

## COMMUNITY DEVELOPMENT SCRUTINY PANEL

**TUESDAY 20 JANUARY 2009**

**7.00 PM**

**Bourges/Viersen Room - Town Hall**

### AGENDA

Page No

**1. 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.

**2. Apologies For Absence**

**3. Minutes of the Meeting held on 17 December 2008**

1 - 6

**4. Budget 2009/10 and Medium Term Financial Plan to 2011/12**

7 - 8

To consider the draft Budget and Corporate Strategy for 2009/10.

**PLEASE REMEMBER TO BRING YOUR COPY OF THE BUDGET PAPERS TO THE MEETING**

**5. Executive Decisions**

9 - 12

To note and consider any Executive Decisions taken since the last meeting that are relevant to the remit of this Panel.

**6. Forward Plan - 1 January 2009 to 30 April 2009**

13 - 24

To consider the latest version of the Forward Plan.

**7. Work Programme**

25 - 28

To agree the current Work Programme.

**8. Date of Next Meeting**

Tuesday 11 February 2009 in the Bourges and Viersen Rooms.



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 Gemma George on 01733 452268 as soon as possible.

Committee Members:

Councillors: D Over (Chairman), J Wilkinson (Vice-Chairman), S Allen, S Dalton, D Day, S Day  
and J R Fox

Substitutes: Councillors: B Saltmarsh and P Winslade

Further information about this meeting can be obtained from Gemma George on telephone 01733  
452268 or by email – [gemma.george@peterborough.gov.uk](mailto:gemma.george@peterborough.gov.uk)

**MINUTES OF A MEETING OF THE  
COMMUNITY DEVELOPMENT SCRUTINY PANEL  
HELD AT THE TOWN HALL, PETERBOROUGH ON 17 DECEMBER 2008**

**Present:** Councillors Over (Chairman), D Day, S Dalton, Wilkinson and Harrington

**Officers in attendance:** Paul Phillipson, Executive Director of Operations  
Adrian Chapman, Head of Neighbourhood Services  
Kevin Tighe, Head of Cultural Services  
Carrie Denness, Principle Solicitor  
Liz Boome, Performance Scrutiny Officer  
Gemma George, Governance Support Officer

**1. Apologies for Absence**

Apologies had been received from Councillor John Fox. The Panel was informed that Councillor Bella Saltmarsh had resigned as a substitute from the Panel and had been replaced by Councillor Harrington.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of the Meeting held 4 November 2008**

The minutes of the meeting held on 4 November 2008 were approved as a correct record.

**4. Review of Neighbourhood Investment**

The Panel received a report and presentation which detailed the current status of the Neighbourhood Investment Strategy and the outlined proposals for strengthening the future approach

The Neighbourhood Investment Strategy, which was launched in 2007, was developed to ensure that all communities would benefit from growth and regeneration. It was based on three core themes of activity:

- Community Planning – formal medium and long term planning with local community stakeholders which would ensure investment was secured via growth and regeneration plans.
- Strategic Alignment – which ensured that all Council Departments and all key partners were signed up to and operating within the principles of Neighbourhood Investment, and that a shared approach to problem solving was adopted.
- Using data as intelligence – making better use of information and data which helped to make informed decisions about our neighbourhoods.

Neighbourhood Investment had received mixed responses from both local communities and key stakeholders. Some areas had embraced the concept of long term community planning whilst others had expressed a stronger desire to focus on current issues affecting their neighbourhood.

An initial review meeting involving key partners had been held in November 2008 at which a new model, which built on the existing Neighbourhood Strategy but responded to local, regional and national policy changes, was discussed focussing on delivering a “neighbourhood management” solution for our communities, essentially a multi-partner approach to problem solving, community planning and driving the improvement agenda, which would connect the ‘bottom up’ (i.e. community engagement, local aspirations, local needs) with the ‘top down’ (i.e. legislation, regional policy, data and intelligence).

Whilst a key focus of the new approach would have been to resolve the root causes of issues affecting a neighbourhood, there would need to be an element of medium and long term planning to ensure the original values of the Neighbourhood Investment Strategy were maintained.

