is the Leeds Rental Standard, which works with landlords and landlord associations to resolve issues while staying in the framework of a local authority.

### Engagement with landlords and letting agents

An email was sent to 66 Peterborough letting agencies, using the database held by Peterborough City Council, on Thursday 20 January 2022, outlining details about the proposals and consultation.

A letter was also sent by Peterborough City Council via first class post to approximately 6,099 registered landlords on Thursday 20 January 2022. The letter outlined details about the proposals and consultation. The database for all landlords is held by Peterborough City Council and is taken from electoral records.

### Engagement with the local community

A **consultation flyer** was distributed to 94,648 homes and businesses within the proposed and adjacent areas with details of the proposals and how to take part in the consultation. The distribution was carried out by Royal Mail and started on Thursday 20 January 2022, taking around 2.5 weeks to complete.

A **media** release ([Consultation on new selective licensing scheme is launched - Peterborough City Council](#)) was sent out to local print, online and broadcast media on Thursday 20 January 2022, with details of the proposals and consultation. This was also added to the council's website news pages and promoted via the council's Facebook and Twitter channels.

The council's **Facebook and Twitter** channels were used regularly to communicate messages about the proposals and consultation throughout the consultation period (20 January to 13 April 2022), including reminders to take part in the webinars and complete the consultation surveys.

A4 **posters** were produced to promote the public consultation. These were placed at the following locations:

#### **Fletton and Stanground:**

Peters Traditional Bakery, High Street Fletton, Robertos Barbers, High Street Fletton, Jinja Café, High Street Fletton, Londis, South Street Stanground, Head2head Barbers, South Street Stanground.

#### **Woodston:**

Woodston Library x2, Stop and Shop, Oundle Road Woodston, Nisa, Oundle Road Woodston, Hassans Grill, Oundle Road Woodston, London Road Food Store, London Road.

#### **Central and North**



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Peters Cleaners, Lincoln Road, New England, Grocery store, corner of Crown Street/Lincoln Road, New England, The Hair Room, Lincoln Road, New England, Top Barbers, Lincoln Road, New England, Alexandra Trading, Lincoln Road, New England, Recruitment Finder, Lincoln Road, New England, Malik International Food store, Lincoln Road, New England, Europa Super Food Store, Lincoln Road, New England, Millfield Convenience Store, Lincoln Road, New England, Jamaican Delights, Lincoln Road, New England, EU Food store, Lincoln Road, New England, Julia Polish Shop, Lincoln Road, New England, Zorba 1, Lincoln Road, New England, Celebrations, Bourges Boulevard, New England, Nectar Polish Shop, Bourges Boulevard, New England, Baia Mare Mini Market, Bourges Boulevard, New England, Triangle Supermarket, Bourges Boulevard, New England, Cafe YU, Dogsthorpe Road, Aljenat Food Store, Dogsthorpe Road, Euro Shop, Dogsthorpe Road, Central Park Notice Board, Cartridge World, Lincoln Road, Cash 4 Clothes, Lincoln Road, One Stop, Paston Lane, Express Booze, St Pauls Road, Alexandra Mini Market, Alexandra Road, Bills Off Licence, Harris Street, Najibs Food Store, Bourges Boulevard, Central Library x 3,

### **East**

Eastfield Road Convenience Store, Eastfield Road, Europe Shop. Eastfield Road, Paradise Café, Eastfield Road, Europe Two, Eastfield Road, A-Z Food Express, Eastfield Road, Kubus 2 Food Market, Eastfield Road, Food Plus, Padholme Road, Price Cutter, Padholme Road, Alzahara News Store, Star Road, One Stop, Parnwell, Squirrel Café, Fengate, P and P Lodge Stores, Fengate,

### **West Town**

Europe Plus, Mayors Walk, Polish Shop, Mayors Walk,

### **Bretton**

Bretton Library, The Cresset x 3 Posters, YMCA Gym, Bretton, The Oxcart, Bretton, Premier Late Shop, Bretton, Bretton Parish Council Office x 3, Best One Store, Adderley, Bretton,

### **Millfield and New England**

Arshad Supermarket, Gladstone Street, Cromwell Convenience Store, Cromwell Road, Gladstone Connect Community Centre, Cromwell Road, Hassan Food Store, Cromwell Road, Lincoln Road Centre, Lincoln Road, Peterborough Mini Market, Lincoln Road, Bretts Newsagents, Lincoln Road, Euro Food, Lincoln Road, Euro Poli Supermarket, Lincoln Road, Pund Store Plus, Lincoln Road, Sakhi Store, Lincoln Road, Sharifi Food Store, Lincoln Road, Lithuanian Shop, Lincoln Road, Central Food, Lincoln Road, Food and Wine, Lincoln Road, International Food Centre, Lincoln Road, Westgate Newsagent, Westgate,

### **Park**

Cell Phones, Park Road, The Phone Centre, Park Road, International, Fitzwilliam Street.

### **Ortons**

Orton Library x2

The posters were also translated into Lithuanian, Polish, Portuguese, Romanian and Urdu

A half page **advert** was placed in the Peterborough Telegraph on 10 February, 3 March and 24 March 2022. This included information about the proposals and how to take part in the consultation.

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A dedicated **webpage** ([www.peterborough.gov.uk/SLconsultation](http://www.peterborough.gov.uk/SLconsultation)) was produced and published on Thursday 20 January 2022. As well as background to the proposals, it also included a frequently asked questions document, the evidence base for the proposed scheme, and a **consultation document which** provided detailed information about the previous and proposed schemes, proposed licence fees and conditions, benefits of selective licensing, timeline, and next steps and how to take part in the consultation.

Links to the online surveys were also made available on the webpages. Hard copies of the landlord/letting agent and tenant/resident surveys were requested and provided in two cases.

As the consultation progressed, links to the recordings of the webinars, as well as the webinar presentation were also added to the webpages to offer the opportunity for those who were unable to attend to view the sessions.

### Webinars

Due to the social distancing guidance in place at the time of the consultation, and high infection rates in Peterborough, a series of five webinars were held in place of face-to-face public exhibition events.

These took place on the following dates and times, with a mix of daytime and evening sessions arranged to ensure those who worked full time were able to access them.

Tuesday 1 February – 2-3pm (10 attendees)

Wednesday 16 February – 6-7pm (8 attendees)

Thursday 3 March – 10-11am (9 attendees)

Tuesday 15 March – 6.30-7.30pm (3 attendees)

Wednesday 30 March – 2-3pm (9 attendees)

The sessions were held via Teams and led by Michael Kelleher, Assistant Director of Housing, with support from members of the Housing Enforcement and Communications teams. Each session included a presentation and the opportunity to ask questions either via the chat function, or by raising a hand and via the microphone. Where questions were not able to be answered during the webinars due to additional or specific information being required, these were taken away and added to the finalised frequently asked questions document.

A total of 39 attendees joined the five webinars.

### Results/findings of the consultation

Nationally the private rented sector has doubled in size since 2002 and now houses 19% of households in England (English Housing Survey, 2017-18), Peterborough's private rental sector covers 25.3% of the city's housing stock. Alongside the growth of the private rented sector, some local authorities noted an increase in the prevalence of problems such as anti-social behaviour, poor property conditions, low housing demand and elevated levels of crime, deprivation and migration in areas containing high concentrations of privately rented properties.

The Housing Act 2004 introduced selective licensing to give local authorities an additional tool to tackle problems associated with private renting. Part 3 of the Housing Act 2004 gave local authorities the power to designate areas of selective licensing to help tackle anti-social behaviour

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and low housing demand. In 2015, the conditions for designation were expanded to include poor property conditions, high crime, high levels of deprivation and high migration.

Under further legislation introduced in 2015, local authorities are required to obtain confirmation from the Secretary of State for any Selective Licensing Scheme which would cover more than 20% of their geographical area or would affect more than 20% of privately rented homes in the local authority area.

Section 80(6) of the Housing Act 2004 provides that a local authority may designate an area for Selective Licensing if:

- the area is experiencing a significant and persistent problem caused by anti-social behaviour.
- some or all the private sector landlords who have let premises in the area (whether under leases or licences) are failing to take action to combat the problem that it would be appropriate for them to take; and
- making a designation will, when combined with other measures by the local housing authority, or by other persons together with the local housing authority, lead to a reduction in, or the elimination of the problem.

The Selective Licensing of Houses (Additional Conditions) (England) Order 2015 provide four additional criteria and must be read alongside Government Guidance. For these conditions to apply the Guidance requires that the level of private rented sector housing should be above the national average (19%):

The designation of the scheme is based on the selected areas having higher than average levels of private rented property and satisfying 5 or 6 of the selective licensing conditions as set out in Housing Act 2004:

- Low Housing Demand
- Anti-social behaviour
- Poor property conditions
- Migration
- Deprivation
- Crime

The current Guidance on Selective Licensing sets out the statutory criteria for making a designation. Local authorities can designate an area for selective licensing for five years, but must first demonstrate the evidence for their concerns, look at alternative approaches and consult widely.

Selective licensing does not include properties owned by registered social providers. The proposed new scheme will cover 39.75% of the city's private rented stock, which equates to 24.48% of the total housing stock within Peterborough.

271 responses were received to the consultation questionnaire, this is a response rate of 0.28%. 42 from tenants and 214 from landlords and 15 letting agents. Of the landlord responses 199 owned properties within the proposed areas and 15 from adjacent areas. Of the tenants 31 respondents lived in a proposed area and 11 in adjacent areas.

### Comments from Emails – General Themes

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Several respondents provided comments and suggestions by email. Although the comments do not relate directly to the questions in the consultation document. A sample of the most common views expressed during the consultation are:

- “As a landlord to one property I understand, and I am fine with the scheme. What I think is unfair is the large areas of Peterborough not included.
- With all the various things it cost me over £1k last time around, along with having to become an accredited landlord etc.
- Friends with properties in Walton for example didn't have to worry or do a single thing or spend a penny even if their properties might not be up to standard.
- So, my opinion is that you should cover everywhere.”
- “Speaking as a neighbour of a multi occupants house in Gunthorpe. I really don't think the measures go far enough. I notice Gunthorpe is not included in the leaflet and feel the new measures should be extended to the whole of Peterborough”
- “Private landlords have taken a lot of pain in the last few years with increasing tax burden as well as tenants' rights making the whole BTL hardly worth the bother. The last thing we all need is yet more interference from government or local authorities, that's before we even get to the proposed costs !!!”
- “By seeking to renew the selective licences in the city you are driving away decent and caring Landlords, and doing far more harm to tenants than good, and decreasing the good housing available for rent.
- I don't doubt that there are some very bad Landlords in Peterborough, however, you are penalising the good landlords with selective licensing. I know of three very good landlords who have now sold off all their rental properties as they cannot afford the selective licensing fees and all the hoops that you make landlords jump through to obtain a license”
- “If a property is managed by a registered property management company, they have a responsibility to ensure the landlord complies with all the necessary regulations and I would therefore suggest that licensing is only mandatory for unmanaged properties. If the management company is bound by the standards set by the licensing scheme, they could refer non-compliant landlords for enforcement through the scheme or decline to continue management forcing the landlord to apply to the scheme directly if they wish to continue rent”
- “One attendee suggested it was another form of taxation. Whilst we accept that it is admirable to address the problems of social deprivation of certain areas, we have to agree with that statement. Why should it fall upon 'Landlords' to be expected to finance this objective which is the responsibility of the Council?
- Despite attempts to suggest many benefits of the scheme to Landlords, we see no such benefit to ourselves. We have had the same tenants for over 10 years and always attend to any issues raised by them. We use a local agent who keeps in contact with those tenants and ensures all the necessary gas and electrical tests are carried out and in a timely fashion. We accept that not all Landlords behave in the same way but why should we be expected to pay such a large sum of money to compensate for their shortcomings? We would not object to a registration process to rent out properties and a Council department that carries out a yearly check of rented properties to ensure a minimum standard is being maintained and all safety checks are in place. However, this would have to be at little or no cost the Landlord and perhaps should only apply to Landlords that do not use an agent.
- Needless to say, we are strongly against having to pay a large sum of money for a scheme which we do not want and has no benefits to us. The aforementioned problems of any area

## Appendix B

are the problems of everyone living in those areas and it should not fall upon any one group (in this case Landlords) to be expected to pay for it. Such costs should be borne by everyone in the usual way through local taxation.”

- “I am sending email to you regarding selective licence I have been landlady to two properties for over 10 years houses which are well maintained by myself and two very good tenants .I paid £600 5 year ago and I feel that licence fees should not be any higher or indeed kept low for landlords/landlady like me that keep up with tidy properties its not our problem unfortunately they are in some bad kept areas please could you consider this when making decisions on charges ,as with everything else prices have gone up when having to deal with things to do with up keep of houses”
- “I am sending this email regarding the licensing as I know the landlord has to pay a fee for the selective licensing. With them having to do this they have already notified me that my rent will be rising because of this. This makes me very nervous about my future of my rent because you are making landlords which look after their tenants apply for this. I am a single parent that works part time hours with very little help off the council for housing benefit. My rent only just went up at the beginning of the year and now looking to go up again because of this renew of licence landlord's need to have. Which is wrong as there are landlords which are great to their tenants.
- Is there any other way this could not happen as with the pandemic and rising in household bills and even food this is now becoming a very worrying time for myself and what I may need to pay for and what we will have to go without when my rent rises after the licensing has been done.”
- “We have little doubt that there may well be unscrupulous landlords in Peterborough as in other towns and cities. Our view is that they should be pursued vigorously by the authorities and brought into line. But it is quite wrong for the good landlord to suffer financially for the misdeeds of the bad and that would be the result of the imposition of these proposals. The cost of a licence would mean a substantial additional burden for landlords, already facing increasing insurance premiums as well as other inflationary pressures. The system implies that a sledgehammer is being prepared to crack a few rather unpleasant nuts
- Genuine landlords who have real regard for the welfare of their tenants would be delighted to see the back of rogue landlords but why should they suffer financially for them?”

### SUMMARY OF KEY FINDINGS

The key findings from the consultation questionnaire can be found below. Please note that not every respondent answered every question, and, in some cases, people made more than one comment

The key facts from the public consultation include

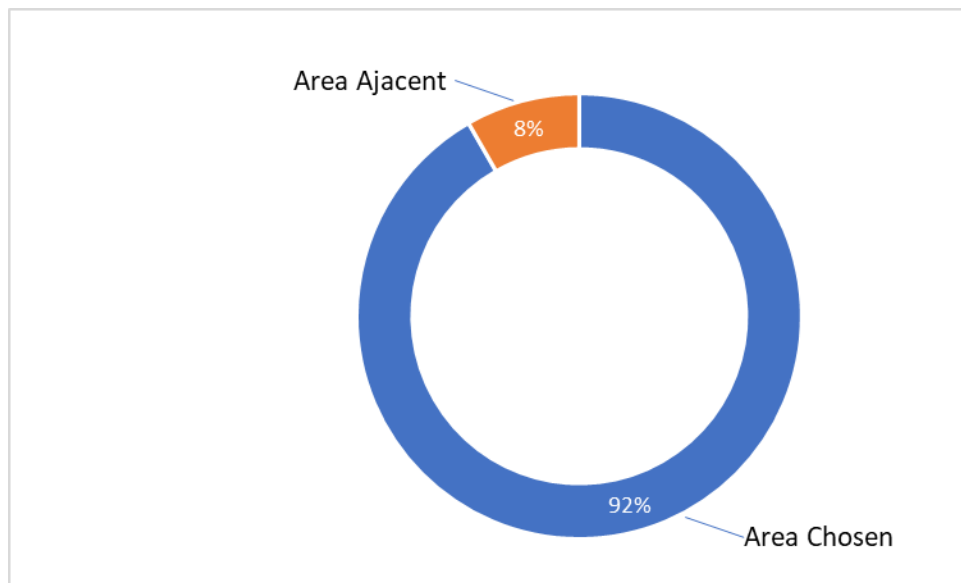
- A total of 39 people attended the online webinars
- A total of 271 questionnaire forms were completed
- A total of 101 emails were received via the selective licensing email account

The information summaries the responses below received via the completed questionnaires. Separate questionnaires were completed by landlords/agents, and this is reflected in the report.

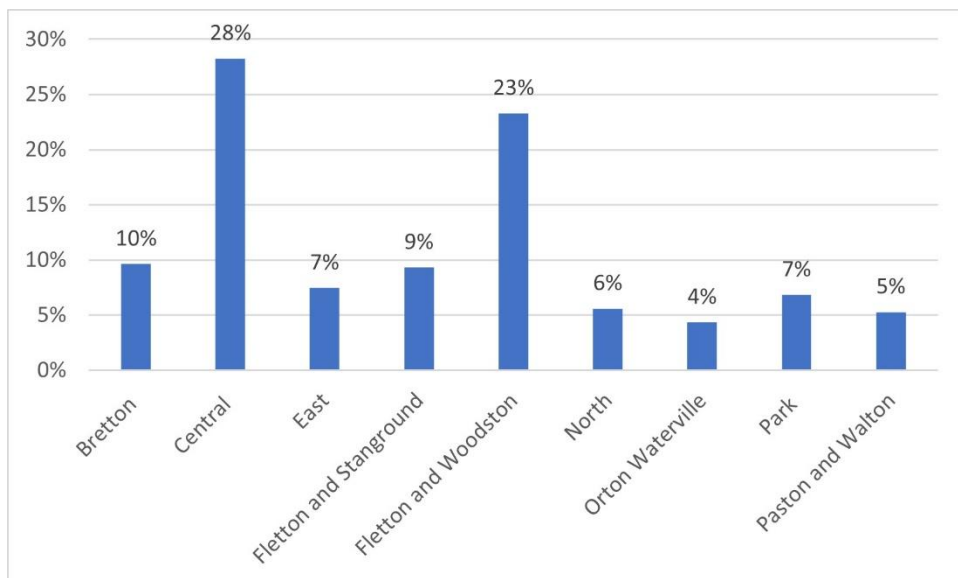
### **Landlord and Agent Responses**

## Appendix B

Q1. Is your property in, one of the areas chosen for selective licensing or one of the adjacent areas

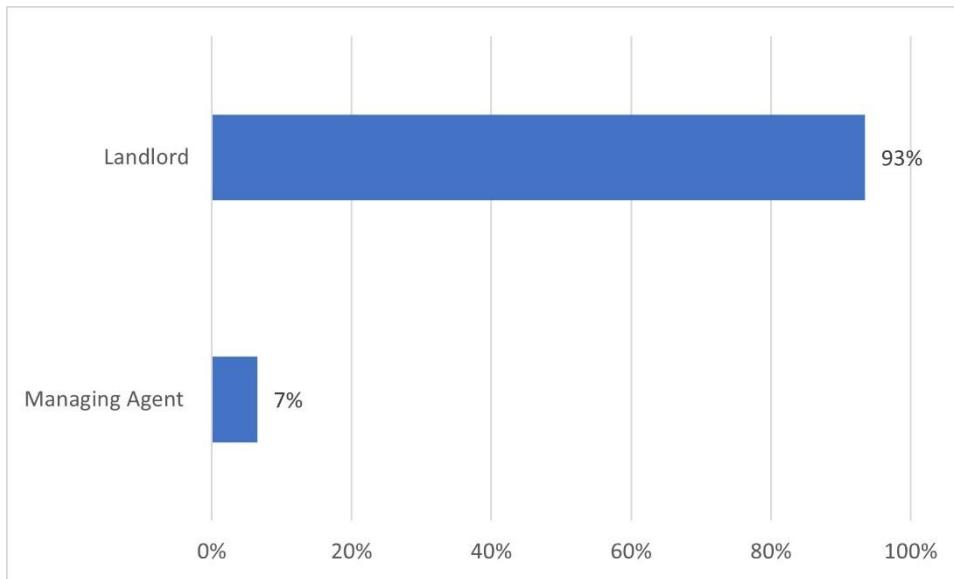


Q2. If your property is in one of the proposed areas, which ward is it in?

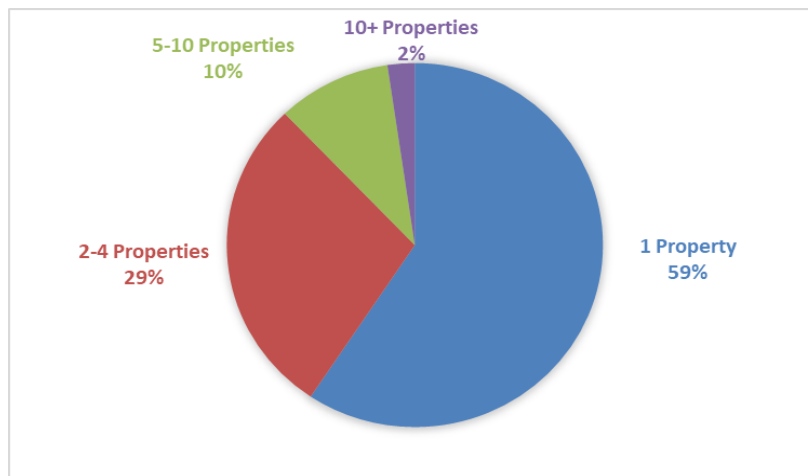


## Appendix B

Q3. Are you a landlord or agent of one or more properties within the proposed selective licensing areas?

