

## **SUSTAINABLE GROWTH SCRUTINY COMMITTEE**

**MONDAY 20 JULY 2009**  
**7.00 PM**

**Bourges/Viersen Room - Town Hall**  
**Peterborough**

### **AGENDA**

**Page No**

**1. Apologies for Absence**

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

*At this point Members must declare whether they have an interest, whether personal or prejudicial, in any of the items on the agenda. Members must also declare if they are subject to their party group whip in relation to any items under consideration.*

**3. Minutes**

**3.1 Business Efficiency Scrutiny Panel held on 9 April 2009**

**1 - 4**

**4. Call In of any Cabinet, Cabinet member of Key Officer Decisions**

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

**5. Disposal of Land and Assets**

**5 - 8**

**6. Reconstitution of Scrutiny Groups**

**9 - 14**

**7. Forward Plan of Key Decisions**

**15 - 28**

**8. Work Programme**

**29 - 30**

**9. Date of Next Meeting**

Monday 14 September 2009 at 7pm



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Louise Tyers on 01733 452284 as soon as possible.

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

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

#### Committee Members:

Councillors: M Fletcher (Chairman), S Allen (Vice-Chairman), M Burton, D Day, S Day, S Lane and J Peach

Substitutes: Councillors: B Saltmarsh and P Winslade

Further information about this meeting can be obtained from Louise Tyers on telephone 01733 452284 or by email – [louise.tyers@peterborough.gov.uk](mailto:louise.tyers@peterborough.gov.uk)

**MINUTES OF A MEETING OF THE  
BUSINESS EFFICIENCY SCRUTINY PANEL  
HELD AT THE TOWN HALL, PETERBOROUGH ON 9 APRIL 2009**

- Present:** Councillors Cereste (Chairman), Fletcher, Elsey and Croft
- Also present:** Councillor Peach, Conservative Councillor for Park and Leader of the Council  
Councillor Scott, Conservative Councillor for Orton with Hampton and Cabinet  
Member for Efficiency and Business
- Officers in attendance:** Andrew Edwards, Head of Strategic Property  
Helen Edwards, Solicitor to the Councillor A Miners
- Rona Hendry, Unison Branch Secretary  
Mark Burn, Unison Representative  
Mike Kealy, Acting Head of HR  
Mike George, Senior HR Consultant – HR Analyst  
Claire Boyd, Lawyer  
Louise Tyers, Performance Scrutiny Manager  
Libby Walker, Governance Support Assistant  
Gemma George, Governance Officer

**1. Apologies**

Apologies were received from Councillors Harrington and Fower.

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

There were no declarations of interest.

**3. Minutes of the Meeting held on 8 January 2009**

The minutes of the meeting held on 8 January 2009 were approved as a correct record.

**4. Exclusion of Press and Public**

**RESOLVED** that the exempt annex relating to agenda item 8, which entailed exempt information as defined by paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972, should be exempt and the press and public excluded from the meeting during its discussion as the public interest in disclosing the information did not outweigh the public interest in maintaining the exemption.

**5. Feedback and Update Report**

The panel received the report and were provided with feedback and updates on the following issues:

- Budget 2009/10 – Fees and Charges at the Museum
- Extension of Heltwate School
- Nene Bridge Refurbishment
- Junction 8 Signalisation Project

Members were invited to comment on the report and the following issues were raised:

- A query was raised regarding the fees and charges at the Museum and what equivalent market value items there were. Members were advised that further information on this issue would be provided.
- A query was raised regarding paranormal events and what they consisted of. Members were advised that these are events where members of the public paid to spend the night in the Museum with the possibility of having a paranormal experience.
- A query was raised regarding the allocation of contracts to companies, could the process be scrutinised further and could tenders be accessed. Members were informed that the ability for the Panel to scrutinise the award of contracts was in place. However, only areas could be scrutinised and not individuals. If in appropriate circumstances the Panel wished to scrutinise tenders that this could be arranged.
- Members questioned whether the minutes from the recent informal meeting held to discuss the work programme could be forwarded on to them. Members were advised that the minutes would be forwarded to them in due course and another informal meeting to further discuss the work programme would be arranged.