Further key points and issues surrounding the development of Peterborough’s approach to neighbourhood working were highlighted to the Panel. These included:

- Current neighbourhood activity which included:
  - The neighbourhood investment plan which had been set up in order to make sure that everyone would benefit from the growth agenda.
  - Weeks of action which had in the past given good results and had encouraged local resident participation.
  - Street leaders who had responded to community problems such as graffiti, and acted as the eyes and ears of the local community in which they lived.
  - Interaction with Ward Members and the possibility of getting local Councillors to act as links between the community and the public sector.
- The national and local strategic drivers for change which included:
  - Strong and prosperous communities (2006 white paper) which highlighted the principles of connecting communities better.
  - Communities in control, real people, real power (2008 white paper) this was highlighted as being a powerful statement, as it aimed to pass relevant power to local communities.
  - PCC management restructure and the possibilities of further aligning services and building better responses.
- Neighbourhood management and what it should be. It was highlighted to the Panel that the scheme only really existed in full in Greater Dogsthorpe. It would involve residents and service providers working together and also would give elected Members the opportunity to get involved at the heart of local decision making and planning.
- Neighbourhood management and what it shouldn’t be. The Panel was advised that most importantly it should not need lots of new money.
- Neighbourhood management and its key ingredients which included:
  - An appointed neighbourhood manager who would be an essential key contact within a neighbourhood
  - Resident involvement which would be an important factor going forward. It would be vital to build on what was already in place i.e. neighbourhood panels, which could possibly in the future take on broader remits
- The Panel was further advised about possibilities for the future which included the promotion of neighbourhood partnerships and neighbourhood delivery teams, a joint delivery group and a neighbourhoods strategic partnership.

Members were asked to consider and comment on the report and presentation and the following issues were raised:

- Concern was expressed regarding the position of Members and where they would fit in to the model. Members were assured that a similar model had been developed for South Yorkshire and many other local authority areas and had been successful. When implemented properly it would help to support Members as community leaders.
- Further concern was expressed regarding the possibility of the model re-inventing parish councils. Members were further assured that existing local governance arrangements would be respected and not duplicated wherever possible.
- Clarification was sought on the definition of a 'neighbourhood'. Members were advised that the proposed model would be based on three areas across the City which would be set for administration purposes and within these areas there would be smaller sub groups. These areas are coterminous with Children's Services localities as well as Police Sectors
- Members queried the effectiveness of having such large 'neighbourhood' areas. Members were advised that within the 'neighbourhood' areas there would possibly be up to five separate panel areas therefore effectiveness would not be an issue.
- Members further queried the idea of having administrative borders, and would this have an affect on how much knowledge the general public had regarding their areas. Members were further advised that it would be important to present information to communities which was relevant to them, regardless of where they lived in relation to boundaries
- Clarification was sought on the role the general public would play in the neighbourhood panel process, especially if they harboured concerns regarding the area in which they lived. Members were advised that it would be vital to have residents involved and their views and concerns would be listened to. Agreements on priorities would be made though as part of the agreed governance arrangements.
- Concern was expressed regarding the possibility of the public losing heart in the model of delivery was not met. Members were assured that delivery would be of top priority and it would be of the utmost important to have proper processes in place in order to collectively agree solutions.
- Members queried the types of suggestions for projects and initiatives that were likely to be put forward, would they be sensible? Members were assured that all projects and initiatives that might be taken forward would be balanced against data and intelligence, and would be subject to proper advice from experienced officers. Members were advised that action plans from other neighbourhood investments would be brought to a future meeting of the Community Development Scrutiny Panel.
- Concern was expressed regarding the possibility of elected members receiving negative feedback. Members were assured that feedback received from the model delivered in South Yorkshire had been good and overall, elected members had benefitted from excellent service delivery. The overall aim would be to provide true representations of what the community wants, if an area could not be delivered upon then the public would be consulted as to why. Overall it would produce a feeling of community empowerment.
- Members questioned the make up of future panels and queried whether it would affect any current associations that were set up in the areas. Members were informed that as long as communication took place with the associations already standing, changes may not need to be suggested. Overall it would be a good opportunity to engage and to realise the potential of the associations already in place.
- Members queried the length of time it currently takes to deliver some local actions – e.g. clearing flytipping. Members were assured that functions were to be made better through restructure and teams were to be re-aligned to achieve better responses.

## **ACTION AGREED:**

### **The Panel:**

- (i) Noted the current status of the Neighbourhood Investment Strategy; and
- (ii) Noted the outlined proposals for strengthening the approach in the future

## **5. Peterborough Crematorium Mercury Abatement**

At the request of its Chairman, a report was submitted to the Panel detailing, by way of an update, the decision taken by the Leader of the Council in relation to compliance with new legislation affecting the Crematorium which would come into force on 31 December 2012.

Crematoria had been regulated under the terms of the Environmental Protection Act 1990, and the subsequent Pollution Prevention and Control (England and Wales) Regulations 2000, since 1991. Cremators were required to be upgraded or replaced by 1998 to ensure that they met the environmental standards laid down in the Process Guidance Notes, PG5/2 (95). Cremators in use at the Peterborough Crematorium had already met this standard.

The UK had an obligation under the OSPAR convention to prevent, or reduce, the disposal into the environment of mercury from human remains. Consequently, DEFRA had stated that 50% of all cremations at existing crematoria must be subject to mercury abatement by 31 December 2012.

