

<b>COUNCIL</b>	<b>AGENDA ITEM No. 11</b>
<b>13 JULY 2016</b>	<b>PUBLIC REPORT</b>

## **RECORD OF EXECUTIVE DECISIONS MADE SINCE THE LAST MEETING**

### **1. DECISIONS FROM THE EXTRAORDINARY CABINET MEETING HELD ON 7 MARCH 2016**

#### **i. COUNCIL OFFICE CONSOLIDATION**

Cabinet received a report which followed the 'Funding Peterborough's Future Growth' report which was approved in February 2014.

The purpose of the report was to seek Cabinet's approval to:

- 1) Proceed with consolidating the Council's back-office functions to Fletton Quays, authorising signing an appropriate agreement for lease and lease accordingly;
- 2) Agree the principles of subsequently letting Bayard Place and the non-civic parts of the Town Hall (which would remain in Council ownership) for commercial use; and
- 3) Associated decisions to deliver the project.

Cabinet considered the report and **RESOLVED:**

1. To approve the Office Consolidation outline business case, confirming the move to Fletton Quays and retention of the civic core to ensure that the Town Hall continues as the heart of democracy in Peterborough;
2. To delegate to the Corporate Director Resources authority to conclude and sign an agreement for lease for the new office development and associated car parking on Fletton Quays in conjunction with the Director of Governance;
3. To agree the principle of letting Bayard Place for commercial use as part of the Council's office consolidation plans, and delegate authority to the Corporate Director Resources in conjunction with Director of Governance to progress legal agreements pertaining to these at the appropriate time in consultation with the Cabinet Member for Resources under paragraph 3.4.3 of Part 3 of the Constitution in accordance with the terms of his portfolio at paragraphs (j) in consultation with the Leader if appropriate and (m);
4. To agree the principle of letting the non-civic core areas of the town hall for suitable alternative commercial uses, and to delegate authority to the Corporate Director Resources and Director of Governance to progress legal agreements pertaining to these at the appropriate time in consultation with the Cabinet Member for Resources under paragraph 3.4.3 of Part 3 of the Constitution in accordance with the terms of his portfolio at paragraphs (j) in consultation with the Leader if appropriate and (m);
5. To delegate to the Corporate Director Resources authority to agree short term extensions to the lease for Manor Drive to support the timing of office moves, and the subsequent termination following those moves in conjunction with the Director of Governance.
6. To delegate authority to the Corporate Director Resources, in consultation with the Director of Governance, to take forward contracts and arrangements as necessary to deliver the office consolidation as outlined in the report, including project delivery and capital works to buildings.

7. To delegate authority to the Corporate Director Resources, in consultation with the Corporate Director Growth and Regeneration to further develop the business case, including reviewing options for commercial lettings of Council buildings, developing energy efficiency business cases and maximising income.

## 2. **DECISIONS FROM THE CABINET MEETING HELD ON 21 MARCH 2016**

### i. **ARMED FORCES COMMUNITY COVENANT GRANT SCHEME**

Cabinet received a report which sought endorsement for ongoing support for work involving the Armed Forces Community Covenant and associated grant scheme.

The purpose of the report was for Cabinet to understand the success that the Armed Forces Community Covenant Grant had had in integrating Forces and Civilian communities.

Cabinet considered the report and **RESOLVED** to note the close partnership working between the Council and RAF Wittering which had led to a number of successful projects to support the Armed Forces and Civilian communities.

### ii. **PETERBOROUGH SKILLS STRATEGY**

Cabinet received a report following a request from Councillor John Holdich OBE, Leader of the Council and Cabinet Member for Education, Skills and University.

The purpose of the report was for Cabinet to approve the Peterborough Skills Strategy.

Cabinet considered the report and **RESOLVED** to approve the Peterborough Skills Strategy for implementation.

### iii. **LEASING COUNCIL OWNED PROPERTY TO START-UP AND FLEDGLING BUSINESSES**

Cabinet received a report following approval of the Phase 2 Budget Proposals by Council on 9 March 2016 which included a proposal to use empty Council owned commercial properties to support new businesses.