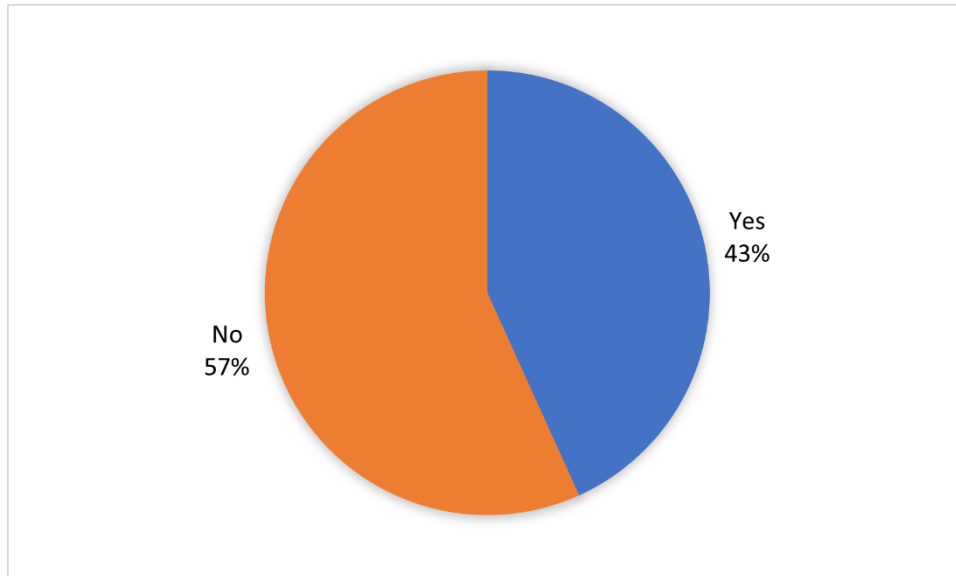


Q4. How many properties do you own or manage that fall within the proposed selective licensing areas?

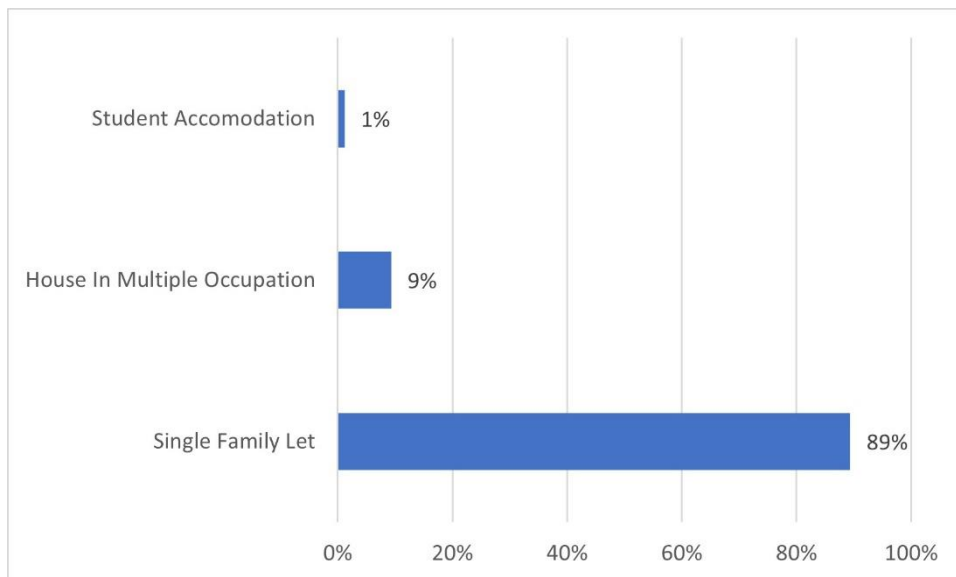


Q5. Do you own or manage properties in Peterborough that are outside the proposed selective licensing areas?

## Appendix B



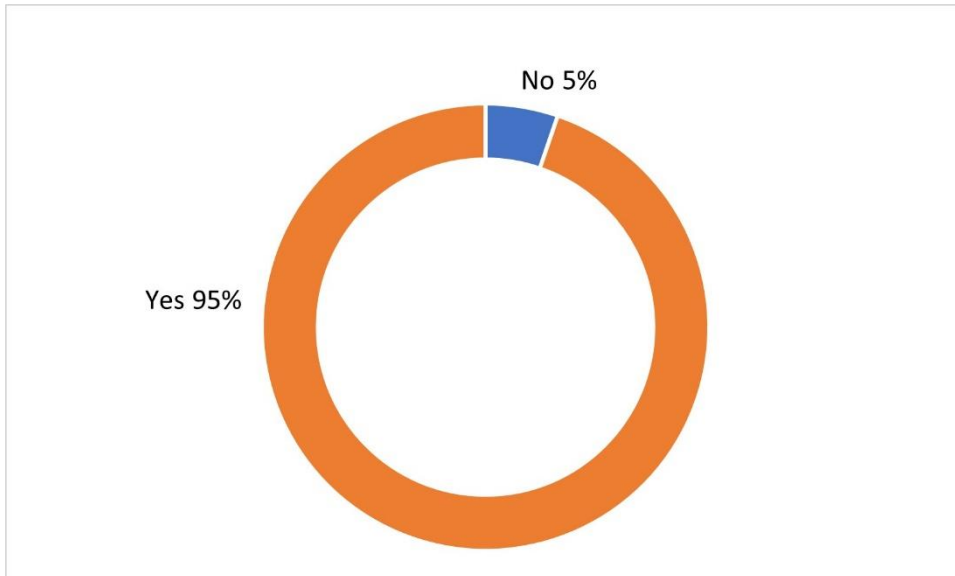
Q6. What type of properties do you manage?



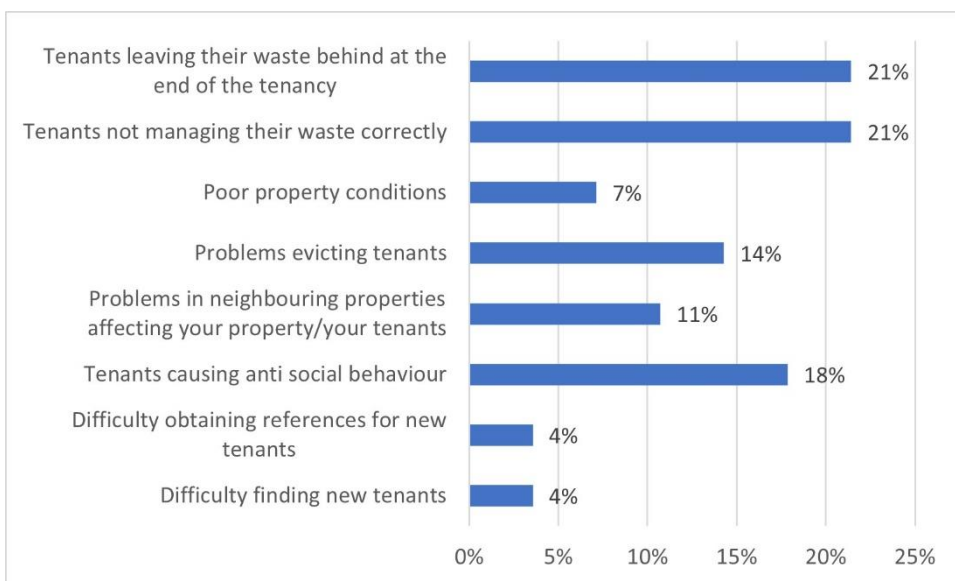
Q7. In the past 12 months have you encountered any of the following problems regarding your property/properties?



## Appendix B

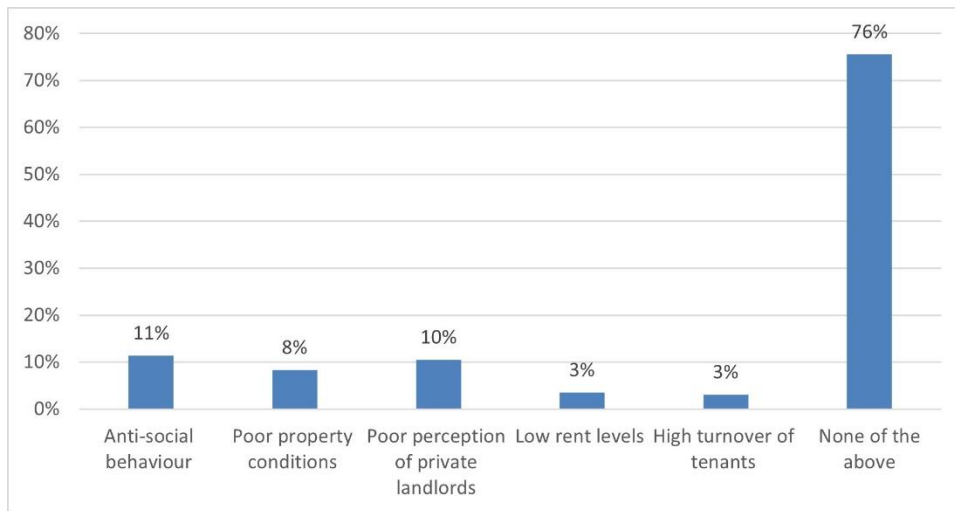


Difficulty finding new tenants, difficulty obtaining references for tenants, tenants causing ASB, problems from neighbouring properties affecting your tenants, problems evicting tenants, poor property conditions, tenants not managing waste or leaving waste behind when they vacate

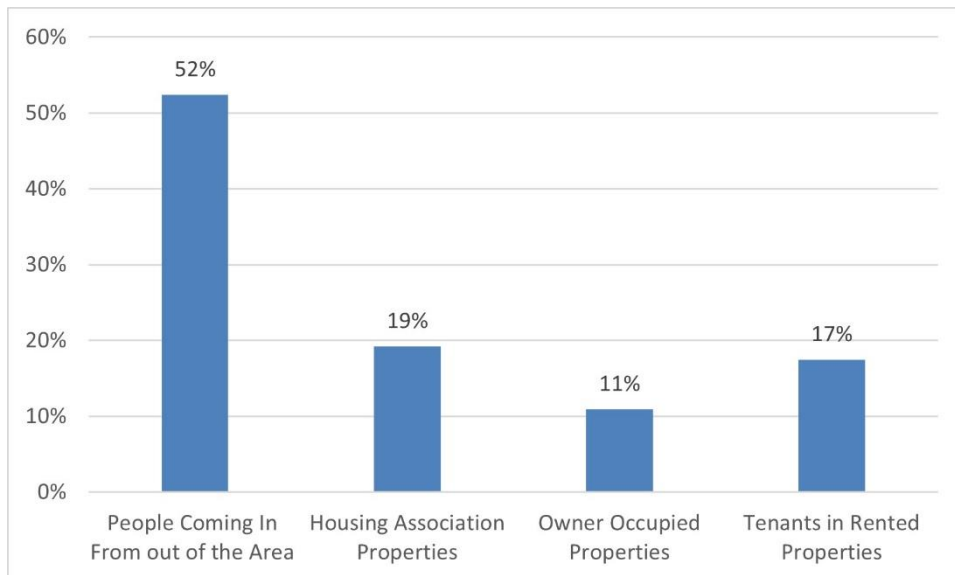


Q8. Looking beyond your own properties, do you believe that your area has any of the following problems?

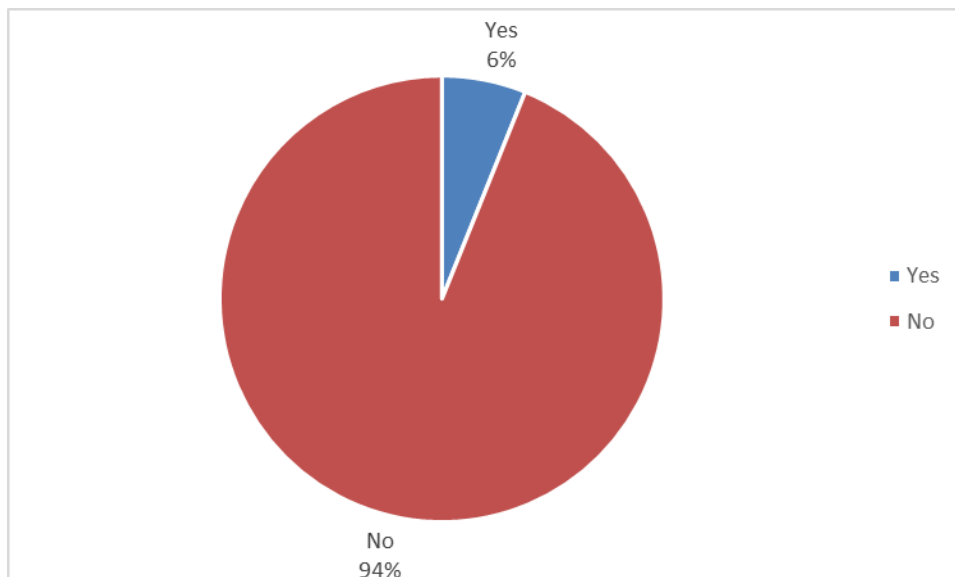
## Appendix B



Q9. In relation to fly tipping and rubbish dumping, where to do you think this is coming from?

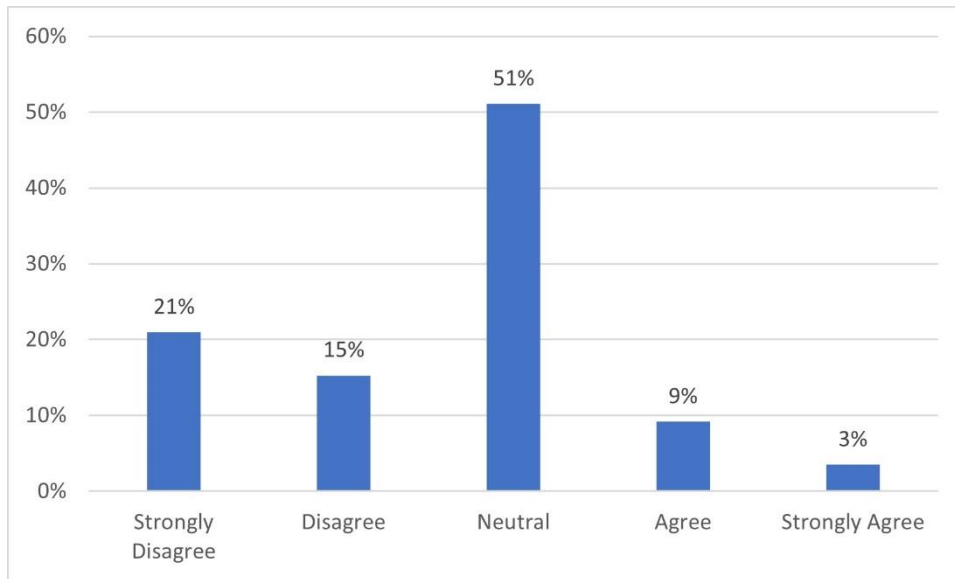


Q10. Have you ever been a victim, or witnessed anti-social behaviour in your area?

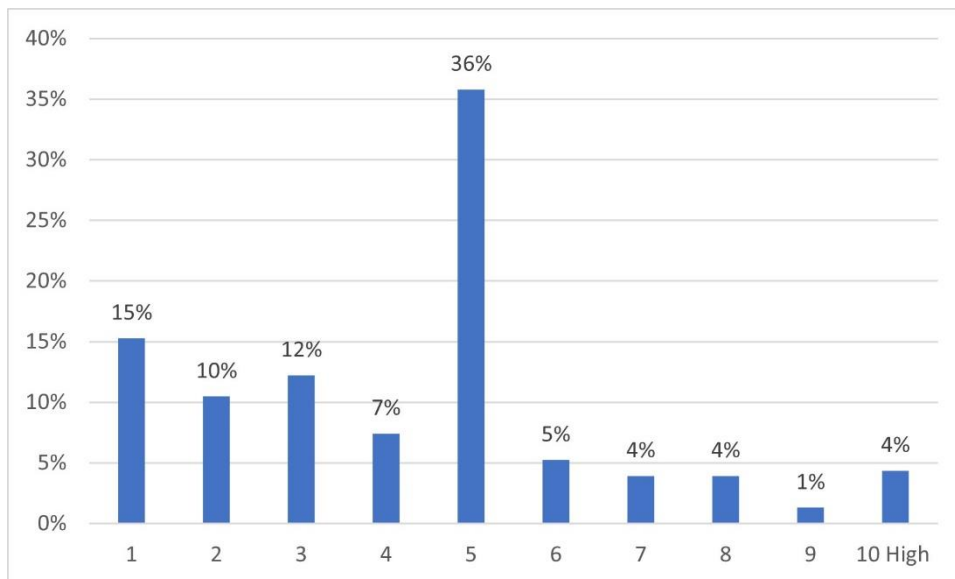


## Appendix B

Q11. Do you agree Peterborough City Council is effective at dealing with anti-social behaviour in your area?

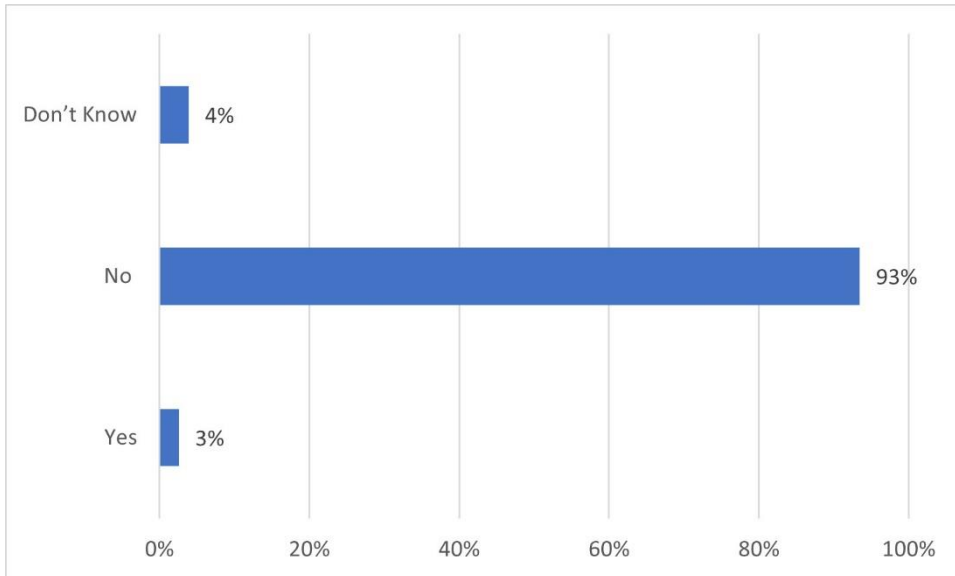


Q12. How effective do you think the police are at dealing with anti-social behaviour, with 1 being ineffective and 10 being very effective

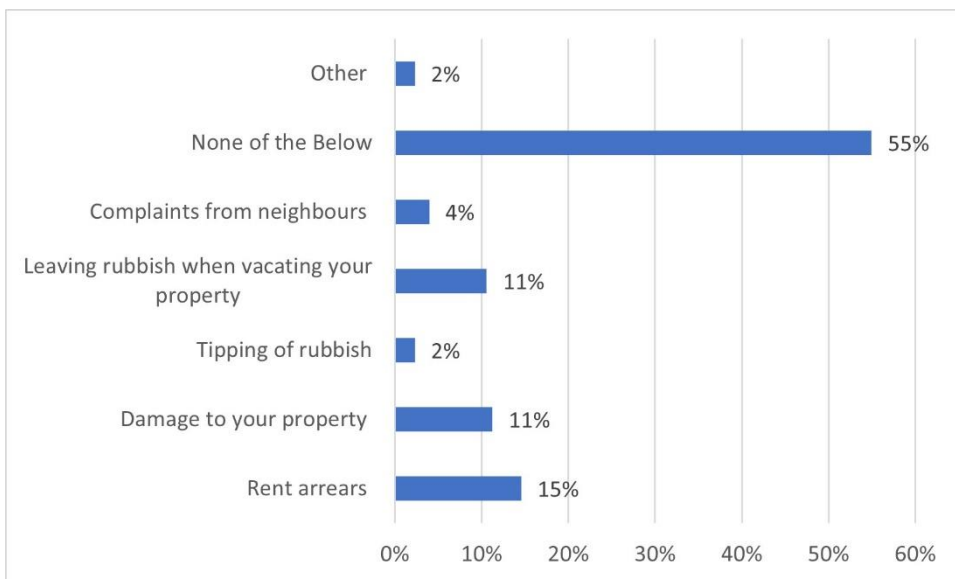


Q13. Are you aware of any anti-social behaviour being caused by your tenants

## Appendix B

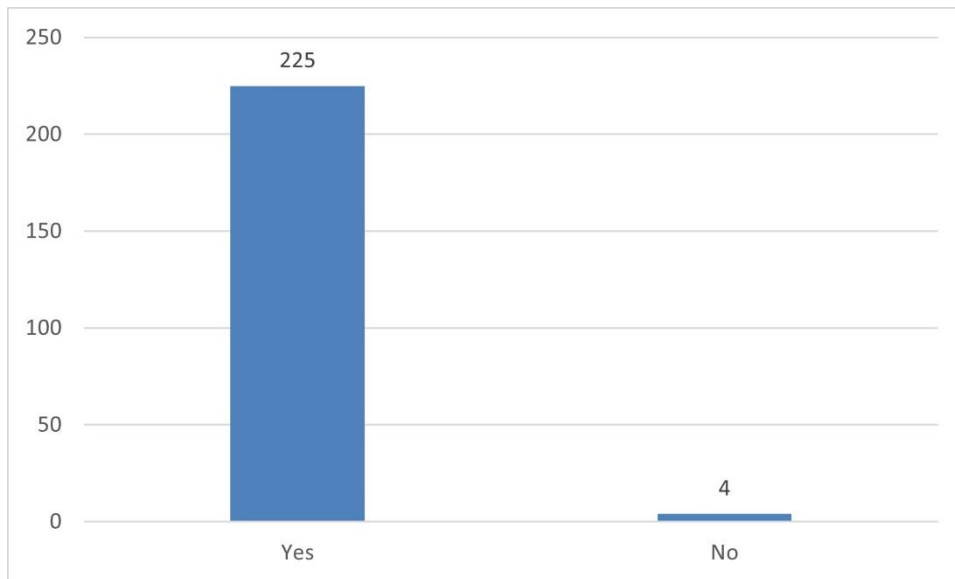


Q14. In your experience as a landlord, have you had problems with your tenants for any of the following reasons?



Q15. Do you request references from your tenants?