DEFRA required all Local Authorities operating crematoria to provide their regulator with the following information by 31 October 2008:

- Whether it intended to fit equipment to abate mercury emissions from the crematorium by 31 December 2012; and
- If abatement equipment would be fitted, and to specify how many of the cremators it would be fitted to, and
  - What proportion of cremations at the installation it intended to be subject to abatement measures;
  - What steps had been taken to arrange
    - financing of the purchase and installation of the abatement equipment
    - procurement of the abatement equipment; and
  - The dates when the equipment would be installed and commissioned, at each crematorium, and the evidence showing how those dates would be achieved; or
  - If those dates were not fixed by 31 October, the likely date when they would be fixed; or
- If abatement would not be fitted or would be fitted in relation to less than 50% of cremations (based on 2003 figures)
- Specify what burden sharing arrangements it intended or had put in place to offset the cost of abatement at one or more other crematoria in accordance with statutory guidance note AQ1 (05)2, which included the name of the burden sharing scheme or the name of the crematoria with which arrangements had been made;
- Provide written evidence of any such arrangements; and
- Specify what arrangements were put in place; or
- If the arrangements had not been fixed by 31 October, the likely date when they would be fixed

In response to this requirement and following consideration by the Leader of the Council it had been agreed that:

- The Council would install appropriate plant and equipment to abate Mercury by 31 December 2012.
- The project would be self funding using prudential borrowing under a “spend to save” scheme.
- The Regulator (Environmental Health) would be informed of the detailed arrangements by 31 October 2008 in accordance with the statutory directive.

Further points were highlighted to the Panel regarding the importance of reducing the quantity of mercury emissions, including:

- It would be more cost effective to reduce mercury emissions as funding would be available in return from the CAMEO (Crematoria Abatement of Mercury Emissions) scheme, the basis of this scheme being that each crematorium would pay a fee for each cremation carried out and those crematoria that had installed abatement plant would receive a 200% return on their investment. Those crematoria that were not abating would pay into the scheme and receive nothing in return.
- Reducing mercury emissions would be a key contribution towards the Council’s aspirations of becoming an environmental capital.
- The cost of replacing the cremators entirely would be less than it would be to run the existing cremators with abatement.
- Replacing the cremators that already existed would provide 100% abatement and would therefore demonstrate a strong commitment by the Council.
- The target for 100% mercury abatement would be 2013, and it would be included in the 2009 business plan.

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

- Members sought clarification on the process for mercury removal. Members were advised that mercury removal involved a carbon filter, based on a honeycomb mesh which extracted the fumes.
- Members questioned the possibility of working with the NHS to try and reduce the number of mercury fillings used in patients, as these were the primary cause of mercury emissions. Members were advised that unfortunately, as they were cheap, there were no plans to stop using mercury fillings.

#### **ACTION AGREED**

The Panel noted the report.

#### **6. Executive Decisions**

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

- Peterborough Crematorium Mercury Abatement
- Corn Exchange, Peterborough
- Streets, Squares and Spaces Strategy Phase One Cathedral Square works – appointment of contractor using the Midlands Work Framework Contract 3

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

## **ACTION AGREED**

The Panel noted the report.

### **7. Forward Plan**

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

The Chairman of the Panel requested it to be noted in the minutes that he expressed concerns regarding not being consulted on a key decision affecting his ward. He was advised that his concerns would be conveyed to the relevant parties.

## **ACTION AGREED**

The Panel noted the Forward Plan.

### **8. Feedback and Update Report**

The Panel received a report which provided an overview of the recently formed Cultural Services Pricing Review Group.

Members were advised that an update report on the Group would be provided following the conclusion of their work in January 2009.

## **ACTION AGREED**

The Panel noted the report.

### **9. Work Programme**

The Panel received the latest version of the Work Programme for consideration.

Items to be scheduled into the work plan were discussed and dates were suggested for several of the items.

## **ACTION AGREED**

The Panel noted the latest version of the Work Programme.

### **10. Date of Next Meeting**

Tuesday 20 January 2009 in the Bourges and Viersen Rooms.

*The meeting began at 7pm and ended at 8.15pm.*

CHAIRMAN



<b>COMMUNITY DEVELOPMENT SCRUTINY PANEL</b>	<b>Agenda Item No. 4</b>
<b>20 January 2009</b>	<b>Public Report</b>

## **Report of the Executive Director Resources and the Executive Director Operations**

**Report Author - John Harrison, Executive Director Resources**

**Contact Details – John Harrison, Executive Director Resources, Tel 452520; John Blair, Head of Strategic Finance & Performance, Tel 384566**

### **BUDGET 2009/10 AND MEDIUM TERM FINANCIAL PLAN TO 2011/12**

#### **1. PURPOSE**

The report sent to all members outlines the proposed budget for 2009/10 and Medium Term Financial Strategy to 2011/12 to which Scrutiny and Scrutiny Panels have been invited to make comment. The purpose of this report is to review aspects of these proposals relevant to the functions and remit of this Panel. Any observations will be included in a report back to Cabinet on 2 February 2009.

