

COMMUNITY DEVELOPMENT SCRUTINY PANEL

WEDNESDAY 25 MARCH 2009

7.00 PM

Bourges/Viersen Room - Town Hall

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 of the Meeting Held on 11 February 2009**

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4. **Update on the Homelessness Strategy 2008-2011**

9 - 12

To consider progress on the implementation of the Homelessness Strategy.

5. **Update on the Work of Private Sector Housing**

13 - 50

To consider an update on the work of the new Houses in Multiple Occupation team.

6. **The Peterborough Festival 2009 - Update**

51 - 54

To consider and comment on the programme for 2009 Festival and Summer Arts Event.

7. **Update on the Proposed Closure of Southview - Supporting People Programme**

55 - 56

To consider and comment on the findings of the review of the proposed closure of the supporting people housing accommodation in Southview.

8. **Executive Decisions**

57 - 58

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

9. Forward Plan - 1 April to 31 July 2009

59 - 72

To consider the latest version of the Forward Plan.

10. Agenda Plan 2008-09

73 - 76

To review the agenda plan for 2008-09.



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

**MINUTES OF A MEETING OF THE
COMMUNITY DEVELOPMENT SCRUTINY PANEL
HELD AT THE TOWN HALL, PETERBOROUGH ON 11 FEBRUARY 2009**

Present: Councillors Over (Chairman), D Day, S Dalton, S Day, and J R Fox

Officers in attendance: Adrian Chapman, Head of Neighbourhood Services
Kevin Tighe, Head of Cultural Services
Christine Graham, Community Safety Manager
Heather Walton, Library and Customer Services Manager
Ralph Middlebrook, Supporting People Manager
Carrie Denness, Principal Solicitor
Paulina Ford, Performance Scrutiny and Research Officer
Gemma George, Governance Support Officer

Also in attendance: Councillor Murphy
Councillor Lee
Councillor Benton

1. Apologies for Absence

Apologies had been received from Councillor Allen.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest.

3. Minutes of the Meeting held 20 January 2009

The minutes of the meeting held on 20 January 2009 were approved as a correct record.

4. Safer Peterborough Partnership Plan

The Panel received a report which detailed the revised Safer Peterborough Partnership Plan for 2009/2010. The purpose of the report was to seek approval from the Panel and a recommendation of approval to Cabinet.

The Crime and Disorder Act 1998, required that a Community Safety Partnership was formed, bringing together agencies who were responsible for crime and disorder in the local area. The Act specified that responsible authorities were Peterborough City Council, Cambridgeshire Constabulary, NHS Peterborough, Cambridgeshire Fire Authority and Cambridgeshire Police Authority. The responsible authorities invited other agencies who were able to contribute to the work (to co-operate) and these were Cambridgeshire Probation Service and Cross Keys Homes. Other agencies, particularly from the voluntary and community sector were also invited (to participate) in the work of the Partnership. These were Peterborough and Fenland Mind and the Peterborough Racial Equality Council.

The Safer Peterborough Partnership was one of the partnerships that formed the Greater Peterborough Partnership, and it overlooked the outcomes of the Making Peterborough Safer block of the Local Area Agreement. Section 17 of the Crime and Disorder Act 1998, placed a legal responsibility on designated authorities to consider the community safety implications of their actions.

The Crime and Disorder Act 1998, revised by the Police and Justice Act 2006 required that the Community Safety Partnership published a three year Partnership Plan in April 2008 which was then reviewed and updated annually.

The priorities within the Partnership Plan were agreed following a Strategic Assessment which considered the performance in the previous twelve months and took into account the concerns of the public. The priorities set out in the Plan were:

- Serious acquisitive crime;
- Anti social behaviour;
- Domestic abuse;
- Violent crime;
- Sexual offences; and
- Road safety

The Safer Peterborough Partnership Plan covered all the priorities of the Partnership for the following three years. Indicators, both national and local, had been selected to effectively reflect the improvements planned. Some of the indicators had also been included with the Local Area Agreement.