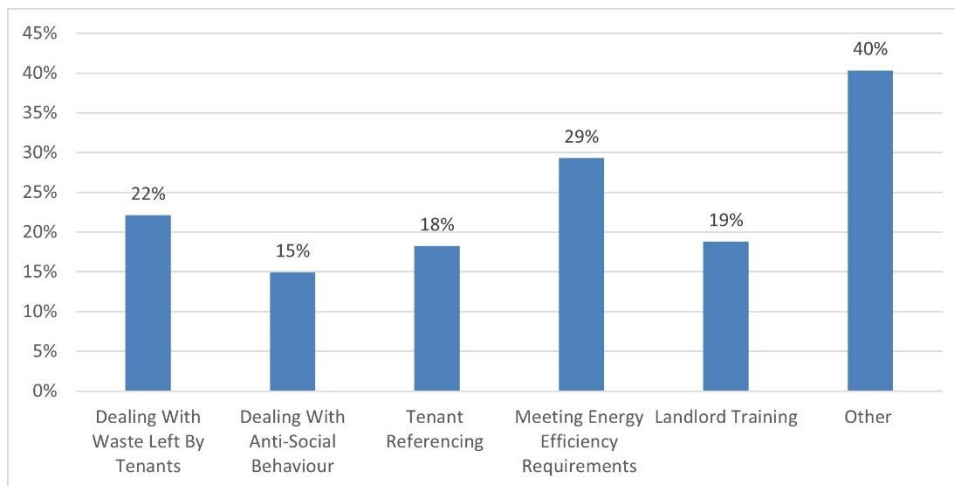
## Appendix B



Of those landlords who don't request references, the reasons given were

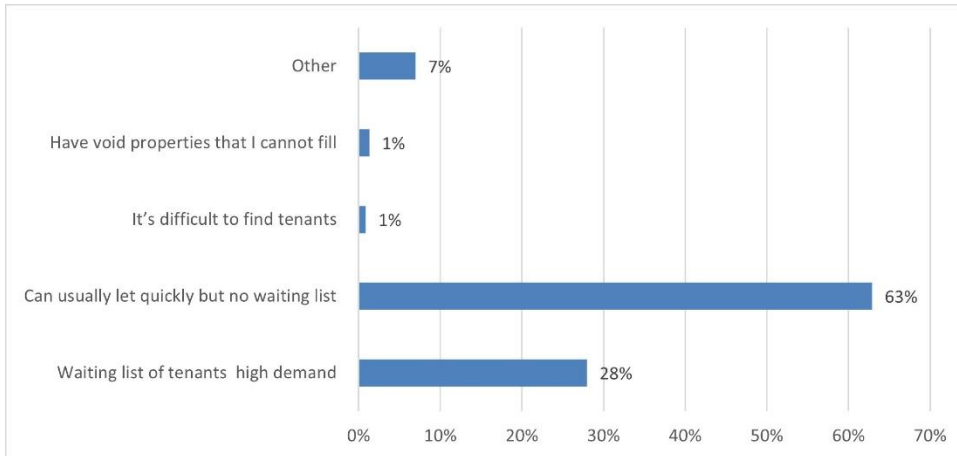
- Same tenant for last 5 years, I am a good landlord, and they all stay for a long time
- I use my common sense when interviewing prospective tenants – references can be easily faked, and it is naïve to rely on them
- Long term acquaintance

Q16. In what areas of managing your tenancies do you think the council could offer more support?

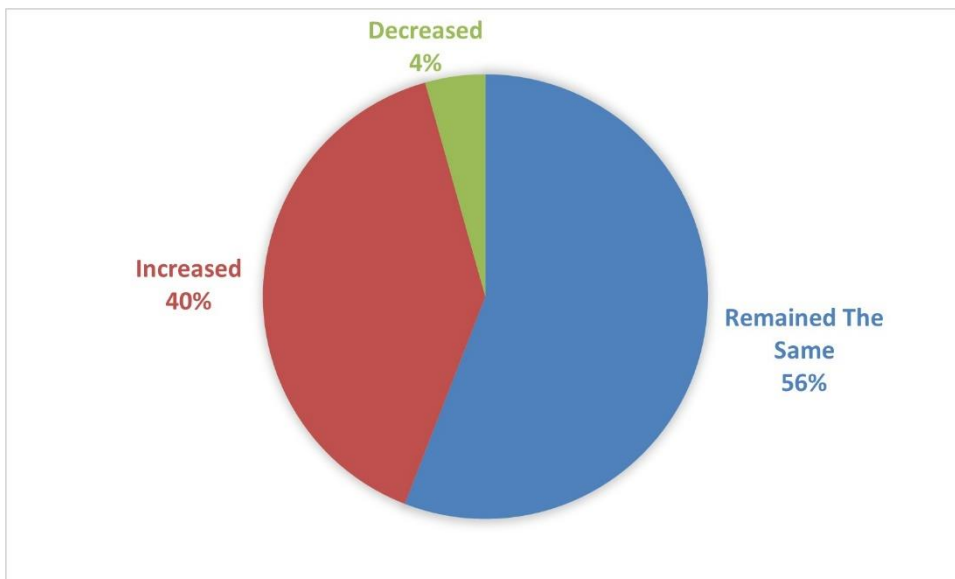


Q17. What is the demand for your properties?

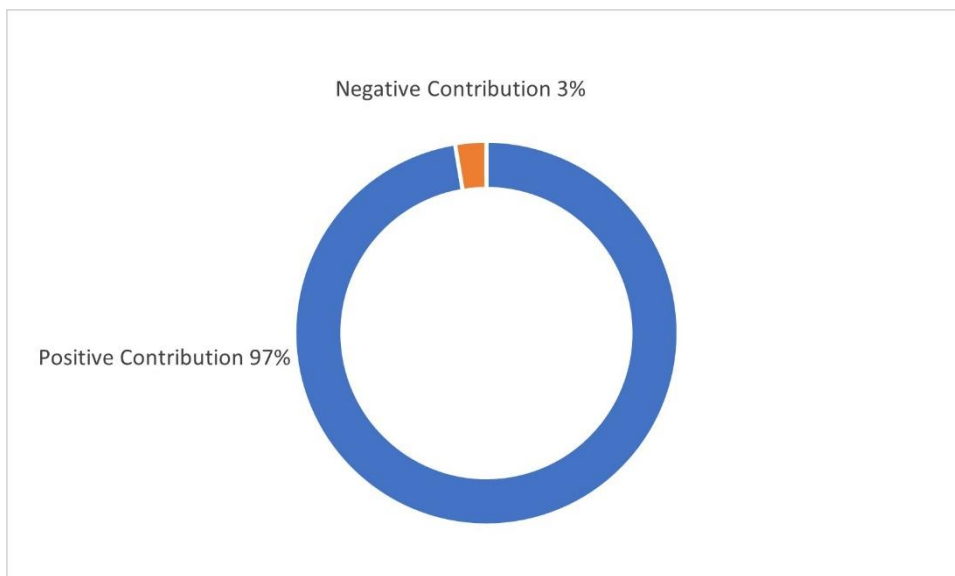
## Appendix B



Q18. Has demand for your properties increased over the last 2 years?

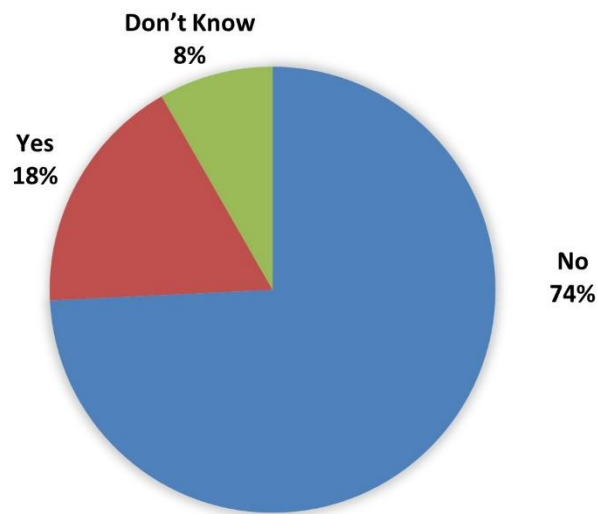


Q19. Overall, do the landlords in the area make a positive or negative contribution to the area?

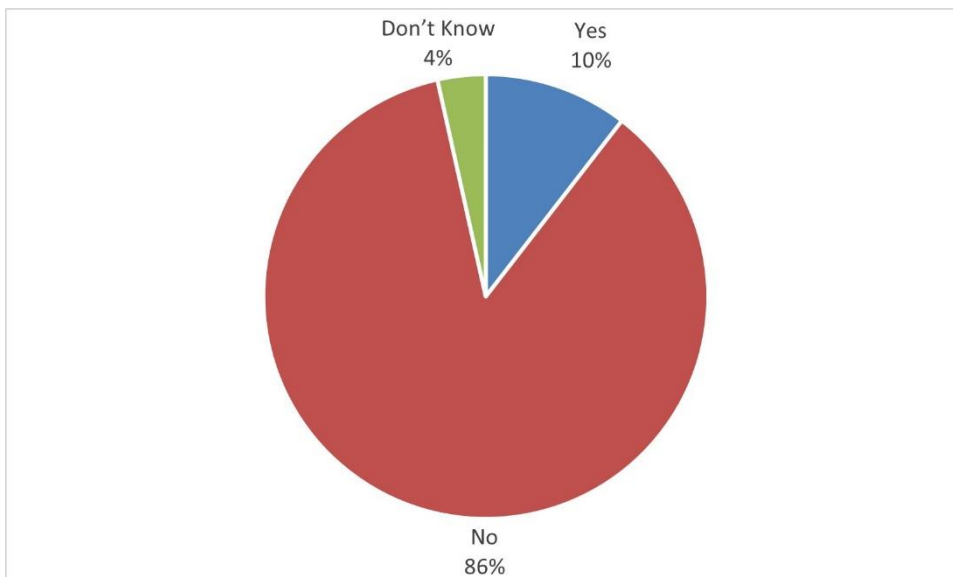


## Appendix B

Q20. Do you think the Council should continue to have control over the way landlords manage their properties



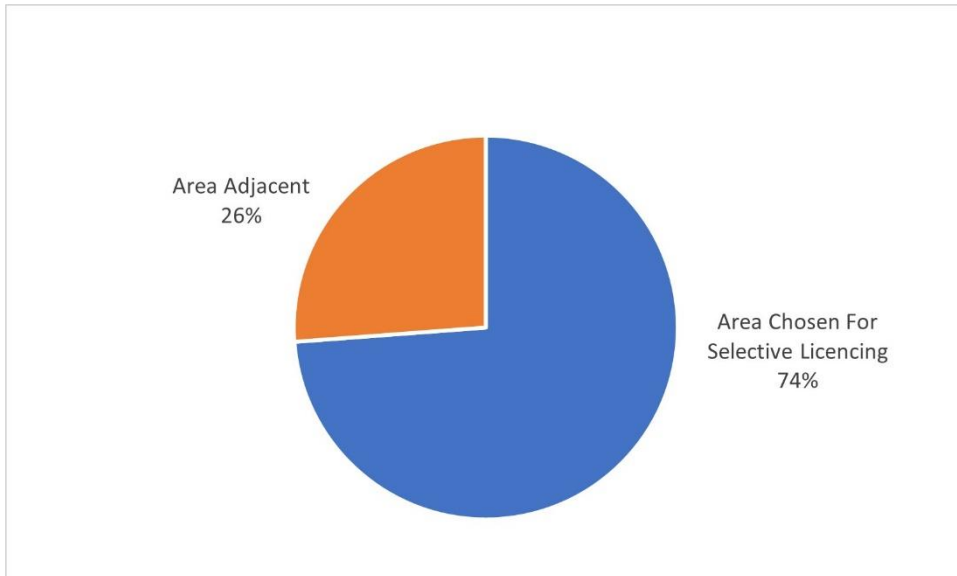
Q21. Would you support the introduction of selective licensing in your area?



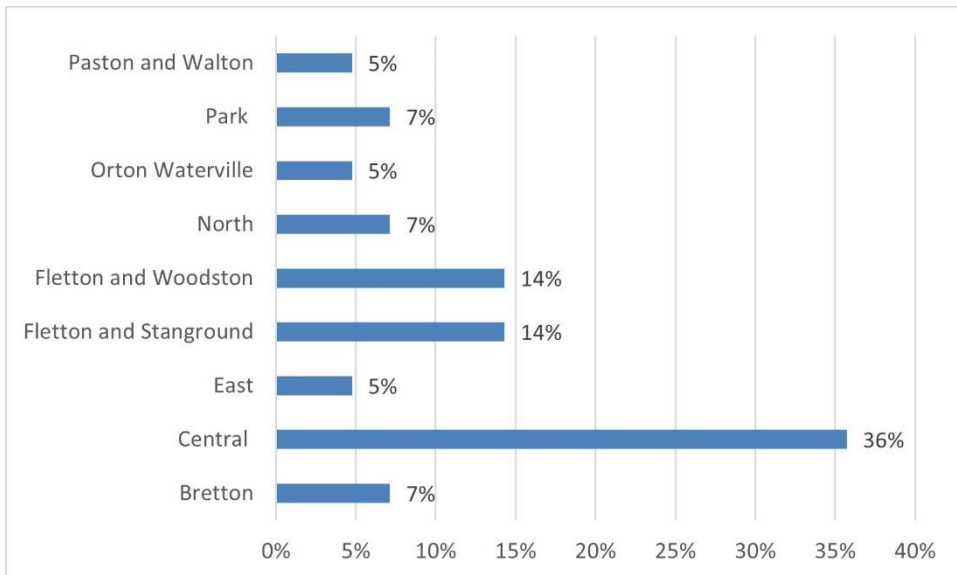
### Tenant/Resident Responses

Q1. Where is your home?

## Appendix B



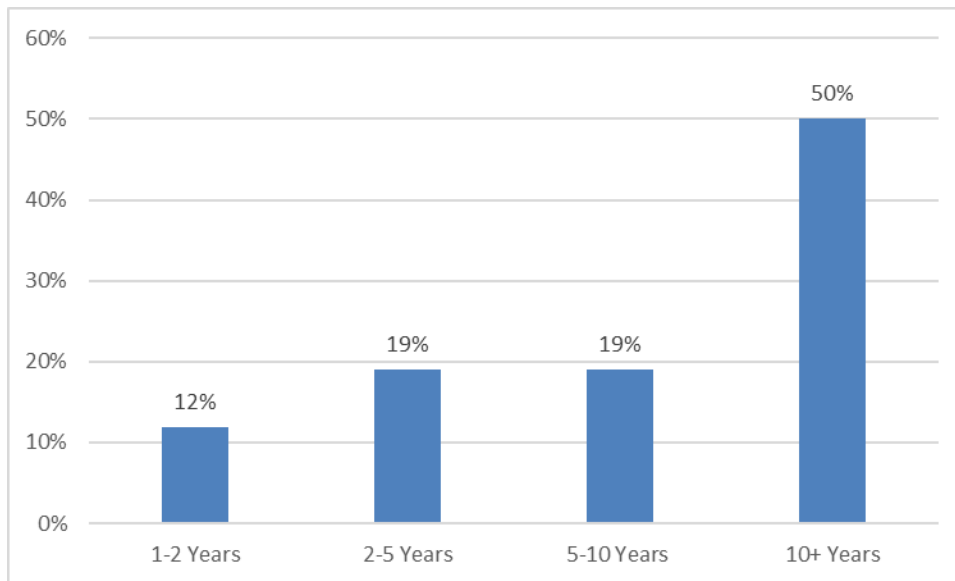
Q2. If you live in one of the proposed selective licensing areas, which ward is your home in?



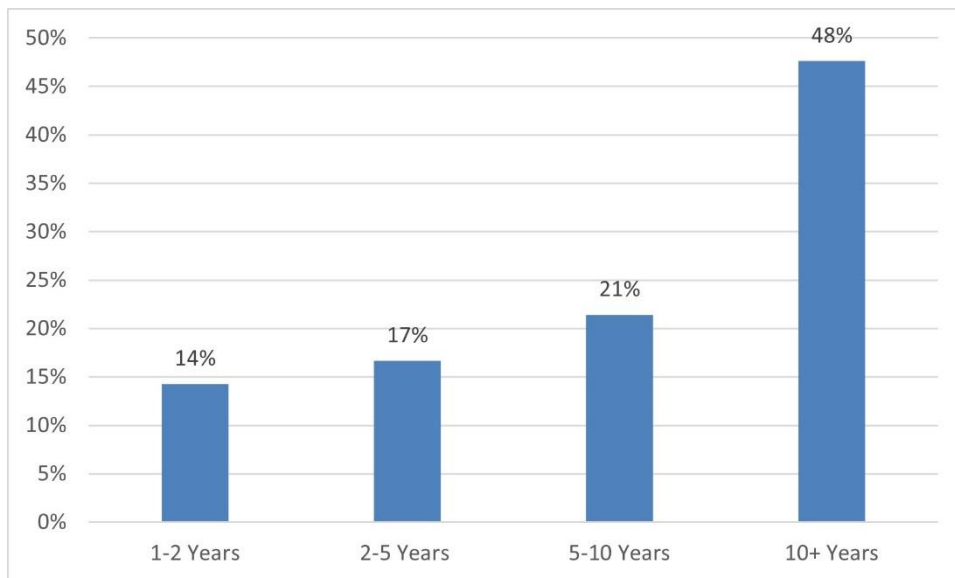
Q4. How long have you lived in this area?



## Appendix B

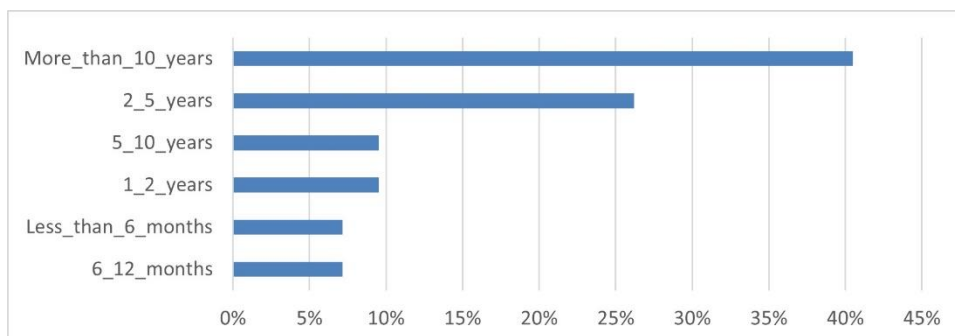


Q5. How long have you lived in your current property?



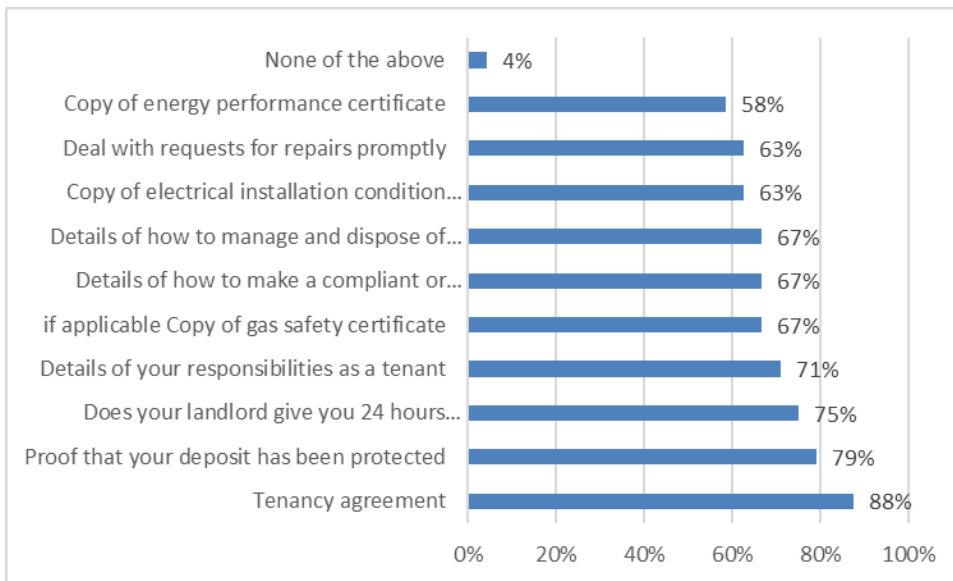
Questions 7 to 11 were asked to establish the type of property respondents lived in and the number of occupants. None of the respondent properties were overcrowded.

Q12. How long do you intend to remain living in the area?

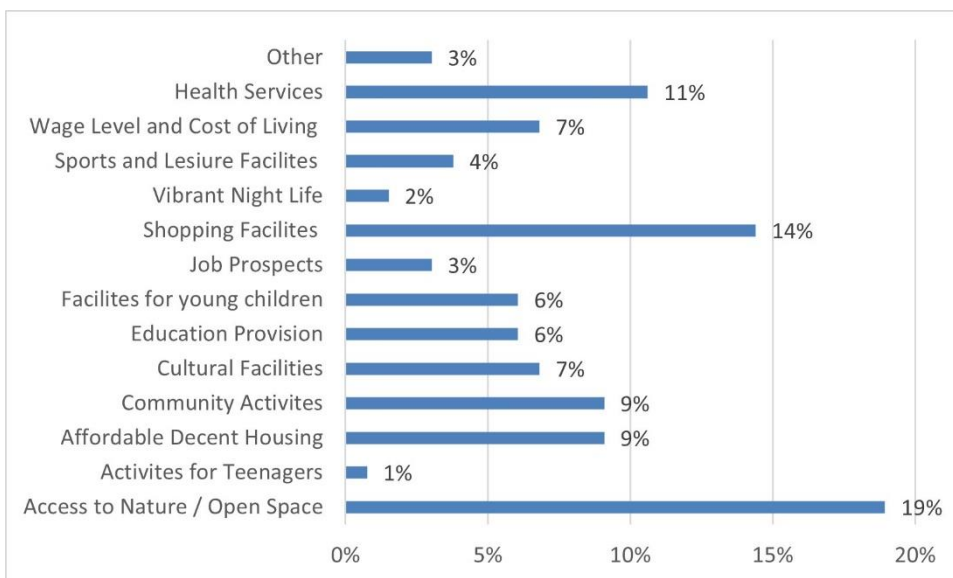


Q13. If you are a tenant in a private rented property, has your landlord provided you with any of the following?