#### **2. RECOMMENDATIONS**

The Panel is asked to comment on the draft budget 2009/10 and medium term financial plan to 2011/12 in so far as it relates to the remit of the Panel

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

The budget provides the resources to meet the targets and aspirations of the Corporate Plan, Sustainable Community Strategy and Local Area Agreement.

#### **4. BACKGROUND**

This report is submitted to the Panel following consideration of the report by Cabinet on 15 December 2008.

**NB: Please remember to bring your copy of the budget papers (previously circulated to all members of the Council) to this meeting.**

#### **5. BUDGET ITEMS AFFECTING COMMUNITY DEVELOPMENT**

The main focus of attention for this panel will be the executive summary (pages 2 to 4) which outlines the issues facing the council and proposed actions, pages 9 to 11 of the main report, which detail those projects forming phase 3 of the business transformation programme, the new departmental efficiencies shown in appendix 10 (page 60) and the proposed service policy variations in appendix 11 (page 62).

The capacity bids submitted for the next three years include those relating to the impacts of the credit crunch and actions taken to mitigate against these, as well as the costs of financing the proposed capital programme. Some of these capacity bids relate to Community Development.

The capital programme, laid out in appendix 13, pages 79 to 81, includes funding for Housing, Growth & Regeneration, and Culture & Recreation projects.

**6. IMPLICATIONS**

As set out in the report to Cabinet on the 15 December 2008.

**7. CONSULTATION**

This formed part of the process leading to budget setting in February 2009.

**8. EXPECTED OUTCOMES**

A report to Cabinet with the Panel's views.

**9. NEXT STEPS**

Comments and observations of the Panel will be presented to Cabinet at its meeting on 2 February 2009 prior to a recommendation being made to full Council on 25 February.

**10. BACKGROUND DOCUMENTS**

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

As set out in the report to Cabinet - 15 December 2008.

**11. APPENDICES**

None.

<b>COMMUNITY DEVELOPMENT SCRUTINY PANEL</b>	<b>Agenda Item No. 5</b>
<b>20 JANUARY 2009</b>	<b>Public Report</b>

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

**Report Author – Paulina Ford, Performance Scrutiny and Research Officer**  
**Contact Details – Tel: 01733 452508**

### **EXECUTIVE DECISIONS**

#### **1. PURPOSE**

The purpose of this report is to notify the Panel of the Executive Decisions which have been taken and which relate to the Panel's remit.

#### **2. EXECUTIVE DECISIONS MADE SINCE THE LAST MEETING**

##### **2.1 Peterborough Local Development Framework – Annual Monitoring Report 2008**

###### *Decision*

To approve the City Council's Local Development Framework Annual Monitoring Report 2008, for submission to the Department of Communities and Local Government (DCLG) via Government Office for the East of England (GO-East) prior to 31st December 2008.

###### *Reasons*

The Planning and Compulsory Purchase Act 2004 requires every local planning authority to make an annual report to the Secretary of State, containing information on the implementation of the authority's local development scheme and the extent to which policies set out in local development documents are being achieved.

The Annual Monitoring Report (AMR) must be based on the period 1 April to 31 March each year. This requirement has been in place since 2004.

The document does not make or propose any policy; it reports on facts and figures relating to the area and progress on plan-making.

One of the issues identified in the AMR is the need to bring the Local Development Scheme up-to-date. Officers are preparing a revised Scheme and this will be the subject to a separate decision making process.

The document will be made available to the public via the City Council's website and will be available on request.

###### *Alternative Options Considered*

The alternative option is not to prepare an Annual Monitoring Report, and not to submit it to the DCLG.

This option was rejected, because preparation and submission of an Annual Monitoring report is a statutory requirement under the Planning and Compulsory Purchase Act 2004.

## **2.2 Peterborough Housing Register and Allocations Policy**

### *Decision*

Cabinet received a report following referral from Community Development Scrutiny Panel on 4th November 2008. The purpose of the report was to approve for submission to Council proposed additions to the Peterborough Housing Register and Allocations Policy.

Peterborough City Council and the Registered Social Landlords (RSLs) have worked in partnership with tenants and stakeholders to produce a common housing policy for allocating their properties in Peterborough. Instead of each organisation having its own housing register, the Council maintains a single housing register for Peterborough.