#### **ACTION AGREED:**

The Panel noted the report.

#### **6. Staff Sickness**

Further to a request by Members of the Business Efficiency Scrutiny Panel, a report was submitted for consideration detailing staff sickness, with the information broken down into departments. An overview of the action being taken by the Council to address the issues was also highlighted.

The Acting Head of HR presented the report and informed Members that he had been in post at Peterborough City Council since December 2008 and during that time the focus had been on the head count reduction, however the issues surrounding staff absences had not gone unnoticed. The cost factor of staff sickness was very high, as was the pressure and stress which impacted the staff that were left to cover.

The number of sickness days taken by an individual staff member tended to reflect the level of commitment and the individuals morale.

Some new processes and procedures were to be brought in to monitor the staff sickness levels and discussions were to be proposed with union representatives regarding an absence management programme. This management programme would ultimately help to distinguish between the two types of sickness.

Two representatives from Unison were invited to the table to speak and the following observations were raised and discussed including:

- The representatives from Unison wished for the Panel to know that they empathised with the HR situation
- Unison representatives commented that return to work interviews were necessary, however it did not appear that all managers followed this procedure
- A query was raised regarding rehabilitation programmes, were there any available. Unison representatives were not aware of any existing programmes but would always be willing to offer help and support if needed.
- The Unison Representatives commented on the way the staff sickness figures were calculated. The figures included Saturdays and Sundays, however most employees were not contracted to work these days. Therefore the overall figures did not provide a true reflection of the situation.

Members further discussed the report and the following issues were raised:

- A query was raised regarding exemplary attendance. Did the Council offer any incentives to staff in order to help decrease sickness levels. The Panel was informed

that there were no current arrangements for rewards, however letters were sometimes sent to employees who had achieved a year without sickness. This was not everyday practice however.

- It was suggested that if an employee had 12 months without sickness, they should receive an extra 2 days annual leave or be given their birthday off. This would provide staff with a positive incentive for maintaining attendance.
- A query was raised regarding redundancies. What were the overall figures likely to be and when would staff, who were at risk, be made aware of their situation. The Panel was informed that the figures would be available within the next week and employees at risk would be informed of their situation as soon as possible.

#### **ACTION AGREED:**

The Panel noted the report and requested a further report in two months time.

### **7. Disposal of Assets**

The panel received a report in response to a request from Members regarding the assets which had been disposed of during the last three months. The report included what had been sold or auctioned, what their value was and had they met their value.

Peterborough City Council was a major landowner in the Peterborough Area, owning a total of 2000 assets which had a use value of £380m. These assets were used to support the Council in the delivery of objectives.

The report focussed on the disposal process for surplus assets. Assets were declared surplus in one of two ways:

- **Service Declaration:**  
The service that operated from the asset advised the Head of Strategic Property that they no longer had use for an asset either in whole or in part. The Head of Strategic Property would accept responsibility for the asset when certain criteria had been met, this included the transfer of the property related budget.  
The Head of Strategic Property would then examine options for the use of the facility. This would include the possibility of transferring the asset to a Community Group or Partner. In addition, consideration would be given to moving another service into this asset. The aim being to consolidate council activities into those assets that were fit for purpose and efficient to operate.
- **Identification of alternative use by the Head of Strategic Property:**  
The Head of Strategic Property identified an activity that could be moved to one asset thereby allowing the re-use or disposal of another. In this instance, relocation costs would be funded by Strategic Property. This could have involved more than one service operating from an asset. The residual property would then be disposed of by Strategic Property. Such a proposal by Strategic Property would take into account the condition of the assets, maintenance liability, location and regulatory compliance etc.

Any formal disposal decision was supported by an Option Study, which considered factors such as current and future liabilities, location, condition, future potential etc. The Option Study would then be used to inform consultation with the Ward Members and the Cabinet Member for Efficiency and Business Improvement.

Once the disposal had been agreed, Strategic Property would examine the ways in which best value could be obtained. The disposal approach would then be dependent upon a number of factors including, size, location and the type of asset.

#### **ACTION AGREED:**

The Panel noted the report and requested a further report in three months time.