## Appendix B

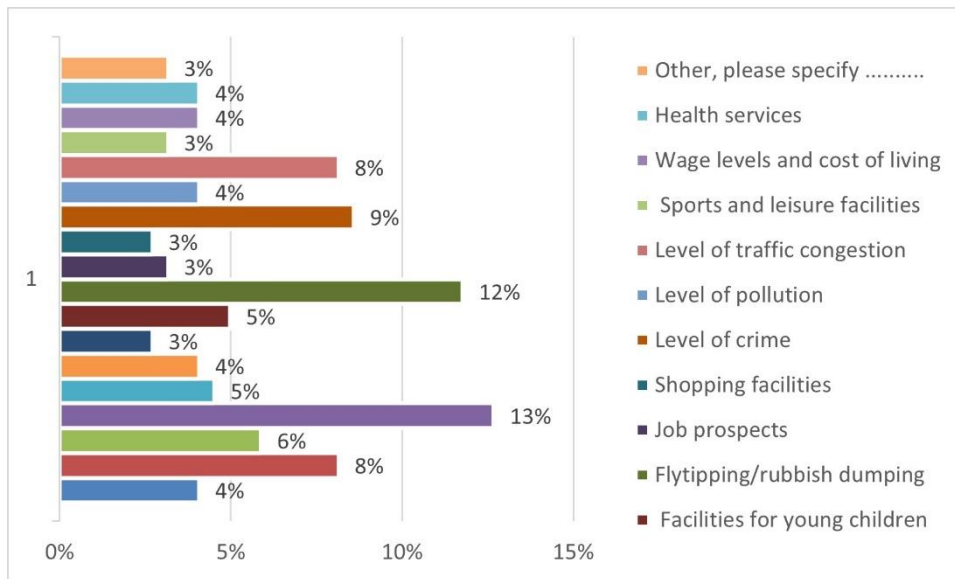


Q14. What do you like most about the area you live in?



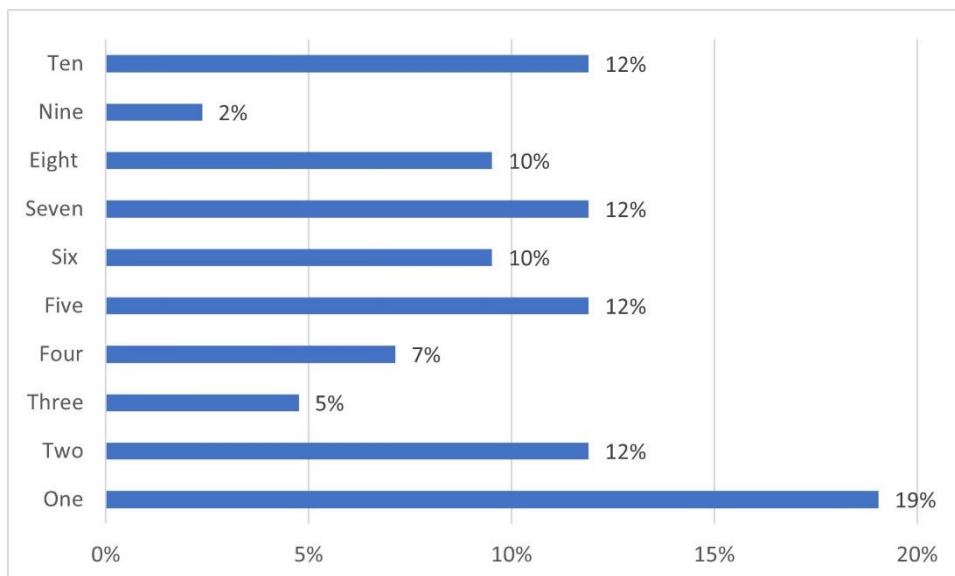
Q15. What most needs improvement in your area?

## Appendix B



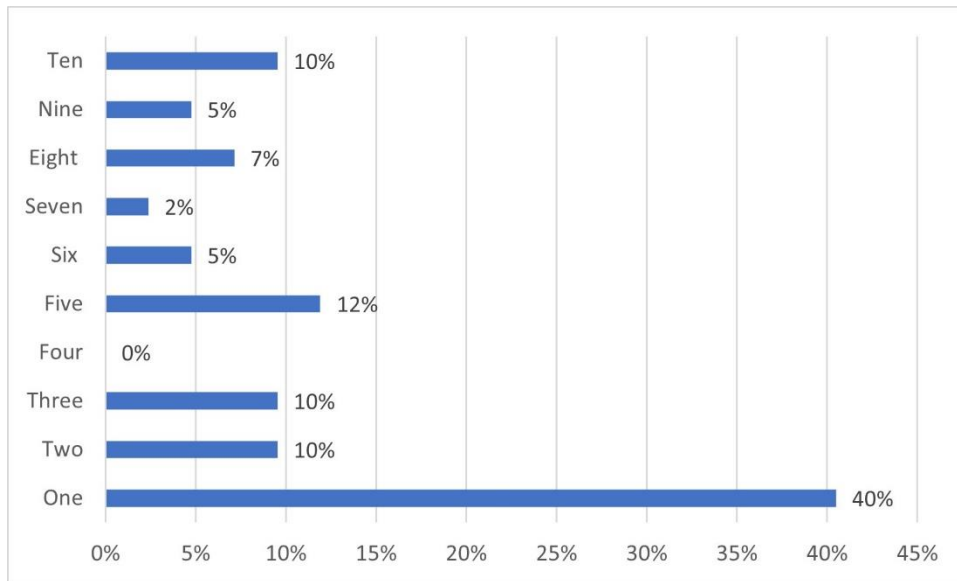
Q16. Thinking about the area you live, how much are the following a problem, on a scale of 1-10?

Loud noise

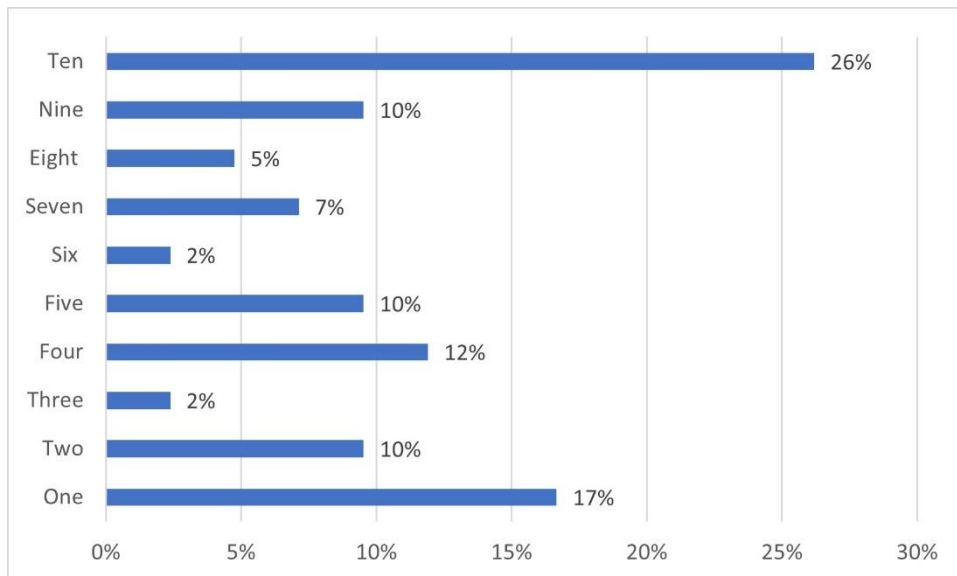


## Appendix B

### Large Gatherings in the Street

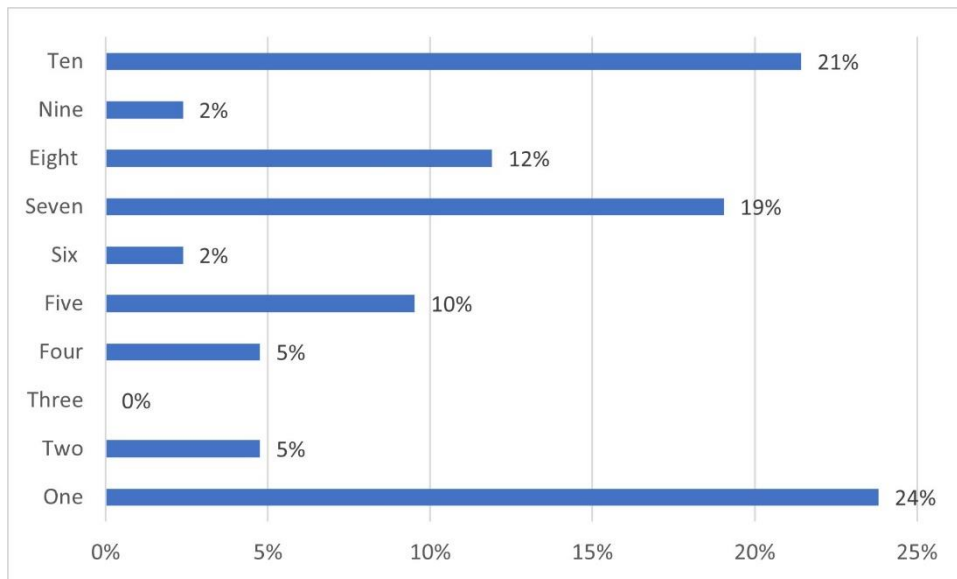


### Drug dealing or drug related crime

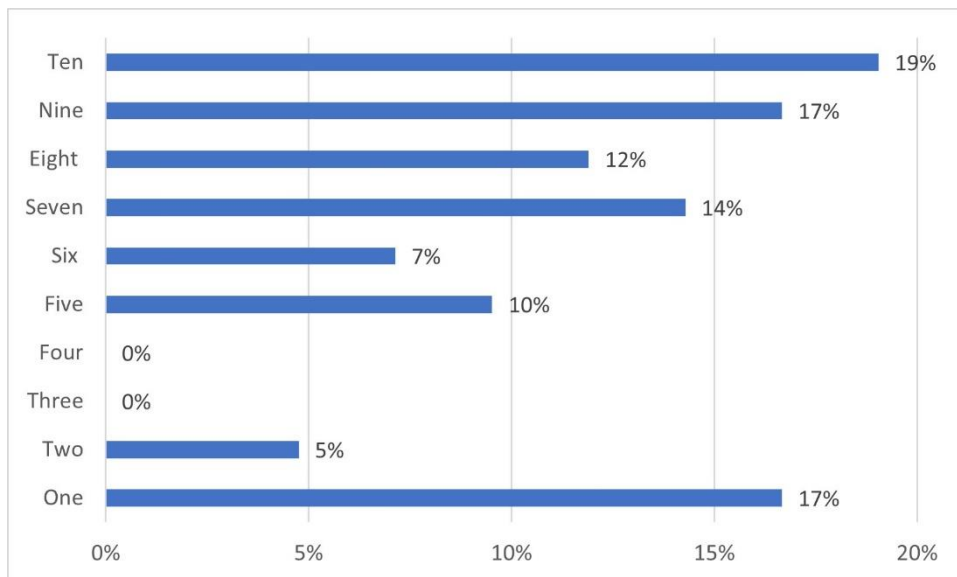


### People not treating others with respect

## Appendix B

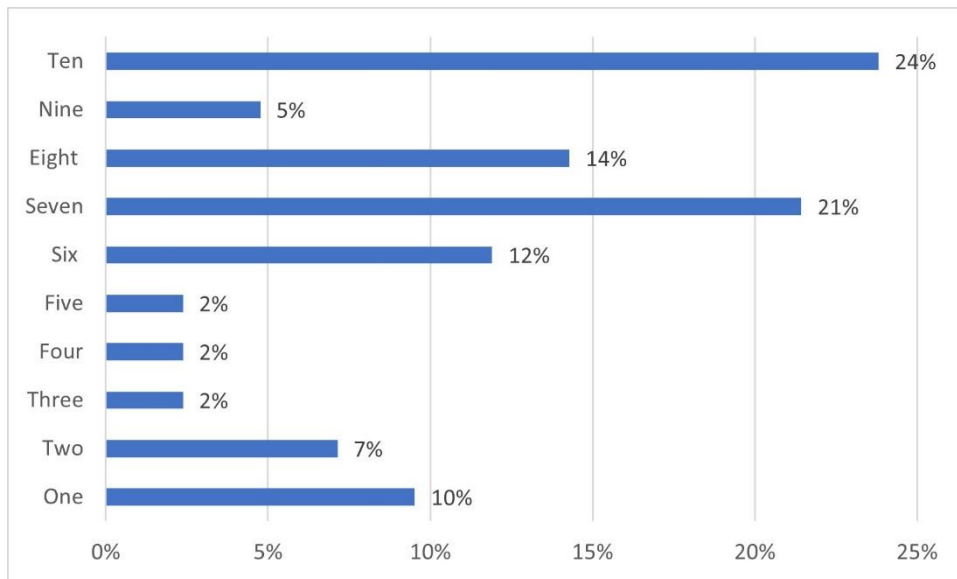


### Fly tipping and Rubbish dumping

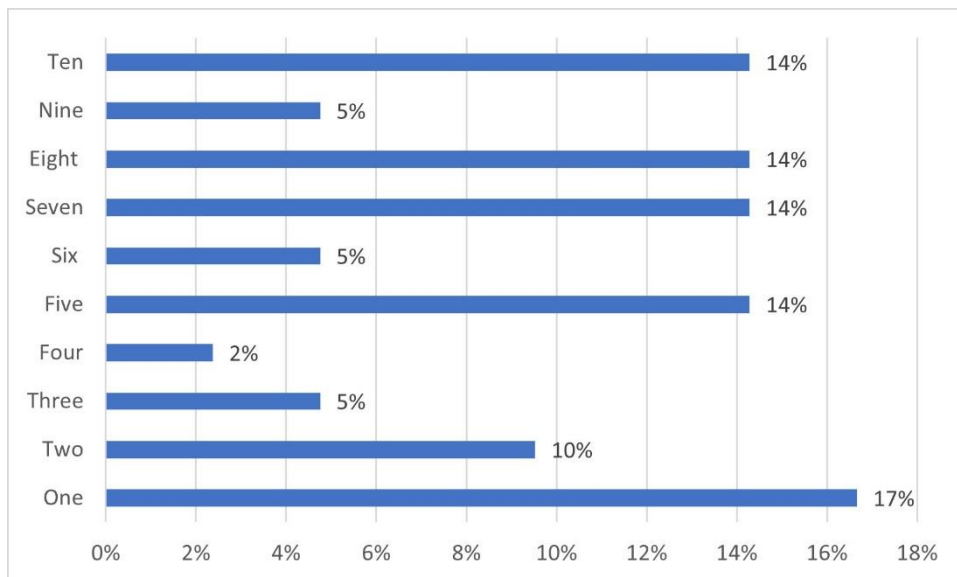


### Littering

## Appendix B

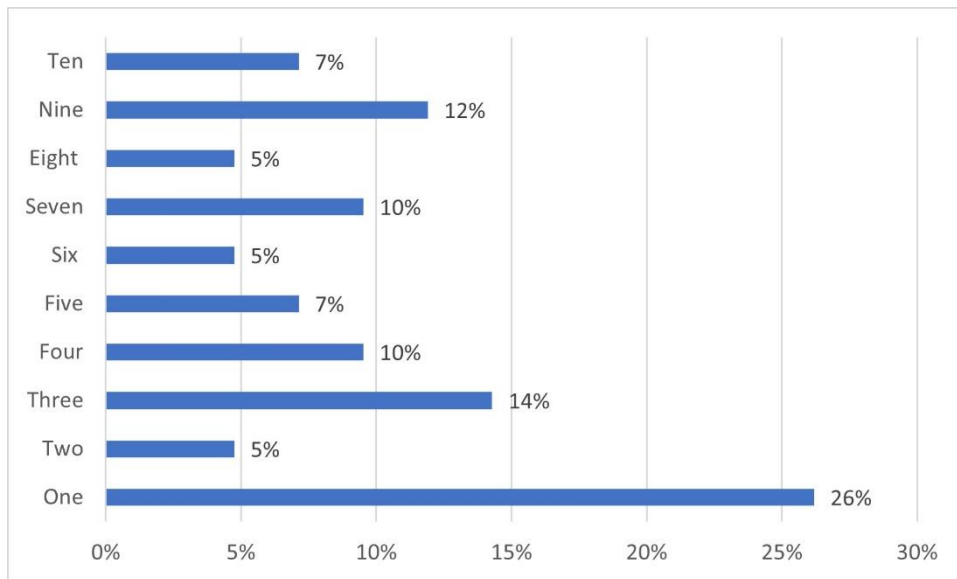


### Noise from Cars parking

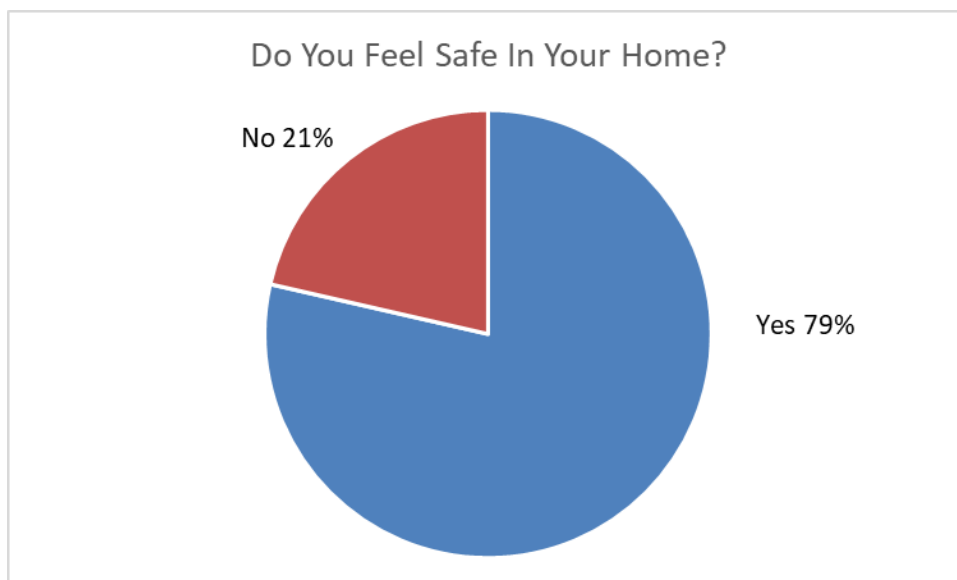


### Neglected and run-down properties

## Appendix B

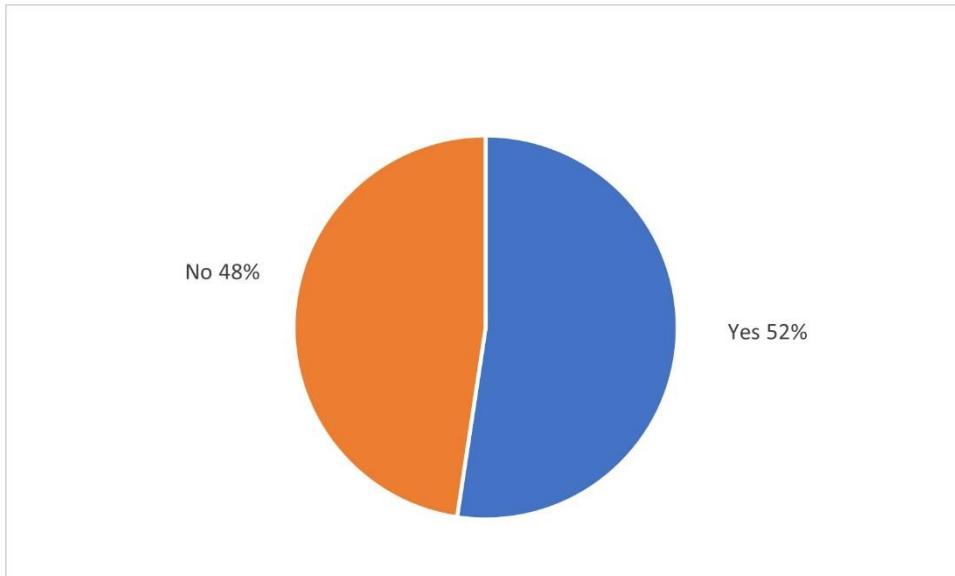


Q17. Do you feel safe in your own home and the area around it?

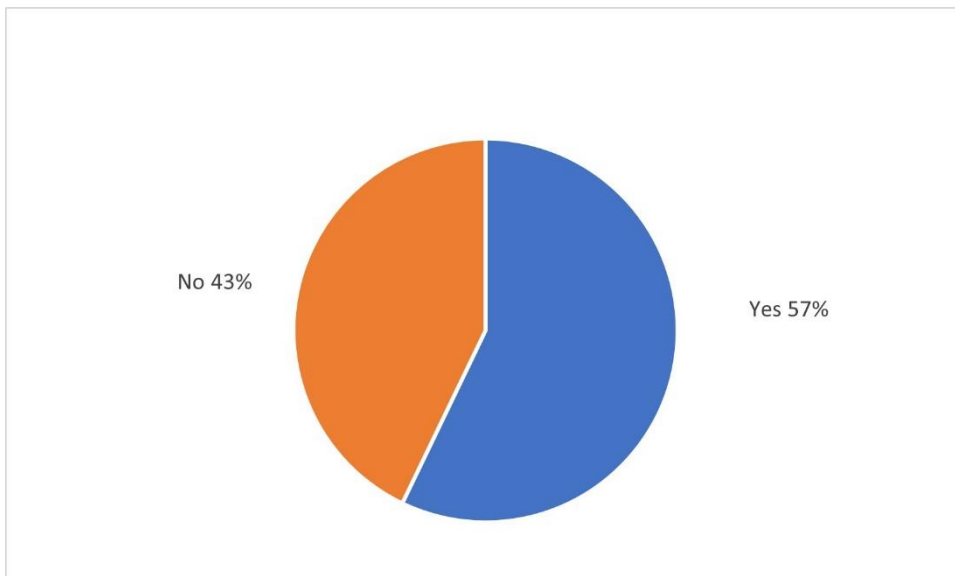


Q18. Have you ever been a victim or witness of any anti-social behaviour in your area?