In general, the policy is considered fit for purpose and all proposed changes are of a minor nature to reflect the growth of the scheme. The proposed amendments to the policy were submitted to the Choice Based Lettings Operations Group in May 2008. and they approved the revised policy in July 2008. The policy was then presented to and approved by the Choice Based Lettings Board in August 2008.

### CABINET RESOLVED TO:

Recommend to Council approval of the Peterborough Housing Register and Allocations Policy.

### *Reasons*

The policy aims to:

- provide a single route of access to social housing in Peterborough by using a common housing register and a common allocation policy
- allocate social housing fairly and transparently, according to the applicant's priority need
- meet the Council's statutory duties in housing homeless persons
- prioritise nominations to RSLs and other Councils
- prevent the use of bed and breakfast accommodation for homeless families
- minimise the cost of homelessness to the Council and to Council tax payers
- maximise choice for applicants as far as possible, whilst acknowledging that housing is in short supply
- make effective use of the social housing stock in Peterborough
- maximise opportunities for mobility among tenants of social housing
- help build and sustain cohesive communities
- contribute to the speedy allocation of properties
- recognise and support individual needs where appropriate
- enable partner RSLs to meet their charitable objectives
- encourage and support sustainable communities
- encourage and support social and financial inclusion
- ensure applicants are treated fairly, individually and in accordance with the Partners commitment to Equality and Diversity
- provide timely feedback about homes let through the scheme

### *Alternative Options Considered*

The Authority has a statutory duty to maintain a fit for purpose allocation policy, hence maintaining the status quo and periodically revising and updating the policy is considered to be the most suitable option.

## 2.3 Riverside Community Sports Pavilion

### *Decision*

Authority to award the contract to construct the new Riverside Community Sports Pavilion to Kier Eastern for sum outlined in the exempt annex.

### *Reasons*

Riverside is a development of 900 new homes on the old British Sugar site off Oundle Road, Woodston. Whilst the majority of construction phases are complete, some development is still to take place on the site. The existing Section 106 agreement between the Council and British Sugar (the land owner) was negotiated in 1999 and required that the developer provide a youth room, sports facilities and associated exterior lighting installations in respect of two senior football pitches, an all-weather floodlit multi-use games area and a building to provide youth, community and changing facilities. Since the time of negotiating the original Section 106 agreement, the needs of the community has changed and following consultation discussions with Children's Services and a review of the future community requirements for the development, the construction of a multi-purpose community and sports facility was proposed.

Barratt homes indicated that it was willing to provide a cash sum (received March 2008) to the Council for the equivalent of the original amount set out in the Section 106 agreement to build a Pavilion. As there are currently over 1000 families in this area, it would be beneficial to build a multi-use centre providing sports, community and early year's facilities.

This project aims to provide a valuable, sustainable, community facility, which will meet the sporting requirements, the community needs and early years provision of the local residents. Through providing this facility, a wide range of activities can be facilitated that impact upon a wide range of council objectives, such as safety, education and care.

This project arises out of need for a suitable community facility for the housing development, the opportunity to use capital funding that will arise from the sale of a neighbouring allotment site to fund an improved facility, and the threat that if the Pavilion was built under the terms of the original Section 106, there would be an increased capital burden placed upon the Council in terms of upgrading the facility than there would be in building it to the above recommended specifications now.

Agreement has been reached between the Council and the respective Legal representatives of the developer and British Sugar regarding a Deed of Variation under then original s106 Agreement. Under the present s106 Agreement British Sugar are obliged to grant the Council a 999 year lease upon the practical completion of the Youth and Sports Facilities which are to be built by British Sugar. The Council now requires such facilities to be of a higher standard than originally envisaged and is to build the facilities itself subject to a financial contribution by the developer, hence the need to vary the Section 106 Agreement. Upon the practical completion of the Pavilion it is proposed that the responsibility of managing and maintaining the Pavilion is given to the Riverside Management Committee.

The Riverside Community Sports Pavilion will meet Sport England specifications and be a sustainable multi-use centre of a size that the Council considers 'sustainable' – that is, the hall is large enough to be rented out to provide on-going income. The facilities will be adequate to be used by a pre-school group meeting OFSTED requirements. The multi-use centre will include the following facilities:

- sports changing facilities including showers and toilets
- Officials' changing rooms
- Male, female and disabled toilets
- Children's toilets and baby changing area
- A community hall area
- A kitchen/bar area

- A store room
- A plant room
- A first aid room
- General office space.
- An outdoor pre-school play area
- CCTV to both internal and external areas

The enabling works will be carried out by Barratts prior to the start of the construction of the Pavilion and the completion of the access road. This includes the supply of services up to the boundary of the Pavilion.