## **8. Executive Decisions**

The Panel considered the following Executive Decisions made since the last meeting:

- Nene Bridge Refurbishment
- Refurbishment and Enhancement of Clare Lodge Secure Unit, Glington, Phase 3
- Award of contract for the Refurbishment of the Jack Hunt Swimming Pool.

There were no requests from the Panel for further information on any of the decisions.

### **ACTION AGREED**

The Panel considered the Executive Decisions which had been made since the last meeting.

## **9. Forward Plan – April 2009 to July 2009**

The latest version of the Forward Plan was presented to the Panel for consideration.

### **ACTION AGREED**

The Panel noted the latest version of the Forward Plan.

*The meeting began at 7.00pm and ended at 8.19pm.*

CHAIRMAN

<b>SUSTAINABLE GROWTH SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 5</b>
<b>20 JULY 2009</b>	<b>Public Report</b>

## **Report of the Director of the Executive Director of Strategic Resources**

**Report Author – A Edwards, Head of Strategic Property**  
**Contact Details – 01733 384530**

### **THE APPROACH TO THE DISPOSAL OF ASSETS**

#### **1. PURPOSE**

This report is being provided for information in response to a request of the Sustainable Growth Scrutiny Committee regarding the disposal of land assets and the policy adopted.

#### **2. RECOMMENDATIONS**

The Sustainable Growth Scrutiny Committee is asked to comment on the approach as set out in this report. Any comments will be considered during the revision of the Corporate Asset Management Plan in the Autumn.

#### **3. LINKS TO CORPORATE PLAN, SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT**

The efficient and effective management of the property portfolio is a key to the delivery of Council objectives. A property portfolio that is managed correctly assists in the delivery of outcomes at the right place and at the right time. This includes the disposal of assets that are surplus to requirements. Capital receipts generated by the disposal of surplus Council assets contribute directly and significantly to the Capital Programme.

#### **4. BACKGROUND**

- 4.1 Peterborough City Council is a major landowner in the Peterborough Area. In total the Council owns in excess of 2000 assets with a current use value of £380m (FY08/09 values). These assets are used to support the Council in the delivery of Objectives. Asset use is kept under review and those that are surplus are disposed of in accordance with the process set out in the Corporate Asset Management Plan 2009-14. This is updated each year as part of the budget process.
- 4.2 The approach adopted to the disposal of assets is governed by Section 123 of the Local Government Act 1972. This clearly sets out that it is the duty of every local authority to receive best consideration when disposing of an asset. In practice this means that the Council should identify and adopt an approach that ensures that any offer for land gives the best possible return, taking into account all of the benefits that any proposal offers, not just price.
- 4.3 However 'The Act' did recognise that there would be instances where a Local Authority would dispose of land at less than market value on the basis that it would meet a sustainable social, economic or environmental requirement. Up until 2003 approval to take this approach was required from the Secretary of State. However in 2003 the Secretary of State issued Circular 06/03 - General Consent Order. This allowed Local Authorities to sell land at an undervalue of up to £2m provided that a disposal would meet the criteria set out above. An undervalue of more than £2m still needs to be referred to Government Office for approval.

## **5. THE DISPOSAL PROCESS**

- 5.1 Assuming that a disposal is agreed then Strategic Property will examine the ways in which best value can be obtained. To enhance value, consideration will also be given to obtaining various consents which in turn will reduce risk for a developer thereby increasing value further. For example this is the type of work that has been undertaken on school sites by obtaining outline planning consents.
- 5.2 Consideration is also given to the potential future use of the site. This review is wide ranging and will consider as a minimum retail or residential use. Part of this review will include working with a local agent to obtain an independent valuation of the site for proposed uses. The disposal approach will be dependent upon a number of factors including size, location, demand and disposal route. As part of the overall approach 'self-build' will be considered.
- 5.3 A key to determine the future approach to disposing of an asset will be the holding costs and the period before the site is transferred out of Council ownership. Larger 'Open' sites such as 'The Grange' are high value sites that will generate substantial capital receipts if the disposal is managed correctly. In this example the Council has invested substantial sums of funds into allotment provisions and also in obtaining an outline planning consent. Other sites such as PPDC have significant holding costs which pre-determine the approach that is adopted. In this example the most cost effective approach is a prompt disposal with the existing planning consent.
- 5.4 'Self-Build' or single plots have been considered in the past. However the evidence in the market is that there is not the demand that would justify the disposal as single plots of a large site like 'The Grange'. In addition the Council would need to fund the infrastructure, market and manage the sites and there would be a lack of certainty in Capital receipts. These combined would have a significant impact on revenue.
- 5.5 To justify the disposal of single plots they need to meet the following criteria:
- To be able to benefit from existing Infrastructure
  - To be capable of being individually developed
  - For there to be a demand
  - In the correct location.