## Appendix B



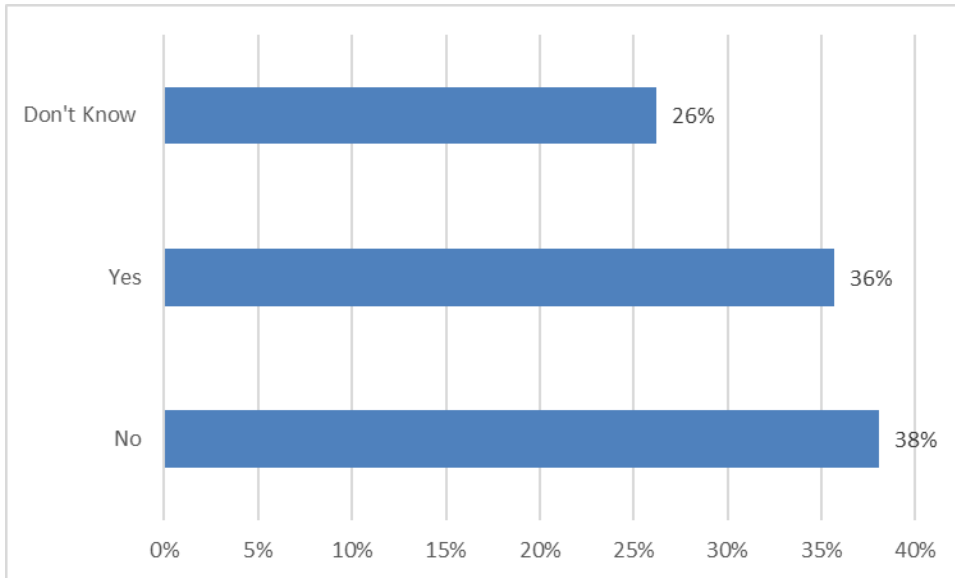
Q19. Thinking about the properties in your area that are owned by private landlords, have you ever experienced or witnessed anti-social behaviour from those properties?



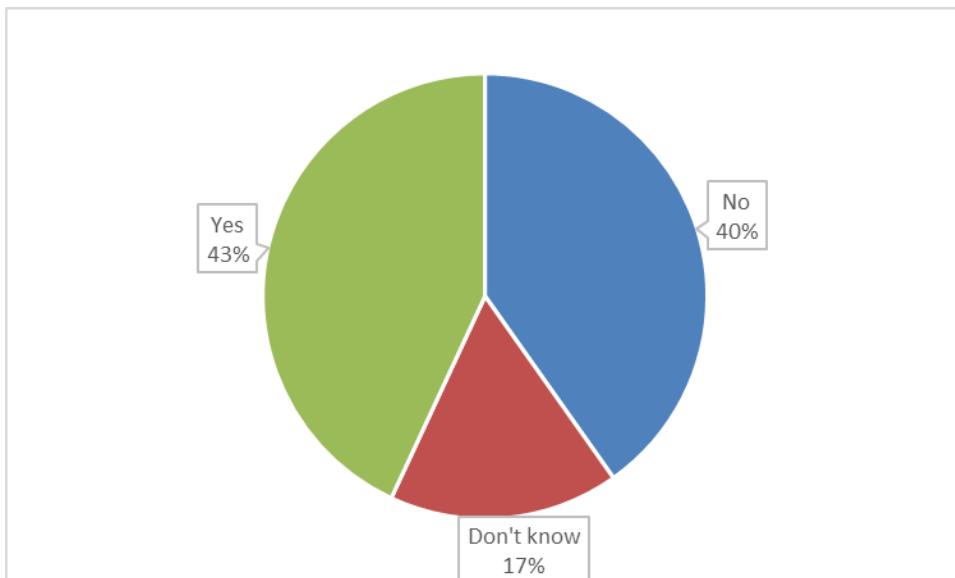
Q20. Again, thinking about the properties in your area that are owned by private landlords, do think the owners maintain the properties to a good standard?



## Appendix B

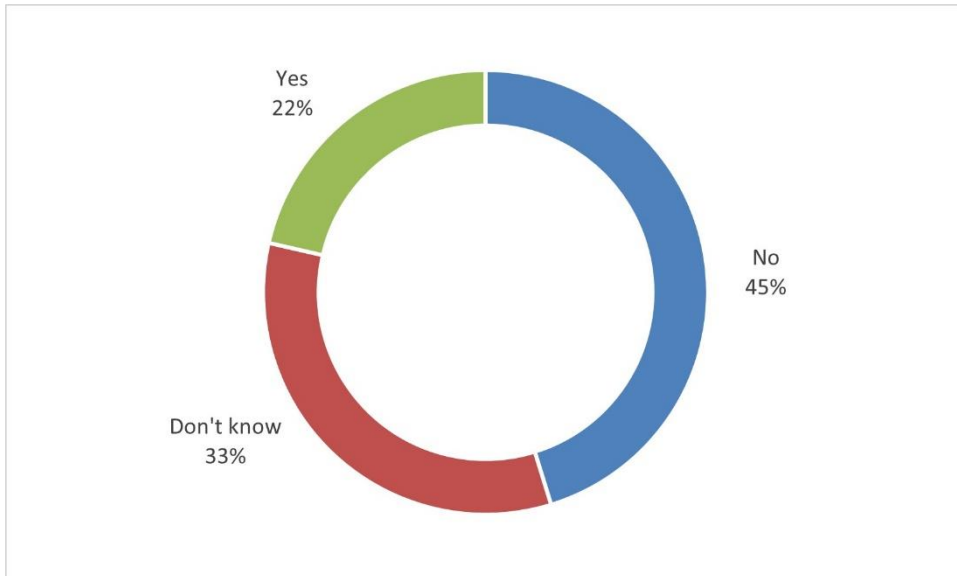


Q21. Overall, would you say the landlords in your area are responsible in letting, managing, and maintaining their properties?

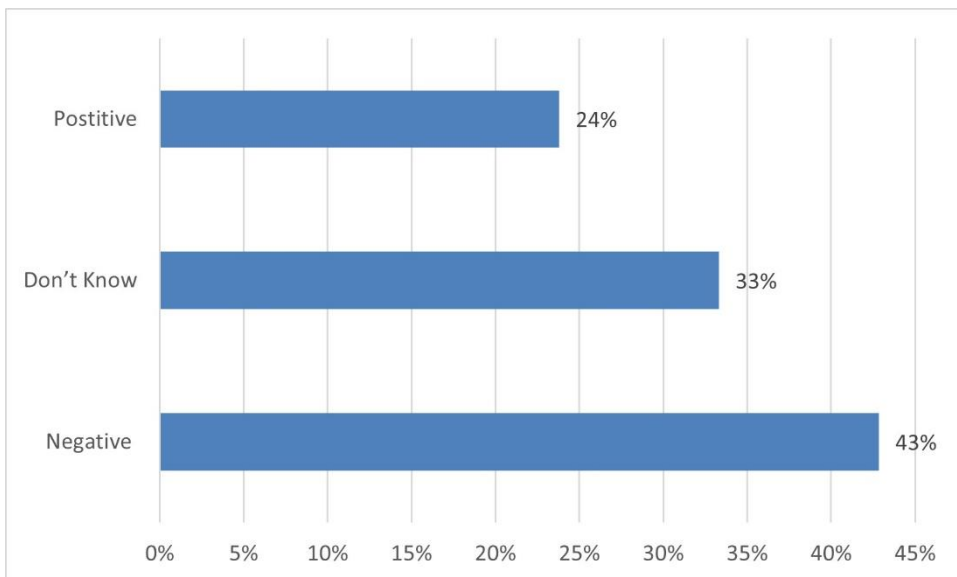


Q22. Do you think that landlords take appropriate action against tenants who cause nuisance or anti-social behaviour?

## Appendix B

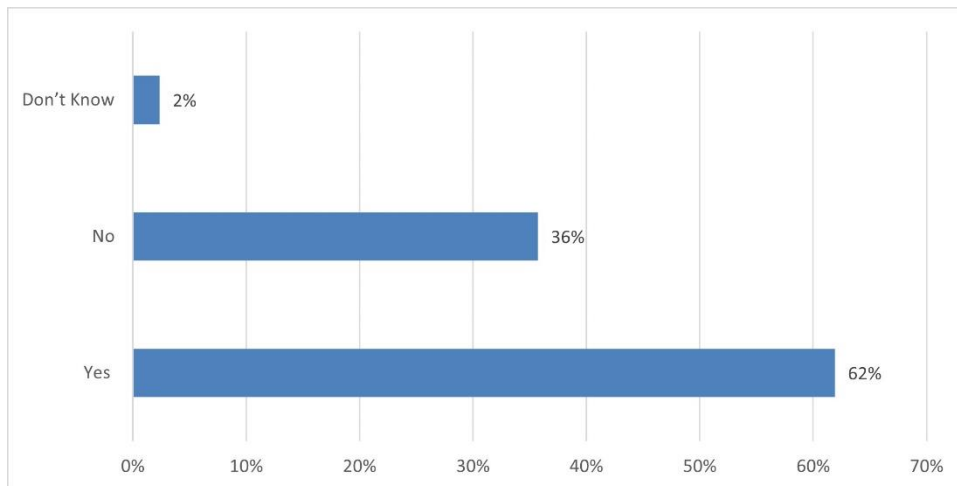


Q23. Overall do the private landlords who operate in your area make a positive or negative contribution to the area?

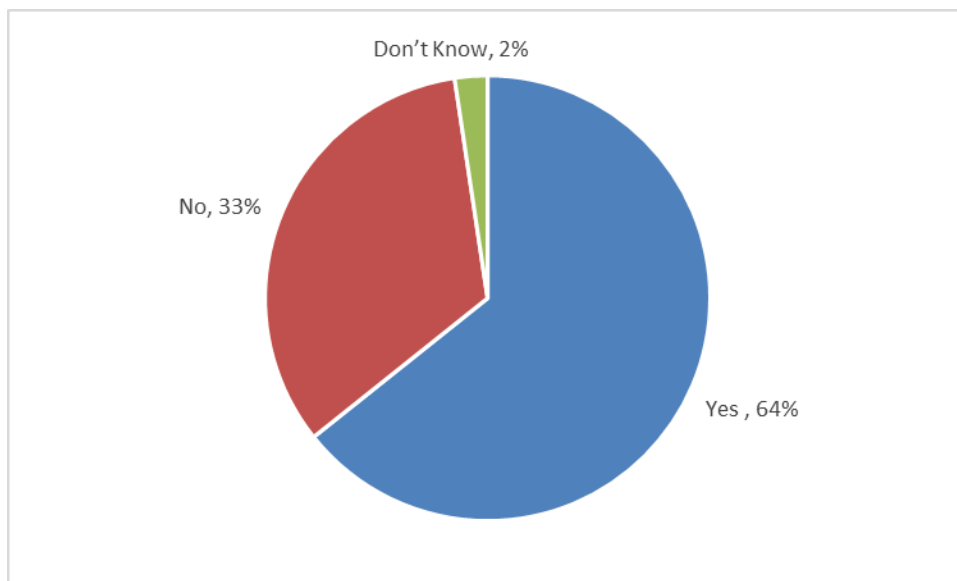


Q24. Having read the information about selective licencing in the consultation document or on the Peterborough City Council website, would you support the introduction of selective licencing in your area?

## Appendix B

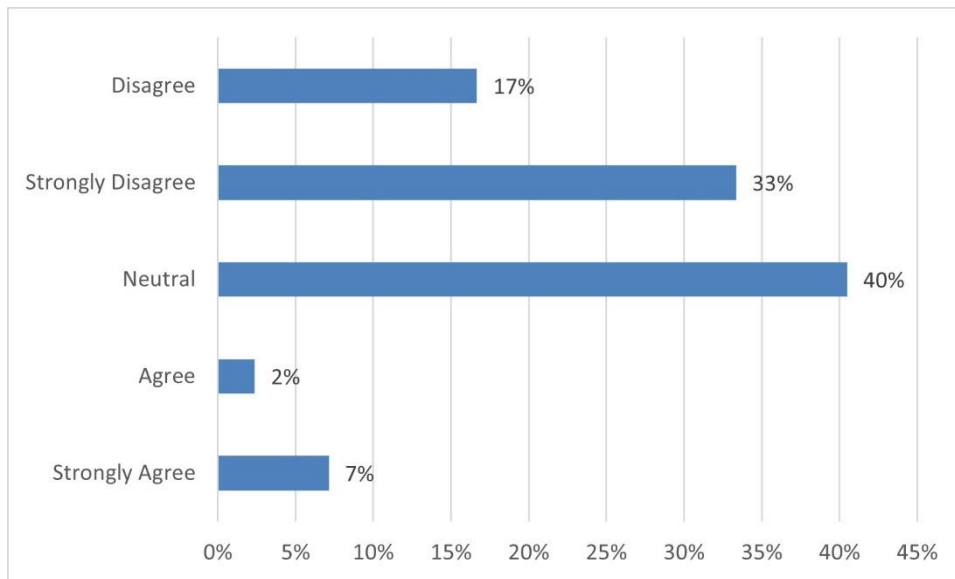


Q25. Do you think the Council should continue to have control over how landlords manage their properties?

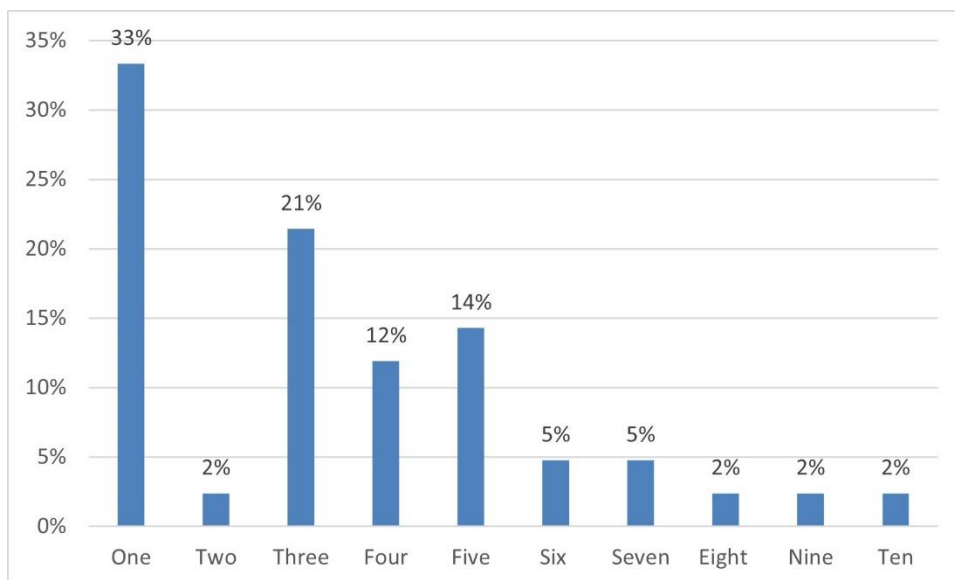


Q26. Do you think the Council is effective in dealing with anti-social behaviour in your area?

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Q27. How effective do you think the Police are in dealing with anti-social behaviour in your area?



### Conclusion

The Selective Licensing consultation ran for 12 weeks from Thursday 20 January 2022 to Wednesday 13 April 2022.

The consultation sought to ensure:

- That communications were clear, transparent, and reached the right people
- That there were a variety of ways that people could provide feedback
- Respond to feedback

A wide range of key stakeholders, landlords, tenants, residents, local organisations, and businesses were consulted about the proposals. The consultation was widely promoted, both in the areas where Peterborough City Council propose to introduce a Selective Licensing Scheme and, in neighbouring areas. The proposals and public consultation were also promoted in the local media,

## Appendix B

via the Councils Facebook and Twitter pages and on the Councils website. People have been able to provide feedback at the public webinars, via the online survey and by writing to the consultation email address.

The findings from the public consultation about the Selective Licensing Scheme proposals can be summarised in several key headlines:

- A total of 39 people attended the 5 public webinar events held between February and April 2022.
- 271 completed feedback questionnaires submitted via the online survey.
- 62% of respondents said that they supported the council's proposal to introduce selective licensing. 36% said that they did not support the proposal and 2% said that they did not know.
- 64% of tenant / resident respondents said that they think the council should continue to have control over the way that private landlords manage their properties. 33% said that they did not think the council should continue to have control and 2% said they did not know.
- When landlords / agents were asked the same question, 18% answered that they think the council should continue to have control over the way the that private landlords manage their properties, with 74% stating they did not think the council should have control, the remaining 8% said they did not know.
- 43% of tenants' respondents said that landlords were responsible in letting, managing, and maintaining their properties, 40% said that they were not and 17% didn't know.
- 36% of tenant respondents said that private landlords maintain their properties to a good standard, 38% said they didn't and 26% didn't know.
- 24% of respondents said that landlords make a positive contribution to the area, 43% said they made a negative contribution, and 33% didn't know
- When asked what areas of managing your tenancies do you think the council could offer more support, 29% of respondents said 'meeting energy efficiency requirements, 22% said dealing with waste left by tenants and 19% said landlord training.
- Tenant respondents were asked what documentation was provided by their landlords:

|   |  |
|---|--|
| 88% had a tenancy agreement                   | 79% proof that their deposit was protected             |
| 63% Copy of electrical condition report       | 71% details of tenant's responsibilities               |
| 67% copy of current gas safe certification    | 75% of landlords give 24 hours' notice before entering |
| 58% copy of energy performance certificates   | 67% details of how to make a compliant                 |
| 63% said landlords deal with repairs promptly | 67% details of how to dispose of rubbish               |
| 4% none of the above                          |  |

## Recommendations

1. Approve the submission of an application to the Secretary of State for the implementation of a Selective Licensing Scheme for the area defined within the report.

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2. Subject to approval by the Secretary of State implement a Selective Licensing Scheme.
3. Through an integrated approach to service delivery ensure that arrangements are in place to address problems such as waste management, as well as promoting the support available to landlords, and tenants.
4. Explore the feasibility of the 'Part B fee' being paid on a pro-rata monthly basis.
5. Undertake analysis to identify whether areas of private rented accommodation outside of proposed Selective Licensing Area would benefit from an 'Additional Licencing Scheme' to raise housing standards.

|  |                   |
|--|-------------------|
| Growth, Resources and Communities Scrutiny Committee | AGENDA ITEM No. 7 |
| 7 MARCH 2023   | PUBLIC REPORT     |

|                                |  |                   |
|--------------------------------|--|-------------------|
| Report of:                     | Rob Hill, Acting Service Director Communities    |                   |
| Cabinet Member(s) responsible: | Cllr Steve Allen, Cabinet Member for Communities |                   |
| Contact Officer(s):            | Rob Hill, Acting Service Director Communities    | Tel. 07815 558081 |

**SAFER PETERBOROUGH PARTNERSHIP BOARD REPORT**

| R E C O M M E N D A T I O N S  |                                      |
|--|--------------------------------------|
| <b>FROM:</b> Rob Hill – Acting Service Director Communities  | <b>Deadline date:</b> Not applicable |
| <p>It is recommended that the Growth, Resources and Communities Committee:</p> <p>1. Note the progress of the work of the Safer Peterborough Partnership</p> |                                      |

**1. ORIGIN OF REPORT**

1.1 This report is presented to the Growth, Resources and Communities Scrutiny Committee at the request of the committee members to provide an annual update on the Safer Peterborough Partnership (SPP) Board.

**2. PURPOSE AND REASON FOR REPORT**

2.1 This report is being presented to update Growth, Resources and Communities Scrutiny Committee members on the key activity of the SPP Board over the last 12 months.

2.2 This report is for the Growth, Resources and Communities Scrutiny Committee to consider under its Terms of Reference which include;

2. Neighbourhood and Community Support (including cohesion and community safety);

11. Partnerships and Shared Services; and

**3. TIMESCALES**

3.1

|   |           |                                  |            |
|---|-----------|----------------------------------|------------|
| Is this a Major Policy Item/Statutory Plan? | <b>NO</b> | If yes, date for Cabinet meeting | <b>N/A</b> |
|---|-----------|----------------------------------|------------|

**4. BACKGROUND AND KEY ISSUES**

4.1 The 1998 Crime and Disorder Act established partnerships between local authorities, the police and police authorities, fire service, probation service, health authorities, the voluntary sector, local residents and businesses.

4.2 The aim of the Safer Peterborough Partnership (SPP) is to deliver safer communities as set out in the Act and relevant legislation. In doing this the partnership will develop and deliver plans to tackle crime and disorder and help create safer communities.

4.3 The SPP's objective is to improve integrated working, to deliver safer communities across

partnerships such as the Health and Wellbeing Board, Safeguarding Boards, and other partnership boards such as domestic abuse/sexual violence, substance misuse and the county housing board.

4.4.1 The SPP Board meets on a quarterly basis and is chaired by the Chief Executive of Cross Keys Homes.

#### 4.4.2 **Membership**

- Peterborough City Council
- Office of the Police and Crime Commissioner
- Cambridgeshire Constabulary
- Cambridgeshire Fire and Rescue Service
- Cambridgeshire and Peterborough Clinical Commissioning Group
- National Probation Service
- Bedfordshire, Northamptonshire, Cambridgeshire, and Hertfordshire Community Rehabilitation Company
- Head of Adults and Children's Safeguarding Partnership Board
- Peterborough Council for Voluntary Services
- Cabinet member for Communications, Culture and Communities

4.4.3 The Partnership is also supported by key local agencies from both the public and voluntary sectors. Registered Social Landlords have a key role to play in addressing crime and disorder and they are represented by Cross Keys Homes.