The building design has mitigated against consequences of a fire and incorporating and maintaining a sprinkler system. These include:

- Steel shutters are included over the mains entrance and other external doors as a preventative measure to reduce the risk of any arson damage;
- The Pavilion will be subject to a fire safety inspection upon completion;
- Full CCTV to both the internal and external areas linked to the Peterborough CCTV centre;
- There is no breach of a current statutory duty requirement if sprinklers are not included.

Six suppliers were invited to tender from the database held on Constructionline. Tender documents were issued via the e-tendering portal on 4th August 2008.

Suppliers were requested to submit bids based upon a 30 week construction period together with an alternative best price based on a lesser construction period.

Tender submissions were received by five suppliers on 5th September 2008. The lowest tender was based upon a 30 week construction period.

#### *Alternative Options Considered*

The Council could decide not to support the construction of an enlarged community multi-use centre. The original Section 106 obligation would be honoured and would provide changing rooms within a sports pavilion to the original specification. It would require no capital expenditure from the City Council and the developer would be responsible for construction. This facility, however, would not meet the expressed needs of the local community. To proceed with the sports pavilion alone, anticipating the provision of a community facility at a later date would be more costly and require separate servicing. Providing the sports pavilion and the community facility in one phase will lead to savings in services, construction costs and car parking and will enable the Council to have sole control over the project.

### **3. IMPLICATIONS**

Implications are contained within each individual decision notice.

### **4. EXPECTED OUTCOMES**

The Panel is asked to consider the Executive Decisions which are relevant to the remit of the Panel and which have been made since the last meeting and if felt appropriate, to identify any decisions they may wish to examine in more detail.

### **5. BACKGROUND DOCUMENTS**

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

Executive Decision notices from 15 December 2008.

<b>COMMUNITY DEVELOPMENT SCRUTINY PANEL</b>	<b>Agenda Item No. 6</b>
<b>20 JANUARY 2009</b>	<b>Public Report</b>

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

**Report Author – Paulina Ford, Performance Scrutiny and Research Officer**  
**Contact Details – Tel 01733 452508**

### **FORWARD PLAN – 1 JANUARY 2009 to 30 APRIL 2009**

#### **1. PURPOSE**

For the Panel to note the latest version of the Forward Plan; agree any areas for inclusion within the Panel's work programme and submit any observations concerning the Plan to the Executive.

#### **2. BACKGROUND**

This is a regular report to the Community Development Scrutiny Panel, outlining the content of the Council's Forward Plan.

#### **3. KEY ISSUES**

- 4.1 The latest version of the Forward Plan is attached at Appendix A. 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.
- 4.2 The Panel may wish to include some of the items highlighted on the Plan onto their future work programme or to request additional information from the Executive before a decision is made. Any comments about the format of the Plan would also be welcomed.
- 4.3 In accordance with the Council's Executive procedure rules, the Cabinet or Cabinet Member will not make any key decision until at least five clear days after the receipt of the report relating to that decision. The Group representatives of the Scrutiny Committee are sent a copy of these reports at the same time as the Cabinet Member and any comments can be passed onto the Member before a decision is made.

#### **4. EXPECTED OUTCOMES**

That the Panel notes the latest version of the Forward Plan; agrees any areas for inclusion within the Panel's work programme and submits any observations concerning the Plan to the Executive.

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

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

Peterborough City Council's Forward Plan - 1 January 2009 – 30 April 2009

This page is intentionally left blank



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

**1 JANUARY 2009 TO 30 APRIL 2009**

**APPENDIX A**



## FORWARD PLAN OF KEY DECISIONS – 1 JANUARY 2009 TO 30 APRIL 2009

During the period from 1 January 2009 to 30 April 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, Governance Support 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 Governance Support 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:

- Midland Highway Alliance – Junction 8 Parkway Signalisation Project
- Shared Services