## **6. KEY ISSUES**

- 6.1 When disposing of an asset it is essential that best value is obtained by the Council. This includes taking into account all of the liabilities associated with holding an asset both, financial and non-financial.

## **7. IMPLICATIONS**

- 7.1 Failure to manage the property portfolio efficiently and effectively will have an impact on the Councils ability to deliver outcomes.

## **8. CONSULTATION**

- 8.1 There has been consultation with Legal Services and Strategic Finance in the preparation of this report.

## **9. EXPECTED OUTCOMES**

- 9.1 The Committee to note and comment on the contents of this report. .



**10. NEXT STEPS**

- 10.1 Any comments will be considered during the development of the Corporate Asset Management Plan in the Autumn.

**11. BACKGROUND DOCUMENTS**

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

Corporate Asset Management Plan 2009 - 2014

Medium Term Financial Strategy February 2009

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<b>SUSTAINABLE GROWTH SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 6</b>
<b>20 JULY 2009</b>	<b>Public Report</b>

## **Report of the Solicitor to the Council**

**Report Author** – Louise Tyers, Scrutiny Manager

**Contact Details** – (01733) 452284 or email [louise.tyers@peterborough.gov.uk](mailto:louise.tyers@peterborough.gov.uk)

## **RECONSTITUTION OF SCRUTINY GROUPS**

### **1. PURPOSE**

- 1.1 This report seeks the Committee's agreement to the reconstitution of a number of scrutiny groups which were established under the previous scrutiny structure.

### **2. RECOMMENDATIONS**

- 2.1 That the Committee agrees to the reconstitution of the Local Development Framework Scrutiny Group and Planning Performance Agreement Charter Scrutiny Group.

### **3. BACKGROUND**

- 3.1 In November 2008 the then Scrutiny Committee agreed to the establishment of a Local Development Plans Scrutiny Group. The terms of reference of the Group are attached at Appendix 1.
- 3.2 In April 2009 Scrutiny Committee also agreed to establish a Scrutiny Group to develop a Planning Performance Agreement Charter. The terms of reference of that Group are attached at Appendix 2.
- 3.3 Following the introduction of a new scrutiny structure, these two scrutiny groups now need to be reconstituted reporting to the Sustainable Growth Scrutiny Committee.

### **4. CONSULTATION**

- 4.1 The establishment of the scrutiny groups and the terms of reference were agreed by the former Scrutiny Committee in November 2008 and April 2009.

### **5. BACKGROUND DOCUMENTS**

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

Minutes of the Meetings of Scrutiny Committee held on 10 November 2008 and 29 April 2009.

### **6. APPENDICES**

Appendix 1 – Terms of Reference of the Local Development Framework Scrutiny Group

Appendix 2 – Terms of Reference of the Planning Performance Agreement Charter Scrutiny Group

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## LOCAL DEVELOPMENT FRAMEWORK SCRUTINY GROUP

### TERMS OF REFERENCE

#### **Purpose**

1. To consider and comment at each relevant stage in the preparation of the Peterborough Local Development Framework Development Plan Documents.
2. To scrutinise the relevant key aspects of the Regional Spatial Strategy review.
3. To provide updates on the work of the scrutiny group to the Sustainable Growth Scrutiny Committee as and when required. The Scrutiny Group will be required to produce a final report for the Committee detailing the work it has undertaken.

#### **Membership**

Membership of the Group will be up to six members drawn from the non-executive members.

#### **Timescale**

The Scrutiny Group will complete its work by no later than 31 December 2009 when it will be disbanded.