The purpose of the report was to seek approval from Cabinet to implement a scheme to support new and fledgling companies to lease Council owned property for an initial rent free period, subject to the company paying normal business costs such as rates and utility charges.

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

1. A scheme to let Council owned retail and industrial units to fledgling and start-up businesses for short periods on 'easy in easy out' rent free terms at the following locations:
  - a) Herlington Centre, Orton Malborne
  - b) Pyramid Centre, Bretton
  - c) Alfric Square, Woodston
  - d) Saville Road, Westwood
2. That the Corporate Director Growth and Regeneration, in consultation with the Corporate Director Resources be given delegated authority to extend the scheme.

#### iv. **FUTURE DELIVERY OF PROPERTY SERVICES**

Cabinet received a report following the Phase One Budget Proposals approved by Council on 17 December 2015. This included a proposal to transfer property services into a joint venture with NPS Property Consultants Ltd (NPS), including estate management, asset acquisition, disposals and rent collection.

The purpose of the report was to seek approval from Cabinet to formally establish a joint venture property services company with NPS Property Consultants Ltd (NPS).

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

1. To approve the proposal to formally establish a joint venture company with NPS Property Consultants Ltd;
2. To delegate authority to the Corporate Director of Growth & Regeneration and Corporate Director Resources to conclude negotiations and set up a performance framework for managing the joint venture;
3. To delegate authority to the Corporate Director of Growth and Regeneration and Director of Governance the ability to finalise any individual matters within their remit; and
4. To recommend to Council amendments to the Constitution 'Appointments to external organisations' to include the joint venture company within the key partnerships category to enable the Leader to make appointments to the governing body.

#### v. **ALTERNATIVE GOVERNANCE ARRANGEMENTS – EXECUTIVE PROCEDURE RULES**

Cabinet received a report which followed the Council's decision on 27 January to adopt an alternative form of governance to take effect from the Annual Council meeting in May 2016 and to approve amendments to those sections of the Constitution relating to overview and scrutiny.

The purpose of the report was to obtain Cabinet's approval to the amended executive procedure rules for ratification by Council. These amendments reflected the changes in the Council's governance model from Annual Council 2016.

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

1. To approve the proposed changes to the Executive Procedure Rules (Part 4 - Section 7); and
2. To request that Council ratify the Rules at the Annual meeting of Council on 23 May to take effect upon introduction of the new governance model.

#### 3. **DECISIONS FROM THE CABINET MEETING HELD ON 13 JUNE 2016**

##### i. **PETERBOROUGH JOINT HEALTH AND WELLBEING STRATEGY 2016-19**

Cabinet received a report which followed consultation on the Peterborough Joint Health and Wellbeing Strategy 2016-19 between 1 February 2016 and 30 April 2016.

The purpose of the report was to seek Cabinet's approval of those elements of the Joint Health and Wellbeing Strategy, which were the executive responsibility of Peterborough City Council, before it was submitted to the Peterborough Health and Wellbeing Board in July for final approval.

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

1. To note the feedback from the public and stakeholder consultation on the draft Peterborough Joint Health and Wellbeing Strategy;
2. To approve the final version of the Peterborough Joint Health and Wellbeing Strategy which had been amended to reflect the key themes of the consultation feedback; and
3. To recommend the Strategy to the Health and Wellbeing Board for approval.

**ii. BUDGET MONITORING REPORT FINAL OUTTURN 2015/16**

Cabinet received a report as a monitoring item. The report was also to be submitted to Audit Committee on 29 June 2016 as part of the closure of accounts process.

The purpose of the report was to provide Cabinet with the outturn position for both the revenue budget and capital programme for 2015/16, subject to any changes required in the finalisation of the Statement of Accounts. The report also contained performance information on treasury management activities, payment of creditors and collection performance for debtors, local taxation, and benefit overpayments.

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

1. To note the final outturn position for 2015/16 (subject to finalisation of the statutory statement of accounts) of a £1.0m underspend on the Council's revenue budget;
2. To note the outturn spending of £81.8m in the Council's capital programme in 2015/16;
3. To note the reserves position, including the position on the Grant Equalisation reserve;
4. To note the performance against the prudential indicators; and
5. To note the performance on treasury management activities, payment of creditors, collection performance for debtors, local taxation and benefit overpayments.