## JANUARY - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<b>Tourist Information Service</b> To determine delivery mechanisms for tourist information services	January 2009	<b>Cabinet Member for Community Services, Councillor Lee</b>	Consultation will take place with relevant stakeholders as appropriate, including staff, trades unions and the Community Development Scrutiny Panel	Linda Wills Tourism Services Manager Tel: 01733 863835 <a href="mailto:linda.wills@peterborough.gov.uk">linda.wills@peterborough.gov.uk</a>	Public report will be available from the Governance Support Officer one week before the decision is made
<b>Riverside Community Sports Pavilion</b> To appoint a contractor to build the Riverside Community Sports Pavilion.	January 2009	<b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b>	Riverside Residents' Association, ward councillors and potential user groups.	Paul Stevenette Programme Consultant Tel. 01733 452475 <a href="mailto:paul.stevenette@peterborough.gov.uk">paul.stevenette@peterborough.gov.uk</a>	Public report will be available from the Governance Support Officer one week before the decision is made
<b>Vendor Neutral Solution for Provision of Agency Staff</b> To agree a process for engaging with a managed service provider for agency staff	January 2009	<b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b>	Consultation will take place with internal stakeholders and relevant departments.	Chris Berry Business Transformation Consultant Tel: 07976 619906 <a href="mailto:christopher.berry@peterborough.gov.uk">christopher.berry@peterborough.gov.uk</a>	Public report will be available from the Governance Support Officer one week before the decision is made
<b>Nene Bridge Refurbishment</b> To award contract for refurbishment	January 2009	<b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b>	All utility companies, Network Rail, Environment Agency, internal stakeholders, emergency services and transport groups.	Richard Cranwell Environmental Engineering Team Manager Environment and Community Services Tel. 01733 453504 <a href="mailto:richard.cranwell@peterborough.gov.uk">richard.cranwell@peterborough.gov.uk</a>	Public report will be available from the Governance Support Officer one week before the decision is made

<p><b>Future of Peterborough Professional Development Centre (PPDC)</b> To consider options for the future utilisation of the site by the council</p>	<p>January 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Consultation with take place with relevant stakeholders including Ward Councillors</p>	<p>Richard Hodgson Head of Strategic Projects Tel. 01733 384535 <a href="mailto:richard.hodgson@peterborough.gov.uk">richard.hodgson@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p><b>Midland Highway Alliance - Junction 8 Parkway Signalisation Project</b> To appoint a contractor for the project</p>	<p>January 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Internal stakeholders as appropriate</p>	<p>Chris Berry Business Transformation team Tel. 07976 619906 <a href="mailto:christopher.berry@peterborough.gov.uk">christopher.berry@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p><b>Shared Services</b> Memorandum of Agreement to deliver revenues and benefits with Luton Borough Council</p>	<p>January 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Internal stakeholders as appropriate</p>	<p>John Harrison Executive Director – Strategic Resources Tel: 01733 452398 <a href="mailto:john.harrison@peterborough.gov.uk">john.harrison@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>

## FEBRUARY - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p><b>Refreshed Local Area Agreement (LAA)</b> To sign off the refreshed LAA prior to its submission to the Government Office</p>	February 2009	<p><b>Leader of the Council and Cabinet Member for Finance and Human Resources, Councillor Peach</b></p>	<p>Relevant stakeholders and fora including Scrutiny Committee</p>	<p>Richard Astle Director, Greater Peterborough Partnership Tel: 01733 865042 <a href="mailto:richard@gpp-peterborough.org.uk">richard@gpp-peterborough.org.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p><b>Section 4/4 Input to Regional Spatial Strategy (RSS) Review</b> To give advice to East of England Regional Assembly on proposed review of the Regional Spatial Strategy to 2031</p>	February 2009	<p><b>Cabinet Member for Strategic and Regional Partnerships, Councillor Collins and Cabinet Member for Housing, Regeneration and Economic Development, Councillor Murphy</b></p>	<p>External and key stakeholders including neighbouring local authorities, land agents and chamber of commerce</p>	<p>Rob Brown Area Strategic Planning Manager Tel: 01733 863795 <a href="mailto:robert.brown@peterborough.gov.uk">robert.brown@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>

## MARCH - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
There are currently no key decisions scheduled for March.					

## APRIL - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
There are currently no key decisions scheduled for April.					

**CHIEF EXECUTIVE'S DEPARTMENT** Town Hall, Bridge Street, Peterborough, PE1 1HG

Communications  
Strategic Growth and Development Services  
Legal and Democratic Services  
Human Resources  
Policy and Research  
Economic and Community Regeneration  
Housing Strategy  
Drug Intervention Programme and Drug and Alcohol Team

**CITY SERVICES DEPARTMENT** Nursery Lane, Fengate, Peterborough PE1 5BG

Property Services  
Building & Maintenance  
Streetscene and Facilities  
Finance and Support Services

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

Finance  
Internal Audit  
Information Communications Technology (ICT)  
Business Transformation  
Performance and Programme Management  
Strategic Property  
Customer Services

**CHILDRENS' SERVICES DEPARTMENT** Bayard Place, Broadway, PE1 1FB

Families and Communities  
Commissioning and Performance  
Learning  
Resources



**OPERATIONS DEPARTMENT Bridge House, Town Bridge, PE1 1HB**

Planning Services  
Building Control Services  
Environmental and Public Protection  
Cultural Services  
Transport and Engineering Services  
Emergency Planning  
Occupational Health  
City Centre Services