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### PLANNING PERFORMANCE AGREEMENT CHARTER SCRUTINY GROUP

#### TERMS OF REFERENCE

##### **Purpose**

On behalf of the Sustainable Growth Scrutiny Committee and the Planning and Environment Protection committee

1. To liaise with external and internal stakeholders to develop a Planning Performance Agreement Charter.

##### **Membership**

Membership of the Group will be up to four members, with one representative from each recognised political group.

##### **Timescale**

The Scrutiny Group will complete its work by no later than 31 December 2009 when it will be disbanded.

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<b>SUSTAINABLE GROWTH SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 7</b>
<b>20 JULY 2009</b>	<b>Public Report</b>

## **Report of the Solicitor to the Council**

**Report Author** – Louise Tyers, Scrutiny Manager

**Contact Details** – 01733 452284 or email [louise.tyers@peterborough.gov.uk](mailto:louise.tyers@peterborough.gov.uk)

### **FORWARD PLAN – JULY TO OCTOBER 2009**

#### **1. PURPOSE**

- 1.1 This is a regular report to the Sustainable Growth Scrutiny Committee outlining the content of the Council's Forward Plan.

#### **2. RECOMMENDATIONS**

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

#### **3. BACKGROUND**

- 3.1 The latest version of the Forward Plan is attached at Appendix 1. The Plan contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) will be making over the next four months.
- 3.2 The information in the Forward Plan provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the key decisions, consideration would need to be given as to how this could be accommodated within the work programme.

#### **4. CONSULTATION**

- 4.1 Details of any consultation on individual decisions are contained within the Forward Plan.

#### **5. BACKGROUND DOCUMENTS**

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

None

#### **6. APPENDICES**

Appendix 1 – Forward Plan of Executive Decisions

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# **PETERBOROUGH CITY COUNCIL'S FORWARD PLAN**

**1 JULY 2009 TO 31 OCTOBER 2009**

**APPENDIX 1**



## FORWARD PLAN OF KEY DECISIONS – 1 JULY 2009 TO 31 OCTOBER 2009

During the period from 1 July 2009 to 31 October 2009 Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. 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.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. The dates detailed within the Plan are subject to change and those items amended or identified for decision more than one month in advance will be carried over to forthcoming plans. Each new plan supersedes the previous plan. 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 Lindsay Tomlinson, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to [lindsay.tomlinson@peterborough.gov.uk](mailto:lindsay.tomlinson@peterborough.gov.uk) or by telephone on 01733 452238.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the papers listed on the Plan can be viewed free of charge although there will be a postage and photocopying charge for any copies made. All decisions will be posted on the Council's website: [www.peterborough.gov.uk](http://www.peterborough.gov.uk). If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Senior Governance Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this plan.

### NEW ITEMS THIS MONTH:

- Review of Council Subsidised Bus Services
- Leisure and Culture Trust
- Cash Collection and Key Holding Services
- Stationery Contract
- Furniture Contract

## JULY - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p><b>Review of Council Subsidised Bus Services</b></p> <p>To approve:</p> <ul style="list-style-type: none"> <li>• Cessation of operation of some services</li> <li>• Retender of some services</li> </ul> <p>To undertake a further review to identify further savings and give delegated authority to the Executive Director, Operations to authorise the cessation of subsidise and operation of any services following the review</p>	<p>July 2009</p>	<p><b>Cabinet</b></p>	<p>Monitoring of passenger numbers and bus services has been undertaken. All ward councillors will be consulted along with employees and trade unions as appropriate.</p>	<p>Teresa Wood Group Manager – Accessibility and Travel Tel: 01733 317451 <a href="mailto:teresa.wood@peterborough.gov.uk">teresa.wood@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>