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

- A query was raised regarding the proposed reductions in serious acquisitive crime and anti social behaviour. How exactly were these reductions going to be achieved. Members were advised that in order for issues relating to anti social behaviour to be dealt with as soon as possible, members of the public would be able to report such events directly on to the new Safer Peterborough Partnership website, which was due for launch in March 2009. Members were further advised that behind each of the six highlighted priorities there was a comprehensive action plan.
- Members expressed concern regarding the lack of facilities for young people, especially in the Werrington area and highlighted that this factor could lead to an increase in anti social behaviour. Members were assured that work was to be embarked upon to address this predicament. Neighbourhood management would look at what communities were lacking and what they needed. Work would be undertaken alongside children's services and money was to be provided from the home office for a youth crime initiative.
- A query was raised regarding section 6.3 of the Safer Peterborough Partnership Plan, which highlighted the roll out of Neighbourhood Action Groups and their overall involvement. Members questioned whether the fact that the groups would not be made up of any elected members would have a negative effect on the focus of the meetings. Members were assured that training would be available for community groups to improve responses to neighbourhood issues. Also work would be conducted with the police in order to find the most appropriate people to sit on the groups.
- Members further questioned the roles of the Parish Councillors. Members were advised that Parish Councillors would sit on the Neighbourhood Panels. Discussions had been held and Parish Councillors were looking to provide their full support to the Neighbourhood Action Groups.
- A query was raised regarding section 6.4 of the Safer Peterborough Partnership Plan, which highlighted the considerations surrounding effective engagement with victims and perpetrators. Members highlighted that the amount of information available to victims of crime should be broader and more easily accessible, including dates and outcomes of court cases. Members were informed that this point was due to be addressed. A new role, Neighbourhood Crime Justice Coordinator, had been created which would progress effective engagement forward.

- Members requested that a further report be brought back to the Community Development Scrutiny Panel, highlighting the information that was available to victims after a crime had been perpetrated against them. Members were advised that a report detailing this information would be brought back to a future meeting of the Panel.

ACTION AGREED:

The Panel:

- (1) approved the Safer Peterborough Partnership Plan; and
- (2) recommended the approval of the Safer Peterborough Partnership Plan to Cabinet.

5. Peterborough Supporting People Annual Plan

The Panel received a report which highlighted the Peterborough Supporting People Annual Plan.

The Supporting People programme commenced in April 2003 and was a government funded initiative, which offered housing related support to help vulnerable people live independently in the community.

Peterborough City Council, who were deemed the 'Administering Authority' for the grant, and the Supporting People Team were situated within the Programme Delivery section of Strategic Growth and Development.

The Supporting People grant from the Department of Communities and Local Government for the year 2008/2009 was £4,930,000. The Department for Communities and Local Government had announced that the programme grant for 2009/2010 would be paid to Peterborough City Council as a un-ring fenced grant, with the level of the grant provided to the programme having been set by Peterborough City Council.

The Supporting People programme in Peterborough was overseen by a Commissioning Body. The membership of the body consisted of:

- The Cabinet Member for Housing Regeneration and Economic Development;
- The Head of Strategic Growth and Development – Peterborough City Council;
- The Director of Adult Social Care and Performance – Joint Peterborough City Council and Primary Care Trust post who represented both Health and Adult Social Care; and
- The Assistant Chief Probation Officer – Cambridgeshire Probation Service

The Supporting People five year Strategy was approved by the Commissioning Body in February 2005, and also by Policy and Overview Committees and Cabinet. It was published on 31st March 2005. The document set out the programmes aims, objectives and strategic priorities for the period of the Strategy.

The Strategy was reviewed on an annual basis to ensure its continued relevance and the reviews took the form of an Annual Plan. As 2009/2010 was the last year of the five year Strategy, the Annual Plan presented to the Panel reviewed both the achievement of objectives outlined within the original Strategy and also those set out for the coming year

Councillor Murphy and Councillor Benton were invited to the table to speak. Concerns were raised regarding a residence, marked for closure, located in Fletton Ward which housed several people with learning disabilities. The residents were to be re-homed in flats and were very distressed at having to be moved and separated from one another.

The support they offered each other was beyond comparison and the new accommodation which had been proposed was questionable.

Officers acknowledged the concerns expressed and advised that a meeting would be arranged with Members to discuss the matter further.

The Panel was advised that a follow up report, highlighting the intentions on the situation once discussions had taken place, would be brought back to a future meeting of the Community Development Scrutiny Panel.

ACTION AGREED:

The Panel noted the report.