**4. DECISIONS FROM THE EXTRAORDINARY CABINET MEETING HELD ON 27 JUNE 2016**

Cabinet received a report which requested it to consider the outcomes of discussions held at the meeting of Full Council, prior to determining a number of recommendations relating to a combined authority for the Cambridgeshire and Peterborough area, with a directly elected Mayor.

Subject to the recommendations of Council, Cabinet were requested to endorse the Review, approve the content of the Devolution Deal and the draft Governance Scheme and to approve the arrangements for public consultation on the Governance Scheme and to authorise the Chief Executive, in consultation with the Leader of the Council, to provide the Secretary of State with a summary of consultation responses in due course and to progress any further matters as required in connection with the proposed Deal.

It was a legal requirement that Cabinet met to approve the consultation process and the meeting was to take place immediately following the Council meeting which allowed Cabinet members to have regard to the discussions of and the will of Council when considering whether to approve the recommendations within the report.

Cabinet considered the report and **RESOLVED**:

1. To consider and endorse the conclusions of the outcome of the Governance Review, that the establishment of a Combined Authority with a Mayor for the Cambridgeshire and Peterborough area would be likely to improve the exercise of statutory functions in that area.
2. To approve the content of the Devolution Deal proposal, and confirm that this replaced in its entirety the East Anglia Devolution Agreement signed in March 2016.
3. To approve the draft Governance Scheme, and authorise the Chief Executive to make any appropriate revisions to the draft Scheme before publication as she may consider appropriate in consultation with the Leader and in liaison with the other Chief Executives of constituent authorities and to take all necessary actions to progress any matters arising from the report.
4. To approve the arrangements for public consultation on the Governance Scheme and authorise the Chief Executive in consultation with the Leader of Council to provide the Secretary of State with a summary of the consultation responses in due course and to circulate that summary to all members of the Council.
5. To convene a further meeting of the Executive to take place in October 2016 to consider whether to give consent for the Secretary of State to bring forward an Order to establish a Mayoral Combined Authority covering the area of Cambridgeshire and Peterborough.

#### **5. CALL-IN BY SCRUTINY COMMITTEE OR COMMISSION**

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

- i. This was in respect of the decision taken by Cabinet on 7 March 2016 relating to 'Council Office Consolidation'. The call-in request was considered by the Sustainable Growth and Environment Capital Scrutiny Committee on 23 March 2016. Following consideration of the reasons stated on the request for call-in and the response to the call-in, the Committee did **not** agree to the call-in of this decision on any of the reasons stated.

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

#### **6. SPECIAL URGENCY AND WAIVER OF CALL-IN PROVISIONS**

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

- i. This was in respect of the decision taken by Cabinet on 27 June 2016 relating to 'The Cambridgeshire and Peterborough Devolution Proposal Governance Review and Scheme', as the matter had been publically debated at the Full Council meeting on 27 June 2016, and owing to the tight timescales prescribed.

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

## 7. CABINET MEMBER DECISIONS

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
<p>Cabinet Member for Growth, Planning Housing and Economic Development</p> <p>Councillor Peter Hiller</p> <p>18 March 2016</p>	<p>MAR16/CMDN/17</p>	<p><b>Smoke and Carbon Monoxide Alarm (England) Regulations 2015</b></p> <p>The Cabinet Member authorised the level of penalty charge imposed under implementation of The Smoke and Carbon Monoxide Alarm (England) Regulations 2015.</p>
<p>Cabinet Member for Communities and Environment Capital</p> <p>Councillor Nigel North</p> <p>22 March 2016</p>	<p>MAR16/CMDN/22</p>	<p><b>Regulatory Services: Shared Services Rutland County Council</b></p> <p>The Cabinet Member authorised the Council to enter into a Memorandum of Understanding (MOU) with Rutland County Council as the lead authority for a period of 5 years from 1 April 2016, with an option to extend for a further two years, for the provision of a shared regulatory service function consisting of Trading Standards, Environmental Health, Biodiversity and Licensing across Peterborough and Rutland.</p>
<p>Cabinet Member for Public Health</p> <p>Councillor Diane Lamb</p> <p>29 March 2016</p>	<p>MAR16/CMDN/23</p>	<p><b>Section 75 Agreement Provision of School Nursing Services</b></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> <li>1. Authorised the entering into Section 75 agreement with the Cambridgeshire and Peterborough Foundation Trust relating to the lead provision of a School Nursing Services, whereby the partners will enter into arrangements where the Cambridgeshire and Peterborough Trust will exercise the health-related function to the local authority. This will be for the value of £759,000 per annum for the duration of 2 years between 1 April 2016 and 31 March 2018.</li> <li>2. Authorised the Corporate Director People and Communities, in consultation with the Director of Governance, to agree further changes to the S75 Agreement as required.</li> </ol>