<p><b>Leisure and Culture Trust</b> To give authority to commence the process of establishing a not-for-profit distributing organisation (a 'trust') to deliver a range of cultural services, and subject to the successful creation of the trust, to authorise the Chief Executive, in consultation with the Cabinet Member for Environment Capital and Culture and other officers as appropriate, to enter into a legal agreement with the trust to deliver the services</p>	<p>July 2009</p>	<p><b>Cabinet</b></p>	<p>Consultation will be undertaken with relevant stakeholders as appropriate</p>	<p>Kevin Tighe Head of Culture Tel: 01733 863784 <a href="mailto:kevin.tighe@peterborough.gov.uk">kevin.tighe@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>Growth Area Bids</b> To delegate to the Chief Executive the authority to bid for sites which become available, within the area covered by the City Centre Area Action Plan, or sites which are otherwise considered necessary for the Council to achieve its Growth agenda.</p>	<p>July 2009</p>	<p><b>Leader of the Council, Councillor Cereste</b></p>	<p>Internal departments and relevant stakeholders as appropriate plus ward members</p>	<p>Gillian Beasley Chief Executive Tel: 01733 452390 <a href="mailto:gillian.beasley@peterborough.gov.uk">gillian.beasley@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>Arthur Mellows Village College Gym and Innovation Centre</b> Authority to award the contract for the construction of the gym and innovation centre at AMVC</p>	<p>July 2009</p>	<p><b>Leader of the Council, Councillor Cereste</b></p>	<p>Ward councillors and relevant stakeholders</p>	<p>Isabel Clark Planning and Development Manager Tel: 01733 863914 <a href="mailto:isabel.clark@peterborough.gov.uk">isabel.clark@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>

<p><b>Midland Highway Alliance - Junction 8 Roundabout Improvements and Welland Road Traffic Mitigation Projects</b> To appoint a contractor for the works</p>	<p>July 2009</p>	<p><b>Cabinet Member for Neighbourhood, Housing and Community Development, Councillor Hiller</b></p>	<p>Internal stakeholders as appropriate</p>	<p>Stuart Mounfield Senior Engineer Tel: 01733 453598 <a href="mailto:stuart.mounfield@peterborough.gov.uk">stuart.mounfield@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>Proposed Bushfield Academy – Procurement Processes</b> To approve processes and delegations for the procurement of the new Bushfield Academy in accordance with Partnerships for Schools guidance</p>	<p>July 2009</p>	<p><b>Cabinet Member for Education, Skills and University, Councillor Holdich</b></p>	<p>Consultation will be undertaken with the Cabinet Member for Resources, local ward councillors and internal departments as appropriate</p>	<p>Brian Howard Secondary Schools Phase 2 Project Manager Tel: 01733 863976 <a href="mailto:brian.howard@peterborough.gov.uk">brian.howard@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>Joint Service Centre at Hampton</b> To commence the procurement process for a design and build contract for the provision of new leisure and library facilities at Hampton as part of the joint service centre in partnership with NHS Peterborough.</p>	<p>July 2009</p>	<p><b>Cabinet Member for Environment Capital and Culture, Councillor Lee</b></p>	<p>Consultation will take place with the Cabinet Member for Community Services, ward councillors, affected internal divisions within PCC and potential user groups in Hampton.</p>	<p>Fiona O'Mahony Project Director JSC Hampton Tel: 01733 863856 <a href="mailto:fiona.o'mahony@peterborough.gov.uk">fiona.o'mahony@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>

<p><b>Thorney and Eye Children's Centre</b> To give authority to award the contract for the construction of Eye and Thorney Children's Centre</p>	<p>July 2009</p>	<p><b>Cabinet Member for Children's Services, Councillor Scott</b></p>	<p>Consultation will be undertaken with local stakeholders including local schools and governing bodies, voluntary sector childcare providers and private childcare providers in Eye and with ward councillors.</p>	<p>Pam Setterfield Assistant Head of Children and Families Services Tel: 01733 863897 <a href="mailto:pam.setterfield@peterborough.gov.uk">pam.setterfield@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>Lady Lodge Arts Centre</b> Options for the future use of the Lady Lodge Arts Centre site</p>	<p>July 2009</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p>Consultation will be carried out with relevant ward councillors</p>	<p>Andrew Edwards Head of Strategic Property Tel: 01733 384530 <a href="mailto:andrew.edwards@peterborough.gov.uk">andrew.edwards@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>Legal Chambers Service</b> To approve the re-tendering for the provision of external legal services</p>	<p>July 2009</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p>Consultation will take place with all internal stakeholders as appropriate</p>	<p>Lisa Osborne Project Manager Tel: 01733 452276 <a href="mailto:lisa.osborne@peterborough.gov.uk">lisa.osborne@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>Debt Collection</b> To give authority to award the contract for the authority's debt collection</p>	<p>July 2009</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p>Consultation will be undertaken with relevant departments.</p>	<p>Helen Edwards Solicitor to the Council Tel: 01733 452539 <a href="mailto:helen.edwards@peterborough.gov.uk">helen.edwards@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>