6. Implementing the Library Strategy

The Panel received a report which highlighted the key issues surrounding the implementation of the draft Library Strategy, in particular the proposed new opening hours and the subsequent restructuring of the Library Service.

The draft Library Strategy which was presented to the Panel on the 17th September 2008, outlined some of the challenges which faced the Library Service, including:

- Achieving the right level of resources, services and facilities;
- Having flexibility to respond to and lead on community expectations and need in the city's growth agenda;
- The development of effective and efficient skilled staff, leadership and management;
- The embedding of ongoing improvement;
- Ensuring recognition of the vital importance of public libraries to personal, family and community development, and how they contribute to the priorities of the city.

There were a number of proposed changes which emerged from the challenges highlighted, including:

- Changes to the skills base of staff;
- Changes to the staff structure;
- Changes to the opening hours; and
- Changes to the systems to support the service.

The Panel received a proposed staff structure diagram and a list of proposed opening times document for consideration. Members were advised that there would be significant financial implications attached to the Strategy, and part of the proposals to cover these costs would be to reduce the opening hours.

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

- Members sought clarity on the reasons behind the proposed decrease in Saturday opening hours, as highlighted in the proposed opening times document, were the proposals merely for financial gain. Members were assured that financial reasons were the secondary driver, the primary driver being the amount of people using the service and the overall demand. A survey had been conducted and the overall amount of customers using libraries regularly on Saturdays had decreased significantly. It was however further highlighted to Members that the proposed opening times could be amended if ideas were to be suggested.

- Members questioned what the overall savings would be if the reduced opening hours and proposed staff re-structure were implemented. Members were advised that the savings would total around £240,000 with a 5% leeway.
- Members queried the types of customers who frequented libraries around lunchtimes and on Saturdays. Members were advised that various types of customers used the libraries around these times, but as a general rule computer usage had dropped and book loans had increased.
- Members further questioned the reasoning behind the proposed opening times of the libraries on Saturdays. Members were informed that surveys had shown that most people frequented libraries between the hours of 10.30am and 4.00pm, whereas shops were mostly frequented between the hours of 11.00am and 4.00pm.
- Members sought clarity on the nature of the electronic resources available to library goers. Members were informed that computers were installed and the website received over 250,000 hits a year on average. Wi-Fi was also available in the Central Library so customers could access the web without having to actually enter the building.
- Members queried whether the internet access was provided free for customers. Members were advised that currently internet access was free, but possible charges may be implemented in the future.
- Members expressed further concern regarding the decrease in opening hours. Members were assured that there would always be a library open somewhere across Peterborough during core hours.
- Members questioned why the Central Library opening hours had been cut down at the end of the day. Members were advised that the hours had been cut down at the end of the day because the building was shared with other partners and a separate entrance could not be utilised.

ACTION AGREED:

The Panel noted the report.

7. Culture and Leisure Trust

The Panel received a report which had been requested by the Portfolio Holder for Community Services. The report introduced key issues relating to the formation of a Cultural Services Trust.

In 2005 a Best Value Review of Culture and Recreation Services concluded that there was a case for the setting up of a trust. Many local authorities had already transferred leisure and/or cultural services to a trust and there were over 120 active trusts in operation at the time.

The key question which had to be addressed was which of the Council's services were best suited to being managed by a trust. In addressing this point, four key issues were highlighted, including:

- The delivery of improved services;
- Management issues relating to trusts;
- Financial performance; and
- Links to other key Council cultural projects.

There was evidence to suggest that trusts improved Comprehensive Performance Assessments scores for Councils through the achievement of social targets. The improvement in these scores was a strong argument for the success of trusts. The Audit Commission noted in its report 'Public Sport and Recreation Services' that trusts were performing at the same level as local authority in-house teams, but at a significant reduced cost. The report further noted that the worst performing authorities

were those which had adopted the 'mixed economy model' with both in-house and private sector management. Peterborough City Council currently had this approach. It was highlighted that if Peterborough City Council were to move away from this model, participation rates could improve and costs could reduce.

Many trusts sought charitable status and charities were entitled to mandatory rate relief of 80% from national non-domestic rates (NNDR) and could apply for discretionary relief for the remaining 20%. Trusts which operated sports facilities were exempt from VAT on entrance fees for sporting activities and there were a number of 'VAT breaks' for voluntary bodies generally.