<p>Cabinet Member Growth, Planning, Housing and Economic Development</p> <p>Councillor Peter Hiller</p> <p>5 April 2016</p>	<p>MAR16/CMDN/24</p>	<p><b>Peterborough Highways Services Contract</b></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> <li>1) Authorised the issue of the following work packages to Skanska Construction UK Limited under the Council's existing Peterborough Highway Services Contract; <ol style="list-style-type: none"> <li>i. Junction 20 (Paston Parkway/A47) capacity improvements, work package value to be within £5m scheme budget;</li> <li>ii. Bourges Boulevard Phase 2, work package value to be within scheme budget of £10.5m;</li> <li>iii. Wheel Yard public realm improvements, work package value to be within scheme budget of £690k;</li> <li>iv. LED streetlighting upgrades, work package value to be within scheme budget of £16.681m;</li> <li>v. A1260 Nene Parkway, work package value to be within scheme budget of £1.5m;</li> <li>vi. A1179 Longthorpe Parkway, work package value to be within scheme budget of £1.5m</li> </ol> </li> <li>2) Authorised the Director of Growth and Regeneration to vary the work order value when required subject to; (i) available budget being in place; (ii) the total sum of each variation not exceeding £100,000, and (iii) the combined value of any authorised variation(s) do not exceed the total sum of £500,000. Any variations are to be made in prior consultation with internal audit, finance and legal services.</li> </ol>
<p>Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Councillor Peter Hiller</p> <p>15 April 2016</p>	<p>APR16/CMDN/25</p>	<p><b>Local Transport Plan Programme of Capital Works 2016/17</b></p> <p>The Cabinet Member approved the 2016/17 Local Transport Plan (LTP) Programme of Works, as follows:</p> <ul style="list-style-type: none"> <li>• The 2016/17 Integrated Transport Programme;</li> <li>• The 2016/17 Highway Maintenance Programme; and</li> <li>• The 2016/17 Bridge Maintenance Programme.</li> </ul>

<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>18 April 2016</p>	<p>APR16/CMDN/26</p>	<p><b>The Award of Grants to Fund the Peterborough Community Assistance Scheme</b></p> <p>The Cabinet Member approved the award of specific grants to Voluntary and Community Sector organisations for the continued funding of the Peterborough Community Assistance Scheme up to 31st December 2016.</p>
<p>Cabinet Member for Communities and Environment Capital</p> <p>Councillor Nigel North</p> <p>21 April 2016</p>	<p>APR16/CMDN/27</p>	<p><b>Bus Operator Concessionary Fare Reimbursement</b></p> <p>The Cabinet Member approved that relevant officers can agree concessionary fares reimbursements rates to individual Bus Operators for the 2016/17, 2017/18 and 2018/19 budgets, to the total value of £3,438,000 per annum.</p>
<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>4 May 2016</p>	<p>MAY16/CMDN/28</p>	<p><b>Award of Housing Related Support Grants</b></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> <li>1) Awarded specific grants for the funding of Housing Related Support to be funded through the Housing Related Support (formerly Supporting People) Programme to the following organisations for the period of 1 April 2016 to 31 March 2017: <ol style="list-style-type: none"> <li>i. Axiom Housing Association – Hostel Accommodation and Drop-in Service - £530,000.00;</li> <li>ii. Cross Keys Homes – Hostel Accommodation - £99,109.00;</li> <li>iii. Genesis Housing Association – Hostel Accommodation - £58,066.46;</li> <li>iv. YMCA – Hostel Accommodation - £250,059.39;</li> <li>v. Peterborough &amp; Fenland MIND Floating Support Service - £21,333.60;</li> <li>vi. Peterborough Woman’s Aid – Refuge Service - £60,205.69;</li> <li>vii. NACRO STORM Project – Floating Support - £35,200.32; and</li> </ol> </li> <li>2) Awarded a specific grant for the provision of Housing Related Support to the following organisation for a six month period of 1 April 2016 to 30 September 2016, with an option to extend for a further six months to 31 March 2017: <ol style="list-style-type: none"> <li>i. Home Group (Stonham) – Hostel Accommodation - £36,687.58 (per six month period).</li> </ol> </li> </ol>