<p><b>Sale of Surplus Former Allotment Land at Westwood Grange (South of Atherstone Avenue and Portman Close, West of Grange Road and North of Mayors Walk, Peterborough)</b></p> <p>To authorise the Chief Executive, Executive Director of Resources and Cabinet Member for Efficiency and Business Improvement to negotiate and conclude the sale of this surplus Council asset based on best consideration principles.</p>	<p>July 2009</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p>Consultation will take place with relevant stakeholders including ward councillors</p>	<p>Andrew Edwards Head of Strategic Property Tel: 01733 384530 <a href="mailto:andrew.edwards@peterborough.gov.uk">andrew.edwards@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>Sale of Surplus Former Allotment Land off Itter Crescent</b></p> <p>To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director Resources, Head of Strategic Property and the Cabinet Member for Efficiency and Business Improvement, to negotiate and conclude the sale of surplus land at Itter Crescent</p>	<p>July 2009</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments &amp; external stakeholders as appropriate</p>	<p>Andrew Edwards Head of Strategic Property Tel: 01733 384530 <a href="mailto:andrew.edwards@peterborough.gov.uk">andrew.edwards@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>

<p><b>Sale of Surplus Land at Matley Road, Orton Brimbles</b> To negotiate and conclude terms for the disposal of this asset by private treaty.</p>	<p>July 2009</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p>Consultation will take place with relevant ward councillors</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 742230 <a href="mailto:richard.hodgson@peterborough.gov.uk">richard.hodgson@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>Sale of Surplus Land and Buildings at Peterborough Professional Development Centre (PPDC), Cottesmore Close, Netherton, Peterborough</b> To negotiate and conclude terms for the disposal of this asset by private treaty</p>	<p>July 2009</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p>Consultation will take place with relevant ward councillors</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 742230 <a href="mailto:richard.hodgson@peterborough.gov.uk">richard.hodgson@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>ICT Managed Service</b> To select a partner to deliver ICT services to the Council</p>	<p>July 2009</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p>Internal stakeholders as appropriate: ICT staff, HR; Finance; Legal Services; Departmental Representatives</p>	<p>Elaine Alexander Programme Manager – Business Transformation Tel: 01733 317984 <a href="mailto:elaine.alexander@peterborough.gov.uk">elaine.alexander@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
<p><b>Cash Collection and Key Holding Services</b> Authorisation of extension to the current contract for cash collection and key holding services until March 2010</p>	<p>July 2009</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p>Consultation is being undertaken with all stakeholders as appropriate</p>	<p>Lisa Osborne Category Manager Tel: 01733 452276 <a href="mailto:lisa.osborne@peterborough.gov.uk">lisa.osborne@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>

## AUGUST - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p><b>Real Time Passenger Information Partnership Agreement</b></p> <p>Authority to enter into a partnership agreement with Central Bedfordshire Council, Bedford Borough Council and Luton Borough Council to implement real time passenger information</p>	August 2009	<p><b>Cabinet Member for Neighbourhood, Housing and Community Development, Councillor Hillier</b></p>	<p>Consultation will be carried out with relevant internal departments as appropriate</p>	<p>Amy Wardell Team Manager, Passenger Transport Projects Tel: 01733 317481 <a href="mailto:amy.wardell@peterborough.gov.uk">amy.wardell@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>