#### 4.5 **Safer Peterborough Partnership Priorities 2020/2021 – 2023/2024**

**The following key priorities were agreed in 2020/21 as the long-term strategic themes:**

1. High Harm / High Risk Offenders (this now includes focus on Knife Crime through Operation Guardian)
2. Drug Intervention / Operation Spotlight
3. Street Working / Sexual Exploitation

#### 4.6 **Problem Solving Group / Youth Problem Solving Group**

4.6.1 The SPP Board has a fully established Problem-Solving Group (PSG) to bring together partners to assess and respond proactively to community-based challenges. The overarching aim of the group is to be an operational delivery arm of the SPP Board, managed and co-ordinated by representatives from the Police and Peterborough City Council.

4.6.2 The PSG meets monthly to respond to a wide variety of location-based issues. Emerging problems can be referred into this group to direct shared partnership activity most effectively.

4.6.3 **Activities:**

- Over the last year, the PSG has overseen a total of 91 case discussions centred around protecting the vulnerable, supporting victims, and identifying appropriate interventions against perpetrators that are proportionate to the extent of their anti-social behaviour (ASB) and crimes. Outcomes include Closure Orders, referrals to support services, Public Space Protection Orders (PSPO) for gating, landlord enforcement of tenancy breaches associated with ASB as well as patrols/enforcement at hot spot locations.
- We have established a Youth PSG, bringing added focus to Youth related concerns across Peterborough. We are working to extend the reach of this so that it can be used for referrals from a wide variety of forums. For example, we have worked via the Safer Schools Officer to promote its existence through our schools to invite referrals where it is felt a partnership response can help.
- The PSG are exploring introducing the use of 'Youth Disruption Notices' to Peterborough. These are currently used in the Metropolitan Police area as an initial intervention/prevention tool for young people and are seen as an effective alternative to former 'Guardian Awareness Programme' as a trigger to parents that Police have



concerns regarding their children. Views of Scrutiny Members would be welcomed to help inform this further.

- The City Centre PSPO is due for renewal this year. The PSPO allows for the enforcement of various offences in the city centre which impact on business and visitors. A public consultation launched in January, to extend the PSPO for another 3 years.
- Following on from the findings of the cross-party task and finish group, agencies are working together within the PSG to collate evidence for the introduction of a city-wide injunction as well as introducing new PSPO to hot spot areas.
- Operation Luscombe continues to be delivered in the city centre to address street begging and street based anti-social behaviour. Joint patrols between the Police and Council officers continue in the city centre to identify street drinkers, individuals begging and those committing persistent breaches of the PSPO to allow for engagement and enforcement work to take place.

#### Funding Announcements:

##### 4.6.4

A successful bid was submitted to Home Office for Safer Streets 4 funding. Peterborough has been awarded funding to deliver the below interventions.

- City Centre Anti-Social Behaviour/Problem Solving Officer
- 6 x Temporary CCTV cameras
- Additional CCTV monitoring
- Environmental Improvements in around the Burghley Road areas including gating, removal of shrubs and graffiti.

##### 4.6.5

Along with the above, the bobby scheme, neighbourhood watch, police cadets and street pastors also received funding to increase their activity in the city. The development of a VAWG (Violence against Women and Girls) accreditation scheme within the Night-time Economy is also progressing through Safer Streets 4 funding to secure and promote a safe and welcoming space.

##### 4.6.6

A successful bid was submitted to the Police and Crime Commissioner's community fund for taxi marshals over the festive period. The scheme assisted with dispersal in the city centre by providing a presence and reassurance at the main taxi ranks. The scheme also built on work already being undertaken through Safer Street funding in relation to violence against women and girls. The scheme received positive feedback from business and visitors to the city centre.

#### 4.7

##### **Key Updates: High Harm**

##### 4.7.1

High Harm/High Risk is a key priority for the partnership, which requires a multi-agency response. Below are some examples of ongoing operations tackling offenders and supporting vulnerable victims of crime.

##### 4.7.2

- **Operation Jetfire** – Peterborough focused operation which looks at youth group/gang/peer ASB and violence. The city contains several groups of young people who identify in different ways, some groups are longer established and some newer with a high degree of fluidity around those involved and would not always fall inside the ambit of what is a 'gang'. The groups tend to be aligned with a specific area of the city i.e., Werrington, Paston, Hampton, Orton etc. Police (and therefore to a degree partners) intelligence systems are scanned and a cohort for focus identified each week. This can drive patrol activity, direct engagement and intervention with the young people and their parents, referrals to youth PSG and other problem-solving activities. The police are increasingly, after internal review, referring young people into the youth PSG as a result of Op Jetfire. Although some of the group's activities are lower level there is more serious offending sometimes involved including threats to cause serious harm and violence.

##### 4.7.3

- **Operation Guardian** – Constabulary response to knife crime and serious street-based violence. This operation focuses on the people and locations most associated with knife

crime. There is a specific cohort of people identified who are then managed through neighbourhood policing, many of them are young people and again there is a desire to increase the use of youth PSGs to make sure there is appropriate partnership work around some of the young people involved. Patrols linked to intelligence for hotspots are also regularly tasked alongside work such as intelligence led weapons sweeps in communities which do recover weapons which have been hidden with criminal intent.

- 4.7.4
  - **Operation Beaufighter** – Response to Child Sexual Exploitation (CSE) in the Lincoln Road/ Millfield area of the city where there is generally seen to be a concentration of these issues. This is an internal police structure which makes sure intelligence around potential CSE victims, those connected to offenders and locations is owned and actioned appropriately, it does not replace existing partner structures. General focus in early 2023 has shifted to more work around potential suspects and locations based on the intelligence which is available.
- 4.7.5
  - **Operation Electron** – This is the specific response to high levels of ASB and crime reported around the Puttstars venue and Queensgate at the end of 2022 and into 2023, this has included serious offences like robbery and is mainly driven by young people. There has been positive engagement between partners including the use of an extra ordinary PSG. There have also been significant police resources dedicated to patrols at the location.
- 4.7.6
  - **Clear, Hold, Build** – This is a Home Office initiative to look at targeting serious organised crime groups (OCGs) by working with partners and the community across a ‘staged’ approach - the clearing of groups, the holding of areas and the building of local resilience. The area proposed to work in is the Lincoln Road / Millfield area. This is still at an early stage but there have been successes in other force areas using this approach.
- 4.7.7
  - **Serious Violence duty** – This new duty places a requirement on partners to actively address serious violence. It is at an early stage with a local needs assessment commissioned to inform areas of focus. Details will be brought before future Scrutiny meetings for review and discussion.

#### 4.8 **Key Updates: Drug Intervention - Operation Spotlight**

4.8.1 Operation Spotlight was refreshed in 2022 following the publication of the Government’s ‘Harm to Hope’ Strategy. The partnership worked together to complete a new mission and delivery plan for 2022-2024.

#### 4.8.2 **Mission Statement**

A committed partnership, dedicated to implementing a whole system approach, with its primary aims focussed on prevention and safeguarding the vulnerable, it seeks to tackle the impact of drug addiction, drug-related crime/ASB and the associated serious street-based violence which blight the neighbourhoods of Peterborough.

There are four strands to the plan, led by different partners.

4.8.3 **PREPARE** - To work in partnership to understand the scale and impact of drug supply and drug related serious street-based violence in Peterborough and be responsive to it

*(Police - DCI Nikki Hall – Northern District Crime Manager)*

4.8.4

**PROTECT** – To work in partnership to identify those at risk of drug related crime or those vulnerable due to being involved in drug supply and drug related serious street-based violence.

*(Change Grow Live – Claire Thatcher - CGL Services Manager)*

4.8.5

**PREVENT** – To work in partnership to support and divert individuals away from involvement in drug supply and drug related serious street-based violence.

*(Peterborough City Council – Laura Kelsey - Community Safety Neighbourhood Manager)*

4.8.6

**PURSUE** – To robustly and tenaciously target those high-risk offenders involved in drug supply and drug related serious street-based violence.

*(Police – DI Lee Levens – Neighbourhood Policing Inspector)*

4.8.7

**Key highlights of Operation:**

- Four separate partnership weeks of action were undertaken during the last 12 months. Previously these had been very focussed against offenders and whilst this work has continued by both the local Neighbourhood Policing Teams and the Force's Serious Crime Team the approach to compliment this work has seen the weeks specifically focussed on prevention and protection.
- The launch of a 'cuckooing' pathway for the public and professionals to report any concerns they have about people that maybe 'cuckooed' took place in May 2022. All partners have played key roles here in engaging in training and awareness sessions for their staff. This has been supported by Neighbourhood Watch who have engaged with the public, supported intelligence gathering and have their own publicity materials to assist with future promotion. The launch included a tactical toolkit and has involved police cadets delivering leaflets, work in Peterborough City Hospital publicising cuckooing and was supported by a media campaign.
- As a result of partnerships formed with Op Spotlight some of the most exploited and vulnerable people in the city (children and those being exploited through drugs running) have been successfully safeguarded. Building the confidence of these individuals has only been possible due to partnership working between police, housing, drugs and the targeted youth service and the combined effort in two recent separate cases has led to nine people currently in prison awaiting trial.
- As a number of the weeks of action were led by prevention and protect strands it is difficult to quantify the annual results, but we have become much better at tracking these. For example, the week of action in November 2022 saw the following undertaken:
  - o 34 joint visits to properties either by housing/drugs workers and police.
  - o A design out crime survey completed around a high harm hotspot for drugs. (This set out 13 recommendations to improve the area which are now being tracked)

- o 10 separate dedicated shifts on foot patrol by officers in City Centre, New England, and Central Ward
  - o 63 officers attending presentations by CGL (drugs service) and LADS (Liaison and Diversion Service) to assist in ensuring they know how to direct people to support.
  - o 6 persons referred to support agencies
  - o 4 arrests for Breach of a Closure Order and Production of Cannabis
  - o 6 new intelligence items
  - o Leaflet drops by cadets and support by Neighbourhood Watch to raise awareness of cuckooing
- 4.8.8 o Targeted Youth Service engaged with police and implementing longer term intervention plans so all agencies are sharing information on individuals

4.8.9 After some evaluation following the week of action CGL reported an increase in referrals from Police, particularly Neighbourhood Policing Teams and a 100% increase in the number of people in custody being Drugs Tested in Q3 and thus getting referred for support.

4.8.10 The partnership continues to be supported by Anglian Ruskin University who are currently working with victims of cuckooing to try and learn from their experiences to ensure we get the right approach first time.

4.8.11 Op Spotlight has also looked at best practice around this work and thus in January 2023 visited Surrey Police to see their 'Centre of Excellence for Prevention'. This highlighted that Op Spotlight was effective in its approach and was itself an example of good practice, and, with some tweaks to embed practices more consistently and wider across Cambridgeshire further benefits would be realised.

As a result of increased funding for the drugs service there are considerably more interventions and pro-active work undertaken by CGL and the benefits of the relationships now cemented under Op Spotlight is seamless working as 'business as usual' with drugs outreach workers linked in with Neighbourhood Policing colleagues and the City Council to ensure there is no duplication of effort and all services wrapped around persons/problems together.

#### 4.9 **Key Updates: Street sex working and street exploitation**

4.9.1 **Op Glazier** is the Community Safety Partnership response to street sex working in the north of the city centre and exploitation. This is a long running operation which was refreshed in 2022 with reframed strands and re-invigoration of the partnership working required across the three strands (safeguarding, community, and suspects). These strands now report into a meeting chaired by the Neighbourhood Policing Chief Inspector:

- **Communities strand** – chaired by the city council – there is currently a reduction in the levels of ASB and other issues experienced by residents, there will be some bespoke engagement in spring 2023 to gauge the current community sentiment.
- **Suspect strand** – chaired by the police - there are current challenges around a lack of intelligence relating to those who may be exploiting those engaged in street sex working, the police are attempting to develop this intelligence further to allow better focused efforts to pursue those responsible for exploitation.
- **Safeguarding** – temporarily chaired by Police Liaison Officer - Some good progress has been made here but there are some challenges to make sure that all the relevant partners are present in this forum and ensure that this effectively looks to identify and manage risk.

#### 4.9.2 Activities delivered include;

- Partners are supporting the National Police Chief's Council's review of language/terminology regarding those engaged in sex working to ensure professionals use appropriate language to avoid conscious and unconscious bias which can negatively impact on access to services and outcomes for vulnerable women engaged in street sex working/survival sex.
- The vulnerable women's housing pathway is progressing, recruitment is underway for specialist support workers. Additional Public Health funding for a specialist post to be implemented within Housing Needs from April onwards, will help identify clients with drug and alcohol dependencies on the housing register to provide appropriate focus and support which will also help this client group.
- Joint working between Aspire, Prison and Probation to identify women who are housed under the Community Accommodation Service Tier 3 (CAS3) from out of area, to ensure that women are supported and diverted away from survival sex/street sex working.
- A number of 'out of court disposals' have been issued to kerb crawlers
- We are establishing a new Neighbourhood Watch scheme to expand community support and joint working in an area subject to elevated levels of street working. The City Centre Problem Solving Officer is supporting Peterborough Neighbourhood Watch with community engagement to achieve this.
- Engagement with affected residents to monitor effectiveness of designing out crime interventions and identify any additional areas requiring interventions.
- Further community engagement/street survey between the Local Authority and Police scheduled for March.
- A detailed assessment has been completed of public spaces that attract sex working. Target hardening initiatives are underway including:
  - Two CCTV cameras have been installed in the Burghley Road/Henry Street/Towler Street hotspot areas with additional locations identified for additional re-deployable cameras procured through Safer Streets 4 funding – Granville Street, Park Road and Henry Street are some of the locations proposed.
  - The Council have worked with landowners to install fencing to secure a disused area of land and gating of a shared passageway. These have proved effective in preventing unwanted behaviours and flytipping at the locations. Joint working with Accent Housing has also resulted in improvements to security at another car park in the affected area.
  - Activity continues to remove graffiti, litter clear up and general tidy up of overgrown trees and planted areas, improving natural surveillance, and tackling the broken window effect on the area.
  - Engagement has taken place with a business regarding investment in designing out crime measures to deter street drinking, drug taking and associated ASB in the Henry Street area. To be fully or match funded through Safer Streets.

#### 4.10 Safer Peterborough Partnership Delivery Group

The Safer Peterborough Partnership Delivery Group (SPPDG) was temporarily established to respond to the Covid-19 pandemic with a remit to ensure that vulnerable residents could access support when they needed it through coordinated support.

The SPPDG brought together the voluntary, community, faith and public sectors and has made a real difference to the lives of Peterborough residents coordinating the work of the Covid Community Hub which resolved over 3,000 issues as well as disseminating 318 hardship grants to groups, and 1,000 self-isolation grants to support people to isolate.

Over the past 12 months the SPPDG group has reshaped its membership to focus on a co-

ordinated approach to the cost-of-living crisis and associated issues.

Recent activity includes: -

- Ensuring that local and national cost of living support information is collated and published on Peterborough City Council website as well as the “How Are You” mental health and wellbeing site.
- Secured £185k funding for recruitment of Income Maximisation, Debt and Benefits Advisers through Citizens Advice Peterborough.
- Disseminating key communications in relation to covid vaccine, Homes for Ukraine, death of Her Majesty the Queen and other City challenges to the wider community.
- Cost of Living support information shared with Ambulance Service, Accident & Emergency and Local Health System for referral support.
- 20 Community Winter Support Hubs set up which have seen 13,000 visits, estimated to have supported around 4,000 households with food and essentials.
- Commissioned key infrastructure partners such as Age UK, Citizens Advice and Good Neighbours Rural Peterborough to ensure reach into key client groups.
- Supported the design and delivery of the Household Support Fund which has reached over 10,000 households including 4,800 with pensioners and 2,606 with a disabled person since April 2022.
- Set up referral route for Adult, Childrens Early Help and Housing Needs to link to Community Support.
- Secured £195k to support the delivery of health awareness activity in community hubs alongside cost-of-living work to address barriers to health interventions and screening.
- Supported the training of community hub volunteers in strength-based conversations and links to key services to ensure that community groups can understand the root cause of issues early and provide support.

As can be seen above over the last 12 months Peterborough City Council has been drawing together services, resources and interventions focused on the cost-of-living as part of a coordinated response to the crisis.

In recognition of the impact the cost-of-living crisis will have on our residents the council is committed to doing everything possible to develop services which will meet the needs of our residents moving forward and as part of our corporate priority around Prevention, Intervention and Resilience within our communities.

As such, the council is developing a Cost-of-Living Hub Trial which will draw together a multi-disciplinary team, based in the Central Library offering a coordinated cost of living response offering face-to-face support for those that are struggling financially alongside phone and digital support for those that prefer it.

The trial aims to embed learning from other cities and approaches which have used community spaces and libraries in a different way to reconnect with residents to reach out early and offer enabling support to help improve peoples’ lives.

Design work for the trial is underway, bringing together staff from across the authority alongside Citizens Advice and our Community Partners and is due to start delivery from March 2023.

## **5. CONSULTATION**

5.1 Not applicable

## **6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 The Scrutiny Committee is expected to review the information contained within this report and respond / provide feedback accordingly.

## **7. REASON FOR THE RECOMMENDATION**

7.1 Scrutiny Committee members to feel assured that appropriate progress is being made on the

SPP priorities.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 The Scrutiny Committee must be kept informed of progress against the priorities identified and meeting outcomes.

## **9. IMPLICATIONS**

### **Financial Implications**

9.1 There are no significant implications within this category.

### **Legal Implications**

9.2 This report is for noting and there are no legal implications arising from what is proposed.

### **Equalities Implications**

9.3 There are no significant implications within this category.

### **Rural Implications**

9.4 There are no significant implications within this category.

## **10. BACKGROUND DOCUMENTS**

10.1 Not applicable

## **11. APPENDICES**

11.1 Not applicable

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|  |                          |
|--|--------------------------|
| <b>GROWTH, RESOURCES AND COMMUNITITES SCRUTINY COMMITTEE</b> | <b>AGENDA ITEM No. 8</b> |
| <b>7 March 2023</b>  | <b>PUBLIC REPORT</b>     |

|                                |   |                   |
|--------------------------------|---|-------------------|
| Report of:                     | Rochelle Tapping, Director of Law and Governance and Monitoring Officer |                   |
| Cabinet Member(s) responsible: | Councillor Coles, Cabinet Member for Finance and Corporate Governance   |                   |
| Contact Officer(s):            | Ramin Shams, Senior Democratic Services Officer                         | Tel. 01733 452509 |

**FORWARD PLAN OF EXECUTIVE DECISIONS**

| RECOMMENDATIONS   |                           |
|---|---------------------------|
| <b>FROM:</b> Democratic Services Officer  | <b>Deadline date:</b> N/A |
| <p>It is recommended that the Growth Resources and Communities Scrutiny Committee:</p> <ol style="list-style-type: none"> <li>1. Considers the current Forward Plan of Executive Decisions and identifies any relevant items for inclusion within their work programme or request further information.</li> </ol> |                           |

**1. ORIGIN OF REPORT**

1.1 The report is presented to the Committee in accordance with the Terms of Reference as set out in section 2.2 of the report.

**2. PURPOSE AND REASON FOR REPORT**

2.1 This is a regular report to the Growth Resources and Communities Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

2.2 This report is for the Growth, Resources and Communities Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 3.3:

The Scrutiny Committees will:

(f) *Hold the Executive to account for the discharge of functions in the following ways:*

ii) *By scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan of Executive Decisions.*

**3. TIMESCALES**

|   |           |                                  |     |
|---|-----------|----------------------------------|-----|
| Is this a Major Policy Item/Statutory Plan? | <b>NO</b> | If yes, date for Cabinet meeting | N/A |
|---|-----------|----------------------------------|-----|

**4. BACKGROUND AND KEY ISSUES**

- 4.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The Forward Plan contains those Executive Decisions which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new key decisions to be taken after 24 February 2023.
- 4.2 The information in the Forward Plan of Executive Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these executive decisions, or to request further information.
- 4.3 If the Committee wished to examine any of the executive decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 4.4 As the Forward Plan is published fortnightly any version of the Forward Plan published after dispatch of this agenda will be tabled at the meeting.

## **5. CONSULTATION**

- 5.1 Details of any consultation on individual decisions are contained within the Forward Plan of Executive Decisions.

## **6. ANTICIPATED OUTCOMES OR IMPACT**

- 6.1 After consideration of the Forward Plan of Executive Decisions the Committee may request further information on any Executive Decision that falls within the remit of the Committee.