<p>Leader of the Council and Cabinet Member for Education, Skills and University</p> <p>Councillor John Holdich</p> <p>6 May 2016</p>	<p>MAY16/CMDN/29</p>	<p><b>Expansion by One Form of Entry to Jack Hunt Secondary School</b></p> <p>The Cabinet Member, in consultation with the Cabinet Member for Resources:</p> <ol style="list-style-type: none"> <li>1. Authorised the Corporate Director People and Communities to approve the construction of new school accommodation up to the value of the budget sum of £7.7m. This sum shall include the anticipated design and build contract costs, funding for Information and Communications Technology (ICT), all site surveys, project management, technical advisers fees and all costs relating to the PFI consents.</li> <li>2. Authorised the Corporate Director People and Communities to award the design and build contract relating to the construction works to Carillion Construction Ltd.</li> <li>3. Authorised the Assistant Director for Legal and Governance or delegated officers to enter into any legal documentation on behalf of the Council in relation to this matter, including the design and build contract and early works agreements.</li> <li>4. Authorised the Corporate Director People and Communities to approve the variation to the PFI contract to reflect the scope of work and the requirement for lifecycle and facilities management services for the additional accommodation.</li> </ol>
<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>13 May 2016</p>	<p>MAY16/CMDN/30</p>	<p><b>ND22 Discretionary Rate Relief From Business Rates for Charities, Similar Organisations Not Established or Conducted for Profit, and Rural Businesses</b></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> <li>1. Approved the award of Discretionary Rate Relief for charities and similar organisations shown on the attached schedule at Appendix A to 31 March 2017; and</li> <li>2. Rejected the applications for the award of Discretionary Rate Relief for charities and similar organisations shown on the attached schedule at Appendix B.</li> </ol>

<p>Leader of the Council and Cabinet Member for Education, Skills and University</p> <p>Councillor John Holdich</p> <p>16 May 2016</p>	<p>MAY16/CMDN/31</p>	<p><b>Authorisation to Make a Compensation Payment Following Resolution of Stage 3 Complaint</b></p> <p>The Cabinet Member approved the payment of £5,000 to settle 2 historical complaints regarding an Education Health Care Plan and errors in decision making by Education Services.</p>
<p>Cabinet Member for Children's Services</p> <p>Councillor Andy Coles</p> <p>23 May 2016</p>	<p>MAY16/CMDN/32</p>	<p><b>Authorisation to Make a Compensation Payment Following Resolution of Stage 1 Complaint</b></p> <p>The Cabinet Member approved the payment of £750 to a complainant following a conciliation meeting.</p>
<p>Leader of the Council and Cabinet Member for Education, Skills and University</p> <p>Councillor John Holdich</p> <p>3 June 2016</p>	<p>JUNE16/CMDN/33</p>	<p><b>Post-16 Transport Policy 2016-2017</b></p> <p>The Cabinet Member approved the Council's 'Post -16 Transport Partnership Policy' to operate from September 2016 to August 2017.</p>
<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>27 June 2016</p>	<p>JUNE16/CMDN/35</p>	<p><b>Increased Number of Connectivity / Access Points (CityFibre) within the Managed ICT Contract</b></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> <li>1. Approved a Change Control Notice for the Council's existing ICT Managed Service Contract with Serco to enable the provision of an additional 220 connectivity access points across the Council's CityFibre network; and</li> <li>2. Authorised the Corporate Director: Resources to vary this Change Control Notice if, during the implementation stage, the Council has to amend its detailed business requirements.</li> </ol>