The total net effect for all services, should they be provided through a trust, was likely to be around £228,000 more cost effective.

There were several facilities highlighted for transferral into a trust, including:

- Libraries;
- Sports facilities;
- Museum;
- Crematorium;
- Cemeteries; and
- Key Theatre

Members were asked to note that tourism services had not been included in the list as their primary function was to drive economic development which was unlikely to attract charitable status.

Members were further informed that a paper would be presented to Cabinet which would seek agreement to a plan of action to establish a trust and noting which elements of the Council's cultural services should be delivered through such a mechanism.

The Panel was invited to consider and comment on the report and the following issues were raised:

- Members queried that if a facility went into a trust who would benefit from the profits made, if any were made at all. Members were advised that many trusts ran at a deficit, and if a profit was made the surplus could be ring-fenced for that particular service. Furthermore, the amount of money sent via the Council could be reviewed and amended accordingly.
- Members expressed concern at the prospect of the Crematorium going into a trust. The crematorium had a good reputation, made money and should have been held in high regard. Members were advised that there was a strong synergy between crematoriums and cemeteries so ideally they should be kept together. Members were further advised that putting a facility into a trust was not about pushing services away, but about putting the public first.
- Members questioned what would happen if a building needed repair, whose responsibility would it be to ensure the work was completed. Members were advised that the Council would maintain the asset, and would therefore be responsible for areas such as the roof, but painting and general maintenance would fall to the trust. All of the buildings would be leased and therefore would return to the Council in the future.
- Members queried the process if the trust were to make a loss on the facility and could the facility be pulled back if this were to occur. Members were informed that the Council would need to work in partnership with the trust to ensure this did not happen. The trust would also have Members of the Council sitting on its Board, but in minority. A business plan would have to be produced and the Council would work with the trust to support, in an arms length way, the

delivery of the service. Also if services failed significantly 'the cheque' provided from the Council could be reviewed the following year.

- Members sought clarity on whether the museum was already in a trust. Members were informed that the museums building and some of its contents were in a trust.
- Members questioned who the staff would be employed by. Members were advised that the staff would be employed by the trust.

Councillor Lee was invited to the table to speak. It was highlighted to the Panel that the crematorium moving into a trust would be a positive step and would ultimately save a lot of money. The crematorium provided an excellent service to its customers and this was viewed as being extremely important. Members of Peterborough City Council would sit on the Board and would ensure the continuation of excellent customer service. Overall the move of the crematorium into a trust was considered to be advantageous.

- Members sought clarification on whether the Key Theatre and the Wirrina had previously been in a trust. Members were advised that this information would be found out and provided to the Panel at a later date.
- Members queried what would happen with the Lido. Members were informed that the fabric of the Lido would be retained by the Council and the service would be provided by the trust.

ACTION AGREED:

The Panel noted the report.

7. Feedback and Update Report

The Panel received a report which provided feedback on items considered or questions asked at previous meetings of the Community Development Scrutiny Panel.

During the Panel's consideration of the Budget 2009/2010 and Medium Term Financial Plan to 2011/2012 at its meeting held on 20 January 2009, further information was requested on numerous items, including:

- Information on bottom line costs for pools and libraries;
- Information on proposed options for the Tourist Information Centre; and
- Information regarding the possibility of providing a one sheet budget overview for each Ward Councillor.

The Panel considered the report and no further issues were raised.

ACTION AGREED:

The Panel noted the report.

9. Forward Plan – 1 February 2009 to 31 May 2009

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

ACTION AGREED:

The Panel noted the Forward Plan.

10. Agenda Plan 2008-2009

The Panel received the latest version of the Agenda Plan for consideration.

ACTION AGREED:

The Panel noted the Agenda Plan.

11. Date of Next Meeting

Wednesday 25 March 2009.

The meeting began at 7.00pm and ended at 8.10pm.

CHAIRMAN

COMMUNITY DEVELOPMENT SCRUTINY PANEL	Agenda Item No. 4
25 March 2009	Public Report

Report of the Homelessness Prevention Manager

Report Author: Karen Whatley
Contact Details: 864086

UPDATE ON THE HOMELESSNESS STRATEGY 2008-2011

1. PURPOSE

The purpose of this report is to provide the panel with an update on the progress of the Homelessness Strategy 2008-2011 and associated outputs.