This page is intentionally left blank

COMMUNITY DEVELOPMENT SCRUTINY PANEL

AGENDA PLAN 2008 – 2009

Last Updated – 5 January 2009

Date of Meeting	Item (including what the Panel is requested to do)	Item referred by	Type of Scrutiny Activity	Relevant Terms of Reference	Expected Outcome
20 January 2009 <i>Final Report 9 January</i>	<b>Budget 2009/10</b> To consider the draft Budget and Corporate Strategy for 2009/10. <b>Contact Officer: John Harrison</b>	Cabinet	Policy Development	To consider the Council's annual budget proposals and Corporate Strategy.	Recommendations to Executive
11 February 2009 <i>Final Report 2 February</i>	<b>Supporting People Annual Plan</b> To consider and comment on the Supporting People Annual Plan prior to its consideration by the Executive. <b>Contact Officer: Ralph Middlebrook</b>	Officer	Policy Development	To initiate, develop and review relevant policies and advise the Executive about the proposed Policy Framework.	Recommendations to Executive
	<b>Safer Peterborough Partnership Plan</b> To consider and comment on the draft Partnership Plan, prior to its consideration by the Executive. <b>Contact Officer: Christine Graham</b>	Constitution	Policy Development	To initiate, develop and review relevant policies and advise the Executive about the proposed Policy Framework.	Recommendations to Executive
	<b>Cultural Services Trust</b> To consider the formation of a Cultural Services Trust <b>Contact Officer: Kevin Tighe</b>	Officer	Consultation	To review any issue that the Panel considers appropriate	Comments to officers

COMMUNITY DEVELOPMENT SCRUTINY PANEL

AGENDA PLAN 2008 – 2009

Last Updated – 5 January 2009

Date of Meeting	Item (including what the Panel is requested to do)	Item referred by	Type of Scrutiny Activity	Relevant Terms of Reference	Expected Outcome
	<p><b>Crematorium Management Options</b>                      To consider and comment on the options for management of the Crematorium  <b>Contact Officer: Jon Marsden</b></p>	Officer	Consultation	To review any issue that the Panel considers appropriate	Comments to officers
<p><b>25 March 2008</b>  <i>Final Report 16 March</i></p>	<p><b>Homelessness Strategy</b>                      To consider progress on the implementation of the Homelessness Strategy.  <b>Contact Officer: Karen Whatley</b></p>	Panel (26 March 2008)	Performance Management	To monitor the performance of the Housing, Regeneration and Economic Development Portfolio through regular performance monitoring reports.	Comments to officers
	<p><b>Houses in Multiple Occupancy and Selective Licensing</b>                      To consider an update on the work of the new HMO team  <b>Contact Officer: Adrian Chapman</b></p>	Officer	Performance Management	To monitor the performance of the Housing, Regeneration and Economic Development Portfolio through regular performance monitoring reports.	Comments to Officers

COMMUNITY DEVELOPMENT SCRUTINY PANEL

AGENDA PLAN 2008 – 2009

Last Updated – 5 January 2009

Date of Meeting	Item (including what the Panel is requested to do)	Item referred by	Type of Scrutiny Activity	Relevant Terms of Reference	Expected Outcome
	<p><b>Implementing the Library Strategy</b></p> <p>To consider and comment on implementation of the Library Strategy.</p> <p><b>Contact Officer(s): Kevin Tighe/Heather Walton</b></p>	Officer	Policy Development	To initiate, develop and review relevant policies and advise the Executive about the proposed Policy Framework.	Recommendations to Executive
	<p><b>Tourism Services Review</b></p> <p>To consider and comment on the proposed delivery mechanisms for tourist information services</p> <p><b>Contact Officer: Linda Wills</b></p>	Officer	Performance Management	To monitor progress on the Council's priority of planning to deliver a safe, attractive and environmentally friendly city	Comments to Officers

**Type of Scrutiny Activity Categories:**

- Holding to Account
- Performance Management
- Policy Development
- Scrutiny of External Organisations
- Scrutiny Review
- General Scrutiny Issue
- Member Training

COMMUNITY DEVELOPMENT SCRUTINY PANEL

AGENDA PLAN 2008 – 2009

Last Updated – 5 January 2009

POSSIBLE ITEMS FOR INCLUSION WITHIN THE WORK PROGRAMME FOR 2008/09

Item (including what the Panel is requested to do)	Approximate Scheduling date	Item referred by	Type of Scrutiny Activity	Relevant Terms of Reference	Expected Outcome
<p><b>Arts Strategy</b></p> <p>To consider and comment on the draft Arts Strategy, prior to its consideration by the Executive</p> <p>Contact Officer Gillian Barclay</p>	<p>deferred from 17 December 2008 – to be scheduled into programme Autumn 2009</p>				