## SEPTEMBER - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<b>Older People's Accommodation Strategy</b> To agree the next phase of implementation of the Older People's Accommodation Strategy	September 2009	<b>Cabinet</b>	Consultation will be undertaken with relevant stakeholders as appropriate	Denise Radley Director of Adult Social Services and Performance Tel: 01733 758444 <a href="mailto:denise.radley@peterborough.gov.uk">denise.radley@peterborough.gov.uk</a>	Public report will be available from the Governance team one week before the decision is made
<b>Extension to Woodston Primary School</b> Authority to award the contract for the construction of an extension to Woodston Primary School	September 2009	<b>Cabinet Member for Education, Skills and University, Councillor Holdich</b>	Consultation will take place with relevant stakeholders, internal departments and ward councillors as appropriate	Isabel Clark Planning and Development Manager Tel: 01733 863914 <a href="mailto:isabel.clark@peterborough.gov.uk">isabel.clark@peterborough.gov.uk</a>	Public report will be available from the Governance team one week before the decision is made
<b>Extension to Hampton Hargate School</b> Authority to award the contract for the construction of an extension to Hampton Hargate Primary School	September 2009	<b>Cabinet Member for Education, Skills and University, Councillor Holdich</b>	Consultation will take place with relevant stakeholders, internal departments and ward councillors as appropriate	Isabel Clark Planning and Development Manager Tel: 01733 863914 <a href="mailto:isabel.clark@peterborough.gov.uk">isabel.clark@peterborough.gov.uk</a>	Public report will be available from the Governance team one week before the decision is made
<b>Stationery Contract</b> Authorisation to award the contract for stationery to the successful supplier following the procurement exercise	September 2009	<b>Cabinet Member for Resources, Councillor Seaton</b>	Consultation will be undertaken with Heads of Service and other users of the contract	Lisa Osborne Category Manager Tel: 01733 452276 <a href="mailto:lisa.osborne@peterborough.gov.uk">lisa.osborne@peterborough.gov.uk</a>	Public report will be available from the Governance team one week before the decision is made

<p><b>Furniture Contract</b>          Authorisation to award the contract for furniture to the successful supplier following the procurement exercise</p>	<p>September 2009</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p>Consultation will be undertaken with Heads of Service and other users of the contract</p>	<p>Lisa Osborne          Category Manager          Tel: 01733 452276  <a href="mailto:lisa.osborne@peterborough.gov.uk">lisa.osborne@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance team one week before the decision is made</p>
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**OCTOBER - KEY DECISIONS**

**THERE ARE CURRENTLY NO DECISIONS SCHEDULED FOR OCTOBER**

SUSTAINABLE GROWTH SCRUTINY COMMITTEE  
WORK PROGRAMME 2009/10

Meeting Date	Item	Progress
<p><b>20 July 2009</b> (Papers to be despatched on 10 July)</p>	<p><b>Disposal of Land and Assets</b> To consider and comment on the Council's policy when disposing of land and assets. <b>Contact Officer: Andrew Edwards</b></p> <p><b>Reconstitution of Working Groups</b> To agree to the reconstitution of a number of working groups. <b>Contact Officer: Louise Tyers</b></p>	
<p><b>14 September 2009</b> (Papers to be despatched on 4 Sept)</p>	<p><b>Performance Monitoring 2009/10 – Quarter 1</b> To consider and comment on the performance report for Quarter 1. <b>Contact Officer: Jo Proud</b></p> <p><b>Planning Obligations Implementation Scheme Supplementary Planning Document</b> To consider and comment on the draft Supplementary Planning Document. <b>Contact Officer: Barry Fagg</b></p> <p><b>S106 Business Report</b> To consider and comment on the S106 Business Report. <b>Contact Officer: Paul Smith</b></p>	
<p><b>16 November 2009</b> (Papers to be despatched on 6 Nov)</p>	<p><b>Performance Monitoring 2009/10 – Quarter 2</b> To consider and comment on the performance report for Quarter 2.</p>	

<b>Contact Officer: Jo Proud</b>	
<b>18 January 2010</b> (Papers to be despatched on 8 Jan)	
<b>15 March 2010</b> (Papers to be despatched on 5 March)	<b>Performance Monitoring 2009/10 – Quarter 3</b> To consider and comment on the performance report for Quarter 3. <b>Contact Officer: Jo Proud</b>

**TO BE SCHEDULED**

<b>Item</b>
<b>City Services ALMO</b> To consider the ALMO and what the implications are for the City Council. <b>Contact Officer: Mike Heath</b>