2. LINKS TO CORPORATE PLAN, SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT

Key LAA indicators:

- National Indicator 141: 'Number of vulnerable people achieving independent living'
- National Indicator 142: 'Number of vulnerable people who are supported to maintain independent living'
- National Indicator 156: 'Number of households living in temporary accommodation'

Other indicators, tackled directly or indirectly by homeless services include:

- NI 6: Participation in regular volunteering
- NI 8: Adult participation in sport and active recreation
- NI 18: Adult re-offending rates for those under probation supervision
- NI 32: Repeat instances of domestic violence
- NI 39: Rate of hospital admissions for alcohol related harm per 100,000
- NI 40: Number of drug users recorded as being in effective treatment
- NI 117: No. of 16-17 year olds not in employment, education or training
- NI 130: Social care clients receiving self directed support per 1,000 inc. individualised budgets

3. BACKGROUND

3.1 Definition of Homelessness

The homelessness legislation – that is, Part 7 of *the Housing Act 1996* – provides the statutory under-pinning for action to tackle homelessness.

'An applicant is statutorily homeless if they do not have accommodation that they have a legal right to occupy, which is accessible and physically available to them (and their household) and which it would be reasonable for them to continue to live in. It would not be reasonable for someone to continue to live in their home, for example, if that was likely to lead to violence against them (or a member of their family).'

Source: Homelessness Code of Guidance for Local Authorities

The statutory housing duty

Part 7 of the Housing Act 1996 places a general duty on housing authorities to ensure that advice and information about homelessness, and preventing homelessness, is available to everyone in

their district free of charge. The legislation also requires authorities to assist individuals and families who are homeless or threatened with homelessness and apply for help.

The main homelessness duty ensures that certain categories of household, such as families with children, or the elderly or those with mental health issues, or a vulnerable for some other reason have a priority need for accommodation. Housing authorities must ensure that suitable accommodation is available for people who have priority need, if they are eligible for assistance and 'unintentionally' homeless. An authority has such a duty to ensure the safety and welfare of its residents, as well as to reduce any negative impacts of homelessness to the local community such as anti-social behaviour arising from rough sleeping.

If settled accommodation is not immediately available, accommodation must be made available in the short term until the applicant can find a settled home, or until some other circumstance brings the duty to an end, for example, where the household voluntarily leaves the temporary accommodation provided by the housing authority.

3.3 The statutory duty to have a Homelessness Strategy

In 2002, the Government amended the homelessness legislation through *the Homelessness Act 2002* and the *Homelessness (Priority Need for Accommodation) (England) Order 2002* to ensure a more strategic approach to tackling and preventing homelessness, in particular by requiring a homelessness strategy for every housing authority district.

The strategy must be based on a review of all forms of homelessness in their district. It must set out the local authority's plans for preventing homelessness and for securing that sufficient accommodation and support is, or will be, available for those who become homeless or are at risk of becoming so.

All organisations, whose work can help to prevent homelessness, or meet the needs of homeless people in their district, must be considered in the strategy. Plans for joined up working such as this has a massive impact on reducing those who would otherwise potentially experience the negative aspects of homelessness and risks of becoming homeless.

Through the implementation of the Homelessness Strategy, the aim is to reduce the number of people in the local authority area who are homeless or threatened with homelessness.

The most effective way to achieve this is to take a preventative approach and to ensure that there are the necessary support services to act as a safety net. Access to free advice and assistance is also vital. Housing Options staff at the Customer Service Centre at Bayard Place have provided housing and homelessness advice to 15,062 people since April 2008. There has been a 7% increase in homeless presentations to the Local Authority over the period 08/09 compared with 07/08. However, as a result of early intervention, overall there has been a 2.75% reduction in homelessness acceptances.

An example of the impact of early intervention is the Tenancy Relations Service. Despite a 34% increase in applications for assistance due to the anticipated loss of privately rented accommodation, this service has effected a 15% reduction in homelessness acceptances for this category.

Another example of early intervention is the work being undertaken in schools to educate young people to plan their move to independent living. Workshops have been delivered to 800 Year 11 students during 08/09 resulting in a reduction of homeless acceptances for this age group.