## **7. REASON FOR THE RECOMMENDATION**

- 7.1 The report presented allows the Committee to fulfil the requirement to scrutinise Key Decisions which the Executive is planning to take, as set out in the Forward Plan of Executive Decisions in accordance with their terms of reference as set out in Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 3.3.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 N/A

## **9. IMPLICATIONS**

### **9.1 Financial Implications**

N/A

### **9.2 Legal Implications**

N/A

## **10. BACKGROUND DOCUMENTS**

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

None

## **11. APPENDICES**

- 11.1 Appendix 1 – Forward Plan of Executive Decisions

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

PUBLISHED: 24 FEBRUARY 2023

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

| <b>KEY DECISIONS FROM 27 MARCH 2023</b>  |  |                               |   |                      |   |   |                           |  |
|--|--|-------------------------------|---|----------------------|---|---|---------------------------|--|
| <i>KEY DECISION REQUIRED</i>   | <i>DECISION MAKER</i>  | <i>DATE DECISION EXPECTED</i> | <i>RELEVANT SCRUTINY COMMITTEE</i>                    | <i>WARD</i>          | <i>CONSULTATION</i>                         | <i>CONTACT DETAILS REPORT AUTHORS</i>   | <i>DIRECTORATE</i>        | <i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</i>                   |
| <b>Children’s Social Care and Early Help IT System Procurement 2023 – KEY/27MAR23/01</b><br>To seek approval for the award of the contract of the current IT solution used for Children’s Social Care and Early Help, LiquidLogic. | <b>Councillor Lynne Ayres, Cabinet Member for Children’s Services and Education, Skills and the University</b> | April 2023                    | Children and Education Scrutiny Committee             | N/A                  | N/A   | Chris Stromberg, Head of Business & Digital Systems, Tel:07876578093, Email:chris.stromberg@cambridgeshire.gov.uk | <b>Corporate Services</b> | It is not anticipated that there will be any documents other than the report and relevant appendices to be published |
| <b>Disposal of Land and Buildings - KEY/27MAR23/02</b><br>Disposal of Land and Buildings   | <b>Councillor Andy Coles, Cabinet Member for Finance and Corporate Governance</b>                              | 31 March 2023                 | Growth, Resources, And Communities Scrutiny Committee | East Ward            | Relevant internal and external stakeholders | Felicity Paddick<br>Email: felicity.paddick@peterborough.gov.uk   | <b>Corporate Services</b> | It is not anticipated that there will be any documents other than the report and relevant appendices to be published |
| <b>Acquisition of City Centre Building - KEY/27MAR23/03</b><br>Acquisition of City Centre Building   | <b>Councillor Andy Coles, Cabinet Member for Finance and Corporate Governance</b>                              | March 2023                    | Growth, Resources, And Communities Scrutiny Committee | Fletton & Stanground | Relevant internal and external stakeholders | Felicity Paddick<br>Email: felicity.paddick@peterborough.gov.uk   | <b>Corporate Services</b> | It is not anticipated that there will be any documents other than the report and relevant appendices to be published |

**PREVIOUSLY ADVERTISED KEY DECISIONS**

| <b>KEY DECISION REQUIRED</b>   | <b>DECISION MAKER</b>   | <b>DATE DECISION EXPECTED</b> | <b>RELEVANT SCRUTINY COMMITTEE</b>                           | <b>WARD</b>      | <b>CONSULTATION</b>  | <b>CONTACT DETAILS / REPORT AUTHORS</b>   | <b>DIRECTORATE</b>               | <b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</b>   |
|--|---|-------------------------------|--|------------------|--|---|----------------------------------|--|
| <p>1. <b>Peterborough City Council Housing Related Support Procurement / Commissioning - KEY/24MAY21/02 –</b><br/>To Procure / Commission Peterborough City Council Housing Related Support Services. Service redesign and change form annual Grant Agreements to longer term contracts.</p>   | <p><b>Cabinet</b></p>   | <p><b>July 2023</b></p>       | <p>Growth, Resources and Communities Scrutiny Committee</p>  | <p>All Wards</p> | <p>Soft market testing is underway. A Housing Related Support Commissioning Strategy has been agreed and has received all the relevant approvals</p> | <p>Sean Evans, Head of Service Housing Needs, Email: sean.evans@peterborough.gov.uk</p>                           | <p><b>Place and Economy</b></p>  | <p>To be submitted, Housing Related Support Commissioning Strategy for Cambridgeshire &amp; Peterborough 2020 - 2022. Procurement / Commissioning information.</p>   |
| <p>2. <b>Clare Lodge and agency resource - KEY/28MAR2022/02 -</b><br/>Relating to the supply of temporary agency requirements at Clare Lodge</p>   | <p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p> | <p><b>13 March 2023</b></p>   | <p>Children and Education Scrutiny Committee</p>             | <p>All Wards</p> | <p>Legal, Procurement, Service area, Clare Lodge, agency providers</p>   | <p>Steve McFaden, Business, Strategy &amp; Infrastructure Manager Clare Lodge, 01733 253246</p>                   | <p><b>People Services</b></p>    | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>   |
| <p>103. <b>Award of Insurance Contract - KEY/1AUG22/02 -</b> The existing contract for the Councils insurance arrangements runs from 1 April 2018 - 31 March 2023. (MAR18/CMDN/113). Discussions are now being held with insurance specialists and the Procurement Team to set out the specification requirements so that this contract can go out to tender with award expected in late January 2023 / early February 2023.</p> | <p><b>Cabinet</b></p>   | <p><b>13 March 2023</b></p>   | <p>Growth, Resources, And Communities Scrutiny Committee</p> | <p>All Wards</p> | <p>Consultation internal (Procurement), external (insurance broker advisors).</p>  | <p>Steve Crabtree. Chief Internal Auditor. Tel: 01733 384557. Email: steve.crabtree@peterborough.gov.uk</p>       | <p><b>Corporate Services</b></p> | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.<br/><br/>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p> |
| <p>4. <b>Charging residents and developers for replacement bins – KEY/21NOV22/01 -</b> Currently all replacement household bins are replaced for free, if implemented, if you lose your bin or damage it you will be required to pay for a replacement.</p>  | <p><b>Councillor Nigel Simons, Cabinet Member For Waste Street Scene And The Environment</b></p>                      | <p><b>February 2023</b></p>   | <p>Climate Change and Environment Scrutiny Committee</p>     | <p>All Wards</p> | <p>Via the budget setting last financial year and FSWG</p>   | <p>James Collingridge, Assistant Director of Operations, 01733 864736, james.collingridge@peterborough.gov.uk</p> | <p><b>Place and Economy</b></p>  | <p>A CMDN.</p>   |

| KEY DECISION REQUIRED   | DECISION MAKER   | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE                           | WARD         | CONSULTATION   | CONTACT DETAILS REPORT AUTHORS  | DIRECTORATE               | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES   |
|---|--|------------------------|---|--------------|--|---|---------------------------|---|
| 5. <b>Refugee Resettlement Befriender Contract Award – KEY/21NOV22/02</b> To award a contract to provide services and support to resettled refugee families under the United Kingdom Resettlement Scheme and the Afghan Relocation and Assistance Programme.  | <b>Councillor Steve Allen, Deputy Leader and Cabinet Member for Communication, Culture and Communities</b> | <b>February 2023</b>   | Growth, Resources and Communities Scrutiny Committee  | All Wards    | Soft market testing with potential suppliers has taken place | Ian Phillips<br>Head of Communities and Partnerships Integration<br>Email: <a href="mailto:ian.phillips@pete.rborough.gov.uk">ian.phillips@pete.rborough.gov.uk</a> | <b>Place and Economy</b>  | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.   |
| 6. <b>Disposal of Ground Rent at Hereward Cross – KEY/05DEC22/01</b> - Disposal of ground rent at Hereward Cross  | <b>Councillor Andy Coles, Cabinet Member for Finance and Corporate Governance</b>                          | <b>February 2023</b>   | Growth, Resources, And Communities Scrutiny Committee | Central Ward | Part of the approved disposal programme                      | Felicity Paddick,<br>Manager - Estates and Valuation<br>Email: <a href="mailto:felicity.paddick@nps.co.uk">felicity.paddick@nps.co.uk</a><br>Tel: 07801 910971      | <b>Corporate Services</b> | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.<br><br>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information). |
| 7. <b>Procurement of a DPS for The Construction of Large-scale Adaptations to Domestic Properties to Provide Disabled Living Facilities and The Provision of Repairs Assistance to Low Income and Vulnerable, Owner Occupiers of Domestic Properties from 1 Jan 2023 to 31 Dec 2027 with optional 4 yearly extensions to 31 Dec 2031 - KEY/05DEC22/03</b> - Procurement of a Dynamic Purchasing System for the Construction of Large-scale Adaptations to Domestic Properties to Provide Disabled Living Facilities and The Provision of Repairs Assistance to Low Income and Vulnerable, Owner Occupiers of Domestic Properties. | <b>Councillor Marco Cereste, Climate Change, Planning, Housing and Transport</b>                           | <b>February 2023</b>   | Adults and Health Scrutiny Committee                  | All Wards    | Soft Market Testing and Contractor Engagement Event          | Sharon Malia - Housing Programmes Manager – Email: <a href="mailto:sharon.malia@pete.rborough.gov.uk">sharon.malia@pete.rborough.gov.uk</a> Tel: 07920 160632       | <b>People Services</b>    | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.   |

| <b>KEY DECISION REQUIRED</b>   | <b>DECISION MAKER</b>   | <b>DATE DECISION EXPECTED</b> | <b>RELEVANT SCRUTINY COMMITTEE</b>               | <b>WARD</b>      | <b>CONSULTATION</b>   | <b>CONTACT DETAILS REPORT AUTHORS</b>   | <b>DIRECTORATE</b>            | <b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</b>                           |
|--|---|-------------------------------|--|------------------|---|---|-------------------------------|--|
| <p><b>8. Extension of the current Section 75 agreements for the Healthy Child Programme (HCP) in Peterborough (Health Visiting, Family Nurse Partnership and School Nursing) - KEY/05DEC22/06</b> - The Cabinet Members are recommended to authorise the extension of current Delegation and Partnering Agreement with Cambridgeshire County Council in order to extend the Section 75 agreements with Cambridgeshire Community Services (CCS) and Cambridgeshire and Peterborough (CPFT) Foundation Trust relating to:</p> <p>(i) The provision of Health Visiting and Family Nurse Partnership Services, whereby CCS and CPFT will exercise the health-related function to the Local Authorities for the duration of 12 months between 1 April 2024 and 31 March 2025; and</p> <p>(ii) The provision of School Nursing Services, whereby CCS and CPFT will exercise the health-related function to the Local Authorities for the duration of 12 months between 1 April 2024 and 31 March 2025.</p> | <p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p> | <p><b>13 March 2023</b></p>   | <p>Children and Education Scrutiny Committee</p> | <p>All Wards</p> | <p>Will be undertaken as part of the work on Family hubs and developing the new service specification</p> | <p>Jyoti Atri, Director of Public Health, Email Jyoti.Atri@cambri dgeshire.gov.uk</p> | <p><b>Public Health</b></p>   | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> |
| <p><b>9. Education Systems Contract Award – KEY/19DEC22/01</b><br/>Procuring a cloud-based system for Education which will provide a single view of service user details to improve service delivery.</p>  | <p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p> | <p><b>March 2023</b></p>      | <p>Children and Education Scrutiny Committee</p> | <p>All Wards</p> | <p>Procurement, Finance, Legal, Service area</p>  | <p>Lucy Sweatman, Education Programme Manager, 07548342557</p>                        | <p><b>People Services</b></p> | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> |

| KEY DECISION REQUIRED   | DECISION MAKER   | DATE DECISION EXPECTED      | RELEVANT SCRUTINY COMMITTEE                                  | WARD             | CONSULTATION  | CONTACT DETAILS REPORT AUTHORS   | DIRECTORATE                      | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES                                  |
|---|--|-----------------------------|--|------------------|---|--|----------------------------------|--|
| <p>10. <b>Child Weight Management Procurement – KEY/16JAN23/03</b> To support the competitive procurement, through an Invitation to Tender (ITT) process, of a Child Weight Management service across Cambridgeshire and Peterborough. This includes delegating authority to Cambridgeshire County Council to act as the lead commissioner.</p> | <p><b>Councillor John Howard, Cabinet Member for Adult Social Care, Health and Public Health</b></p> | <p><b>February 2023</b></p> | <p>Adults and Health Scrutiny Committee</p>                  | <p>All Wards</p> | <p>Co-production work ongoing, in collaboration with the Cambridgeshire and Peterborough Adopting Innovation Hub. Consultation work already undertaken with Pinpoint, a voluntary organisation supporting children with SEND. Pinpoint will continue to input in to the specification and will help to evaluate specific questions within the tender relating to complex needs.</p> | <p>Imogen Gray. Senior Public Health Manager. <a href="mailto:imogen.gray@cambridgeshire.gov.uk">imogen.gray@cambridgeshire.gov.uk</a></p>   | <p><b>Public Health</b></p>      | <p>CMDN</p>  |
| <p>11. <b>Termination of the Council's Agency Worker Contract – KEY/31JAN2023/01</b> - Termination of the Council's agency worker contract with OPUS</p>  | <p><b>Councillor Andy Coles, Cabinet Member for Finance and Corporate Governance</b></p>             | <p><b>February 2023</b></p> | <p>Growth, Resources, And Communities Scrutiny Committee</p> | <p>N/A</p>       | <p>Relevant internal and external stakeholders</p>  | <p>Mandy Pullen Assistant Director HR and Development<br/>Email: <a href="mailto:mandy.pullen@peterborough.gov.uk">mandy.pullen@peterborough.gov.uk</a><br/>Tel: 01733 863628 Mobile: 07920 160379</p> | <p><b>Corporate Services</b></p> | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> |



| <b>KEY DECISION REQUIRED</b>   | <b>DECISION MAKER</b>   | <b>DATE DECISION EXPECTED</b> | <b>RELEVANT SCRUTINY COMMITTEE</b>   | <b>WARD</b> | <b>CONSULTATION</b>   | <b>CONTACT DETAILS REPORT AUTHORS</b>   | <b>DIRECTORATE</b>     | <b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</b>                    |
|--|---|-------------------------------|--------------------------------------|-------------|---|---|------------------------|---|
| 12. <b>Approval for additional external public health funding to be allocated to the Integrated Sexual and Reproductive Health Services as part of the ongoing Section 75 - KEY/31JAN23/04</b> - Central funding has been allocated to meet the increases in NHS Agenda for Change staff salaries who are employed in commissioned sexual health services. It is mandatory this is given to our commissioned NHS providers.                                | <b>Councillor John Howard, Cabinet Member for Adult Social Care, Health and Public Health</b> | <b>February 2023</b>          | Adults and Health Scrutiny Committee | All Wards   | N/A   | Joseph Keegan, Commissioning Team Manager for Substance Misuse and Sexual and Reproductive Health, Tel: 07795302393, Email: joseph.keegan@cambridgeshire.gov.uk | <b>Public Health</b>   | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |
| 105 13. <b>Extension of the contract for the Adults and Children Integrated Drug and Alcohol Treatment Service with Change Grow Live (CGL) for a an additional 2 years with an end date of the 31st of March 2026 - KEY/31JAN23/05</b> - The current contract ends on the 31st of March 2024. However, because of multiple grant additions that go beyond this end date an extension is required to ensure that the additional funding is fully evaluated. | <b>Cabinet</b>  | <b>13 March 2023</b>          | Adults and Health Scrutiny Committee | All Wards   | A detailed needs assessment has just been completed and involved extensive consultation.  | Joseph Keegan, Commissioning Team Manager for Substance Misuse and Sexual and Reproductive Health, 07795302393, Email: joseph.keegan@cambridgeshire.gov.uk      | <b>Public Health</b>   | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |
| 14. <b>Peterborough City College Day Opportunities and Supported Employment Extension – KEY/13FEB23/01</b> Cabinet are requested to approve an extension of the funding for the Day Opportunities and Supported Employment Services delivered by Peterborough City College, from 01st April 2023 to 31st March 2025  | <b>Cabinet</b>  | <b>13 March 2023</b>          | Adults and Health Scrutiny Committee | West        | N/A   | Claire Cluer, Commissioning Manager, Email: claire.cluer@cambridgeshire.gov.uk  | <b>People Services</b> | Peterborough City College Day Opportunities and Supported Employment Extension Paper                                  |
| 15. <b>PCC's Homecare Spend through CCC's DPS – KEY/13FEB23/02</b> Approval for Spending PCC's homecare budget through Cambridgeshire County Council's Dynamic Purchasing System (DPS) for Home and Communities Support Services for Homecare Contracts.   | <b>Councillor John Howard, Cabinet Member for Adult Social Care, Health and Public Health</b> | <b>March 2023</b>             | Adults and Health Scrutiny Committee | All Wards   | Discussion with internal stakeholders, including Commissioning, Contracts, Brokerage, Legal and Procurement were undertaken to propose this solution. | Luke Smith, Commissioning Officer, luke.smith@peterborough.gov.uk, 07554148545  | <b>People Services</b> | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |

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|---|--|------------------------|--|-----------|--|---|--------------------------|--|
| <b>16. Household Support Fund – Round 4 – KEY/13FEB23/04</b><br>To decide on the overall approach to the delivery of the Household Support Fund extension including the spend proportions and areas of focus and delegation of authority.   | <b>Councillor Steve Allen, Deputy Leader and Cabinet Member for Communication, Culture and Communities</b> | <b>March 2023</b>      | Growth, Resources and Communities Scrutiny Committee | All Wards | No further consultation required other than CLT, Scrutiny, CPF and Cabinet approvals   | Adrian Chapman, Executive Director Place and Economy  | <b>Place and Economy</b> | If available at the time of publish, will include the Government's Guidance  |
| <b>17. City Centre Public Space Protection Order – KEY/13FEB23/05</b> Decision request concerning the extension of the existing City Centre Public Space Protection Order for a further 3 years following consultation with statutory consultees, councillors, key interested parties and the public.   | <b>Councillor Steve Allen, Deputy Leader and Cabinet Member for Communication, Culture and Communities</b> | <b>April 2023</b>      | Growth, Resources and Communities Scrutiny Committee | Central   | Statutory consultees, ward councillors and key interested parties will be directly consulted and there will be a public consultation available on the council's website with paper copies available upon request | Laura Kelsey, Community Safety Neighbourhood Manager  | <b>Place and Economy</b> | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  |
| <b>18. Adult Social Care Market Sustainability Plan - KEY/27FEB23/01</b> - approval of PCC Adult Social Care Market Sustainability Plan   | <b>Councillor John Howard, Cabinet Member for Adult Social Care, Health and Public Health</b>              | <b>13 March 2023</b>   | Adults and Health Scrutiny Committee                 | All Wards | N/A  | Joanne Melvin, Strategic Lead ASC Commissioning. joanne.melvin@peterborough.gov.uk                      | <b>People Services</b>   | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  |
| <b>19. Procurement of a Framework Agreement for the Provision of Specialist De-cluttering and Deep Cleaning Services - KEY/27FEB23/02</b> - Procurement of a Framework Agreement for the Provision of Specialist De-cluttering and Deep Cleaning Services from 1 April 2023 for 2 years and 8 months years until December 2025 (to align this Framework with another Framework) with an option to extend for a further year to December 2026 and a separate option to extend for a further year until December 2027. The annual contract amount is £150,000 and will total £750,000 over the 5 years. | <b>Councillor John Howard, Cabinet Member for Adult Social Care, Health and Public Health</b>              | <b>1 March 2023</b>    | Adults and Health Scrutiny Committee                 | N/A       | Soft Market Testing, Engagement Events and contract published via Pro Contract   | Sharon Malia - Housing Programmes Manager 07920 160632 sharon.malia@peterborough.gov.uk                 | <b>People Services</b>   | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  |
| <b>20. Approval for contract to be awarded to Milestone to deliver construction of Eastern Industries Access Improvement Scheme - KEY/27FEB23/03</b> - The Council is to receive funding from the Cambridgeshire and Peterborough Combined Authority (CPCA) to deliver construction of the Eastern Industries Access Improvement Scheme. The total amount to be funded is £6,665,696. Approval is required for contract to be awarded to Milestone to undertake delivery of the improvement scheme.   | <b>Cabinet</b>   | <b>13 March 2023</b>   | Climate Change And Environment Scrutiny Committee    | East Ward | Consultation was undertaken with relevant stakeholders (councillors, residents, cycle forum, etc.) during design of the scheme.  | Lewis Banks, Transport & Environment Manager, Tel: 01733 317465, Email: lewis.banks@peterborough.gov.uk | <b>Place and Economy</b> | Meeting minutes confirming award.<br><a href="https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2119/Committee/63/SelectedTab/Documents/Default.aspx">https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2119/Committee/63/SelectedTab/Documents/Default.aspx</a> |

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| KEY DECISION REQUIRED   | DECISION MAKER   | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE                           | WARD              | CONSULTATION  | CONTACT DETAILS REPORT AUTHORS   | DIRECTORATE       | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES   |
|---|--|------------------------|---|-------------------|---|--|-------------------|---|
| <p>21. <b>Approval for contract to be awarded to Milestone to deliver construction of A1260 Nene Parkway Junction 3 Improvement Scheme - KEY/27FEB23/04</b> - The Council is to receive funding from the Cambridgeshire and Peterborough Combined Authority (CPCA) to deliver construction of the A1260 Nene Parkway Junction 3 Improvement Scheme. The total amount to be funded is £9,291,880. Approval is required for contract to be awarded to Milestone to undertake delivery of the improvement scheme.</p>      | Cabinet  | 13 March 2023          | Climate Change And Environment Scrutiny Committee     | Orton Longueville | Consultation was undertaken with relevant stakeholders (councillors, residents, cycle forum, etc.) during design of the scheme. | Lewis Banks, Transport & Environment Manager, Tel: 01733 317465, Email: lewis.banks@peterborough.gov.uk                  | Place and Economy | 'Meeting minutes confirming award.<br><a href="https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2119/Committee/63/SelectedTab/Documents/Default.aspx">https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2119/Committee/63/SelectedTab/Documents/Default.aspx</a> |
| <p>22. <b>Better Care Fund - KEY/27FEB23/05</b> - Better Care Fund section 75 for 2022/23 - deed of variation to be approved.</p>   | Councillor John Howard, Cabinet Member for Adult Social Care, Health and Public Health | April 2023             | Adults and Health Scrutiny Committee                  | All Wards         | Relevant internal and external stakeholders   | Caroline Townsend, Head of Commissioning, Programmes and Partnerships, 07976832188 caroline.townsend@peterborough.gov.uk | People Services   | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.   |
| <p>23. <b>Award of contract direct to Milestone Infrastructure Services for three major highways schemes - KEY/27FEB23/06</b> - Decision required to approve direct award of works directly to Milestone Infrastructure Services, Peterborough's Highways partner, utilising the current Term Service Contract for the following projects; subject to budget approval.<br/>* Safety barrier replacement<br/>* APV Baker footbridge<br/>* Highway surface replacement/treatment for damage caused by extreme weather</p> | Councillor Marco Cereste, Climate Change, Planning, Housing and Transport              | 31 March 2023          | Growth, Resources, And Communities Scrutiny Committee | N/A               | Appropriate consultation will be undertaken as within delivery of the projects.   | Amy Petrie, Principal Programme and Project Officer, Email: amy.petrie@peterborough.gov.uk Tel: 01733 452272             | Place and Economy | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.   |
| <p>24. <b>The 2023/2024 Local Transport Plan Annual Programme of Works - KEY/27FEB23/07</b> - Approval required for the annual Local Transport Plan capital programme of works.</p>   | Councillor Marco Cereste, Climate Change, Planning, Housing and Transport              | 31 March 2023          | Growth, Resources, And Communities Scrutiny Committee | All Wards         | Appropriate level consultation will take place for the individual projects as the works are delivered.                          | Amy Petrie, Principal Programme and Project Officer, Email: amy.petrie@peterborough.gov.uk Tel: 01733 452272             | Place and Economy | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.   |

| <b>KEY DECISION REQUIRED</b>   | <b>DECISION MAKER</b>   | <b>DATE DECISION EXPECTED</b> | <b>RELEVANT SCRUTINY COMMITTEE</b>   | <b>WARD</b> | <b>CONSULTATION</b>   | <b>CONTACT DETAILS REPORT AUTHORS</b>   | <b>DIRECTORATE</b>   | <b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</b>                    |
|--|---|-------------------------------|--------------------------------------|-------------|---|---|----------------------|---|
| 25. <b>PCC/CCC Delegation Agreement for jointly procured Floating Support service - KEY/27FEB23/08</b> - Approval of Delegation Arrangements to allow CCC to implement and manage this contract on behalf of PCC   | <b>Councillor Howard, Cabinet Member for Adult Social Care, Health &amp; Public Health</b>    | <b>February 2023</b>          | Adults and Health Scrutiny Committee | All Wards   | Feedback sought from existing customers, staff and external partners/stakeholders prior to commencing re-procurement  | Lisa Sparks, Senior Commissioner (ASC Commissioning), 07900163590, <a href="mailto:lisa.sparks@cambridgeshire.gov.uk">lisa.sparks@cambridgeshire.gov.uk</a> | <b>Public Health</b> | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |
| 26. <b>Delegation to Cambridgeshire County Council re. recommission of the Healthy Schools Support Service – KEY/13MAR23/01</b><br>"The Public Health Directorate are seeking to continue provision of the Healthy Schools Support Service for a further 19-month period, from 1st September 2023 - 31st March 2025. The service has been successfully operating across Peterborough and Cambridgeshire since 2018 at an annual value of £148,520 to Cambridgeshire and £58,680 to Peterborough. This new contract period will be used to provide officers sufficient time to review effectiveness, understand the evidence base and better evaluate the impact of current provision to inform future commissioning intentions. The total cost to PCC for this period will be £92,276.66." | <b>Councillor John Howard, Cabinet Member for Adult Social Care, Health and Public Health</b> | <b>March 2023</b>             | Adults and Health Scrutiny Committee | All Wards   | A comprehensive consultation will be undertaken with service users, partners and key stakeholders as part of the required work needed to inform future commissioning intentions | Amy Hall, Children's Public Health Commissioning Manager, <a href="mailto:amy.hall@peterborough.gov.uk">amy.hall@peterborough.gov.uk</a>                    | <b>Public Health</b> | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |

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

| <b>DECISIONS TO BE TAKEN IN PRIVATE</b> |                       |                               |                                    |             |                     |   |                    |  |
|---|-----------------------|-------------------------------|------------------------------------|-------------|---------------------|---|--------------------|--|
| <b>KEY DECISION REQUIRED</b>            | <b>DECISION MAKER</b> | <b>DATE DECISION EXPECTED</b> | <b>RELEVANT SCRUTINY COMMITTEE</b> | <b>WARD</b> | <b>CONSULTATION</b> | <b>CONTACT DETAILS / REPORT AUTHORS</b> | <b>DIRECTORATE</b> | <b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</b> |
| <b>None.</b>                            |                       |                               |                                    |             |                     |   |                    |  |

**PREVIOUSLY ADVERTISED DECISIONS TO BE TAKEN IN PRIVATE**

| <b>KEY DECISION REQUIRED</b>   | <b>DECISION MAKER</b>   | <b>DATE DECISION EXPECTED</b> | <b>RELEVANT SCRUTINY COMMITTEE</b>                           | <b>WARD</b>            | <b>CONSULTATION</b>                      | <b>CONTACT DETAILS / REPORT AUTHORS</b>   | <b>DIRECTORATE</b>        | <b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</b>  |
|--|---|-------------------------------|--|------------------------|--|---|---------------------------|---|
| 1. <b>Peterborough Limited Subsidiary Structure</b> - Approval is sort to create a subsidiary organisation to Peterborough Limited to aid the efficient and effective future delivery of services.   | <b>Cabinet</b>  | <b>13 March 2023</b>          | Growth, Resources, And Communities Scrutiny Committee        | N/A                    | N/A                                      | Kitran Eastman<br>Managing Director - Peterborough Ltd<br>Email: <a href="mailto:Kitran.Eastman@peterboroughlimited.co.uk">Kitran.Eastman@peterboroughlimited.co.uk</a>   | <b>Place and Economy</b>  | Commercial Sensitivity of Peterborough Limited<br><br>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).                    |
| 2. <b>Procurement of Infrastructure Services – KEY/31JAN2023/06</b> - To approve the expenditure for the procurement of critical infrastructure services that are required to support the day to day operation of the Council's IT systems and services. | <b>Councillor Andy Coles, Cabinet Member for Finance and Corporate Governance</b> | <b>13 March 2023</b>          | <b>Growth, Resources, And Communities Scrutiny Committee</b> | N/A                    | N/A                                      | Julian Patmore,<br>Head of Operational Services,<br>Tel: 07980 895 010, Email: <a href="mailto:julian.patmore@peterborough.gov.uk">julian.patmore@peterborough.gov.uk</a> | <b>Corporate Services</b> | CMDN, Contract (which will be exempt) & Business Case<br><br>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).             |
| 3. <b>Peterborough Limited Update</b> – an update on the in-year company finances  | <b>Shareholder Cabinet</b>  | <b>March 2023</b>             | Growth, Resources and Communities Scrutiny Committee         | N/A                    | N/A                                      | Kitran Eastman<br>Managing Director - Peterborough Ltd<br>Email: <a href="mailto:Kitran.Eastman@peterboroughlimited.co.uk">Kitran.Eastman@peterboroughlimited.co.uk</a>   | <b>Place and Economy</b>  | Commercial Sensitivity of Peterborough Limited<br><br>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).                    |
| 4. <b>Amendment of the term of the £15m loan facility with Propiteer Hotels Ltd and its subsidiary Fletton Quays Hotels Ltd – KEY/13MAR23/02</b> - Approval to the extension of the loan facility  | <b>Cabinet</b>  | <b>13 March 2023</b>          | Growth, Resources and Communities Scrutiny Committee         | Fletton and Stanground | Internal and external stakeholders       | <a href="mailto:Simon.Lewis@peterborough.gov.uk">Simon.Lewis, Service Director Commercial, Property &amp; Asset Management</a>  | <b>Corporate services</b> | The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of a particular person (including the authority holding that information)   |
| 5. <b>Disposal of Hereward Cross Freehold – KEY/13MAR23/03</b><br>Sale of PCC freehold interest following the disposal of long leasehold interest by leaseholder   | <b>Cabinet</b>  | <b>13 March 2023</b>          | Growth, Resources and Communities Scrutiny Committee         | Central                | The disposal will go through CLT and CPF | <a href="mailto:felicity.paddick@peterborough.gov.uk">Felicity Paddick - felicity.paddick@peterborough.gov.uk</a>   | <b>Corporate Services</b> | Exempt annex with specific financial information and Heads of Terms.<br><br>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of a particular person (including the authority holding that information) |

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

| <b>DECISIONS FROM 27 MARCH 2022</b> |                       |                               |                                    |             |                     |   |                    |  |
|-------------------------------------|-----------------------|-------------------------------|------------------------------------|-------------|---------------------|---|--------------------|--|
| <b>DECISION REQUIRED</b>            | <b>DECISION MAKER</b> | <b>DATE DECISION EXPECTED</b> | <b>RELEVANT SCRUTINY COMMITTEE</b> | <b>WARD</b> | <b>CONSULTATION</b> | <b>CONTACT DETAILS / REPORT AUTHORS</b> | <b>DIRECTORATE</b> | <b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</b> |
| None.                               |                       |                               |                                    |             |                     |   |                    |  |

## PREVIOUSLY ADVERTISED DECISIONS

| DECISION REQUIRED   | DECISION MAKER  | DATE DECISION EXPECTED      | RELEVANT SCRUTINY COMMITTEE                                  | WARD              | CONSULTATION  | CONTACT DETAILS / REPORT AUTHORS  | DIRECTORATE                      | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES   |
|---|---|-----------------------------|--|-------------------|---|---|----------------------------------|---|
| <p><b>1. Approval of the leasehold disposal of a brownfield site to a care provider –</b><br/>A site has been found for a care home and the Council are currently looking into a leasehold disposal to a care provider who will build a care facility and then contract to provide services to the Council.</p>   | <p><b>Councillor Cereste, Cabinet Member for Climate Change, Planning, Housing and Transport</b></p>                  | <p><b>February 2023</b></p> | <p>Growth, Resources, And Communities Scrutiny Committee</p> | <p>Park</p>       | <p>Relevant internal and external stakeholders.</p> <p>A forum has been set up by the Combined Authority involving representatives from finance, legal, property and social care.</p> | <p>Felicity Paddick, Manager - Estates and Valuation, Tel: 07801 910971 Email: <a href="mailto:felicity.paddick@nps.co.uk">felicity.paddick@nps.co.uk</a></p> | <p><b>Corporate Services</b></p> | <p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p> |
| <p><b>2. Approval of the Peterborough Sufficiency Strategy</b><br/>Every top tier local authority is required to publish a sufficiency strategy. This must set out how we seek to avoid children coming into care through the provision of family support services, and identify steps that we are taking to ensure that we have sufficient placements for children in care in our area, so that as many children and young people in care can live locally, provided that this is in their best interests.</p> | <p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p> | <p><b>February 2023</b></p> | <p>Children and Education Scrutiny Committee</p>             | <p>All Wards</p>  | <p>There has been widespread consultation including with children and young people in care.</p>   | <p>Elaine Redding, Email: <a href="mailto:elaine.redding@peterborough.gov.uk">elaine.redding@peterborough.gov.uk</a></p>                                      | <p><b>Peoples Services</b></p>   | <p>Scrutiny Report</p>  |
| <p><b>3. Werrington Fields and Ken Stimpson Secondary School -</b><br/>Following a public meeting held on 20 September 2021 at Ken Stimpson School, a decision needs to be taken on whether or not to proceed with plans to erect a fence to enclose part of the school's playing fields. The area is currently open access to the public. The school has not been using the area for over two years due to concerns over the safeguarding risk to the young people attending the school.</p>                   | <p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p> | <p><b>February 2023</b></p> | <p>Children and Education Scrutiny Committee</p>             | <p>Werrington</p> | <p>Public meeting held on 20 September 2021 at Ken Stimpson School. Prior to this, a detailed background information document was circulated to interested parties.</p>               | <p>Jonathan Lewis, Service Director, Education Email: <a href="mailto:jonathan.lewis@peterborough.gov.uk">jonathan.lewis@peterborough.gov.uk</a></p>          | <p><b>Peoples Services</b></p>   | <p>Cabinet Member Decision Notice, Background Information Document</p> <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>                 |
| <p><b>4. Approval to enter into a Section 75 Partnership Agreement with Cambridgeshire and Peterborough NHS Foundation Trust</b><br/>This agreement will ensure the provision of CPFT mental health specialist working with mental health practitioners who are part of multiagency Family Safeguarding teams working as part of children's social care safeguarding teams.</p>   | <p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p> | <p><b>February 2023</b></p> | <p>Children and Education Scrutiny Committee</p>             | <p>All Wards</p>  | <p>Relevant internal and external stakeholders</p>  | <p>Helen Andrews, Children's Commissioning Manager <a href="mailto:helen.andrews@cambridgeshire.gov.uk">helen.andrews@cambridgeshire.gov.uk</a></p>           | <p><b>People Services</b></p>    | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>  |



| <b>DECISION REQUIRED</b>  | <b>DECISION MAKER</b>  | <b>DATE DECISION EXPECTED</b> | <b>RELEVANT SCRUTINY COMMITTEE</b>                    | <b>WARD</b> | <b>CONSULTATION</b>   | <b>CONTACT DETAILS / REPORT AUTHORS</b>   | <b>DIRECTORATE</b>        | <b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</b>  |
|---|--|-------------------------------|---|-------------|---|---|---------------------------|---|
| <b>5. Approval and Endorsement of a new countywide Infant Feeding Strategy</b> - Decision sought to approve and endorse a countywide Infant Feeding Strategy developed collaboratively between Public Health and the Cambridgeshire & Peterborough Clinical Commissioning Group (CCG). This decision includes approval of overall strategy and underpinned action plans required to implement this. | <b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b> | <b>February 2023</b>          | Children and Education Scrutiny Committee             | All Wards   | Maternity Voices Partnerships, who are made up of service user representatives and key stakeholders spanning maternity, health visiting and the third sector have coproduced the strategy alongside Local Authority and CCG colleagues. | Amy Hall, Children's Public Health Commissioning Manager, <a href="mailto:amy.hall@peterborough.gov.uk">amy.hall@peterborough.gov.uk</a> , 07583040529      | <b>Public Health</b>      | Paper and Strategy to be submitted closer to the Cabinet meeting  |
| <b>6. Approval of Delegation Agreement for Floating Support Service</b> - Requesting approval to delegate authority to CCC to enable them to deliver a new jointly commissioned Floating Support service on behalf of PCC.  | <b>Councillor John Howard, Cabinet Member for Adult Social Care, Health and Public Health</b>                  | <b>February 2023</b>          | Adults and Health Scrutiny Committee                  | All Wards   | Feedback gathered from existing customers, service staff and external stakeholders/partners.  | Lisa Sparks - Senior Commissioner - <a href="mailto:lisa.sparks@cambridgeshire.gov.uk">lisa.sparks@cambridgeshire.gov.uk</a> - 07900163590                  | <b>Public Health</b>      | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.   |
| <b>7. Approval to award a grant for a Mental Health Supported Living service.</b> - Approval to award a grant for revenue funding to Eastlands Mental Health Supported Living Services, for a period of 1 year period, from April 2023.   | <b>Councillor John Howard, Cabinet Member for Adult Social Care, Health and Public Health</b>                  | <b>February 2023</b>          | Adults and Health Scrutiny Committee                  | All Wards   | Consultation not required as seeking no change to existing service  | Lisa Sparks - Senior Commissioner - <a href="mailto:lisa.sparks@cambridgeshire.gov.uk">lisa.sparks@cambridgeshire.gov.uk</a> - 07900163590                  | <b>Public Health</b>      | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.   |
| <b>8. Acquisition of 4 Royce Road, Peterborough</b> - Acquisition of industrial premises at 4 Royce Road adjacent to PCC owned land   | <b>Councillor Andy Coles, Cabinet Member for Finance and Corporate Governance</b>                              | <b>February 2023</b>          | Growth, Resources, And Communities Scrutiny Committee | East Ward   | N/A   | Felicity Paddick, Manager - Estates and Valuation<br>Email: <a href="mailto:felicity.paddick@nps.co.uk">felicity.paddick@nps.co.uk</a><br>Tel: 07801 910971 | <b>Corporate Services</b> | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.<br><br>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information). |

| <b>DECISION REQUIRED</b> |   | <b>DECISION MAKER</b>  | <b>DATE DECISION EXPECTED</b> | <b>RELEVANT SCRUTINY COMMITTEE</b>        | <b>WARD</b> | <b>CONSULTATION</b> | <b>CONTACT DETAILS / REPORT AUTHORS</b>  | <b>DIRECTORATE</b>     | <b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</b>                    |
|--------------------------|---|--|-------------------------------|---|-------------|---------------------|--|------------------------|---|
| <b>9.</b>                | <b>Operating Model City College - Review of the Operating Model of City College</b> | <b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b> | <b>March 2023</b>             | Children and Education Scrutiny Committee | All Wards   | None                | Jonathan Lewis, Service Director: Education.<br>Tel: 01223 507165. Email: jonathan.lewis@cambridgeshire.gov.uk | <b>People Services</b> | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |

**PART 4 – NOTIFICATION OF KEY DECISIONS TAKEN UNDER URGENCY PROCEDURES**

| <b>DECISION TAKEN</b>   | <b>DECISION MAKER</b>   | <b>DATE DECISION TAKEN</b>                 | <b>RELEVANT SCRUTINY COMMITTEE</b>                          | <b>WARD</b>    | <b>CONSULTATION</b> | <b>CONTACT DETAILS / REPORT AUTHORS</b>   | <b>DIRECTORATE</b>              | <b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT ANNEXES</b>                           |
|---|---|--|---|----------------|---------------------|---|---------------------------------|--|
| <p><b>Award Of Contract For The Construction Of A New Temporary Surface Car Park Supporting The Regional Pool And The University Of Peterborough Project</b></p> <p>The Cabinet Member is recommended to:</p> <ol style="list-style-type: none"> <li>1. Authorise the award of contract to Coulson &amp; Son Limited for the sum of £801k relating to the construction of a new temporary surface car park at Bishops Road, Peterborough and additional costs up to a total value of £1,008,000 associated with the delivery of this project.</li> <li>2. Authorise the Director of Law and Governance or delegated officers to enter into any legal documentation on behalf of the Council in relation to this matter;</li> <li>3. Approve utilisation of agreed funding to commission the chosen contractor for the project.</li> </ol> | <p><b>Deputy Leader And Cabinet Member For Communication, Culture And Communities</b></p> | <p><b>Still in consideration stage</b></p> | <p>Growth, Resources and Communities Scrutiny Committee</p> | <p>Central</p> | <p>None</p>         | <p>Charlotte Palmer<br/>Email: <a href="mailto:charlotte.palmer@peterborough.gov.uk">charlotte.palmer@peterborough.gov.uk</a> Tel: 01733 453538</p> | <p><b>Place and Economy</b></p> | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> |

## FORWARD PLAN

### **PART 1 – KEY DECISIONS**

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

If the decision is to be taken by an individual Cabinet Member, the name of the Cabinet Member is shown against the decision, in addition to details of the Councillor's portfolio. If the decision is to be taken by the Cabinet, this too is shown against the decision and its members are as listed below:

Cllr Fitzgerald (Leader of the Council), Cllr Steve Allen (Deputy Leader); Cllr Ayres; Cllr Cereste; Cllr Howard; Cllr Coles and Cllr Simons.

This Plan should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis to reflect new key-decisions. Each new Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to philippa.turvey@peterborough.gov.uk, Democratic and Constitutional Services Manager, Legal and Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to or by telephone on 01733 452460. For each decision a public report will be available from the Democratic Services Team one week before the decision is taken.

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

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

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

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

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

You are entitled to view any documents listed on the Plan, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Philippa Turvey, Democratic and Constitutional Services Manager, Legal and Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to [philippa.turvey@peterborough.gov.uk](mailto:philippa.turvey@peterborough.gov.uk) or by telephone on 01733 452460.

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

## DIRECTORATE RESPONSIBILITIES

Please note that all Directorates have been colour coded. Each decision will be colour coded in accordance with the below.

### **CORPORATE SERVICES DEPARTMENT** Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Financial and Resources

Internal Audit, Insurance and Investigations

Peterborough Serco Strategic Partnership (Business Support, Corporate Procurement, Business Transformation and Strategic Improvement, Customer Services, Shared Transactional Services)

Communications

Commercial & Property

Registration and Bereavement Services

Commercial & Property

Delivery and Transformation

Health & Safety

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

Digital, Data Analytics, Risk & IT Services

Transformation and Programme Management Office, Business Intelligence, Commercial, Strategy and Policy, Shared Services

### **PEOPLE SERVICES DEPARTMENT** Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

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

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

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

Commissioning

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

Performance and Information (Performance Management, Systems Support Team)

### **LEGAL AND GOVERNANCE DEPARTMENT** Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Corporate Lawyers

Constitutional Services, (Democratic Services, Electoral Services, Executive and Members Services) - (Town Hall, Bridge Street, Peterborough, PE1 1HG)

Information Governance, (Freedom of Information and Data Protection)

### **PLACE AND ECONOMY DEPARTMENT** Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

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

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

Housing and Homelessness

Highways and Transport (Network Management, Highways Maintenance, Street Naming and Numbering, Street Lighting, Design and Adoption of Roads, Drainage and Flood Risk Management, Transport Policy and Sustainable Transport, Public Transport)

Employment and Skills

Community Safety

Regulatory Services

Emergency Resilience & Planning

(Markets and Street Trading, City Centre Management including Events, Regulatory Services, Parking Services, Vivacity Contract, CCTV and Out of Hours Calls)

### **PUBLIC HEALTH DEPARTMENT** Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Health Protection, Health Improvements, Healthcare Public Health.

## **PETERBOROUGH CITY COUNCIL'S CABINET MEMBERS WOULD LIKE TO HEAR FROM YOU**

The Leader of Peterborough City Council is offering everyone a chance to comment or raise queries on the decisions highlighted on the Council's Forward Plan.

Your comments and queries can be submitted to the Council's Governance Team using the form overleaf, or alternatively by telephone or email. The Governance team will then liaise with the appropriate Cabinet Member and ensure that you receive a response. Members of the Cabinet, together with their areas of responsibility, are listed below:

|                        |   |
|------------------------|---|
| Councillor Fitzgerald  | Leader of the Council   |
| Councillor Steve Allen | Deputy Leader and Cabinet Member for Communication, Culture and Communities     |
| Councillor Ayres       | Cabinet Member for Children's Services and Education, Skills and the University |
| Councillor Simons      | Cabinet Member for Waste, Street Scene and the Environment                      |
| Councillor Andy Coles  | Cabinet Member for Finance and Corporate Governance                             |
| Councillor John Howard | Cabinet Member for Adult Social Care, Health and Public Health                  |
| Councillor Cereste     | Cabinet Member for Climate Change, Planning, Housing and Transport              |

## SUBMIT YOUR COMMENTS OR QUERIES TO PETERBOROUGH CITY COUNCIL'S CABINET

Your comment or query:

How can we contact you with a response?  
(please include a telephone number, postal and/or e-mail address)

Name .....

Address .....

.....

Tel: .....

Email: .....

Who would you like to respond? (if left blank your comments will be referred to the relevant Cabinet Member)

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