In Peterborough there are excellent referral routes between the Local Authority and its partner agencies. There has been the introduction of generalist and specialist floating support for vulnerable client groups through the Supporting people Programme.

4. KEY ISSUES

The credit crunch is having far reaching implications, some of which have not yet been fully realised. Housing Options has seen a 72% increase in people seeking advice regarding mortgage arrears and a 59% increase in relationship breakdowns resulting in the threat of homelessness.

Timely access to support and advice can alleviate these issues, prevent actual homelessness and reduce pressure on housing waiting lists. There are 9949 applicants on the Peterborough Common Housing Register.

Better regulation of the Private Rented Sector is enabling more people to access this accommodation, enabled by the Local Authority's Rent Deposit Scheme, and the Landlord Accreditation Scheme.

5. IMPLICATIONS

The strategy has implications for all sections of society and all wards and parishes of the local authority area.

Financial Implications: There are no immediate financial implications.

6. CONSULTATION

Extensive consultation was conducted prior to the adoption of the strategy. It is also a requirement of the Supporting People funding programme that service users are regularly surveyed to ensure that the services they receive are fit for purpose.

EXPECTED OUTCOMES

It is anticipated that the consideration of this report, coupled with a question and answer session at the panel meeting, will result in Members fully understanding the issue of homelessness in Peterborough.

7. NEXT STEPS

It is recommended that a further update be brought to the Community Development Scrutiny Panel in March 2010 to again review progress and identify issues.

8. BACKGROUND DOCUMENTS

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

Not applicable

10. APPENDICES

None

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Community Development Scrutiny Panel	Agenda Item No. 5
25 March 2009	Public Report

Report of the Head of Neighbourhoods

Report Author – Belinda Child
Contact Details - 863769

UPDATE ON THE WORK OF PRIVATE SECTOR HOUSING

1. PURPOSE

This report is for information only, to update the panel on the recent work being undertaken by Private Sector Housing Officers in relation to the private rented sector.

2. RECOMMENDATIONS

The report is for information only.

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

- Strategic Priority Substantial & Sustainable Growth: Outcome Creating Better Places to Live (GO02) GO2a % of existing homes meeting the decent homes standard in the private sector.
- LAA Priority: Creating Opportunity, Tackling Inequalities. Outcome: Supporting Vulnerable People.
- CPA H18 % of private sector dwellings vacant for 6 months or more

4. BACKGROUND

To provide an update on the work of the Private Sector Housing Team in relation to specific areas of work in regulating and improving the private rented sector, including empty homes, houses in multiple occupation, landlord accreditation scheme and tenancy relations.

5. KEY ISSUES

5.1 Tenancy Relations

- 5.1.1 It has been recognised for some time, that in Peterborough's rented sector a number of landlord and letting agents do not comply with legislation with regard to the standard and letting of rented accommodation. This has been highlighted through the work of the Private Sector Housing Enforcement Officers where once they become involved with the condition and standards of the property the tenants are removed by the landlord sometimes literally overnight. One of the most difficult areas has been around illegal evictions and the lack of tenancy contracts and the provision of rent books in rented accommodation as well as lack of tenants' knowledge around what they are entitled to expect from the landlord when they take on a tenancy.

5.1.2 In 2008 Supporting People funded two temporary Tenancy Relations Officers for a period of six months. The posts have dealt with illegal eviction, harassment, Tenancy Deposit Scheme, Landlord entry without notice, Invalid Notice to Quit, Landlord advice, mediation requests from both landlord and tenant re housing benefit/repairs obligations and General tenancy obligations.

5.1.3 The officers have dealt with 100 enquiries since October and have prevented illegal evictions including those related to repossessions and harassment, as well as preventing some cases having to be dealt with by Housing Options as homeless presentations. They have also progressed several cases towards prosecution to ensure clear and consistent messages are given to landlords and letting agents about how they should let their properties in the city. The referrals into the service have been from a wide range of agencies including health visitors, voluntary sector and the police. The success and level of demand for the service has informed the decision for a permanent Tenancy Relations Officer post to be proposed in the new staffing structure. This post will ensure continuity in preventing unnecessary cases having to be referred to Housing Options officers and private sector housing enforcement officers and reduce homelessness.

5.2 Empty Homes

5.2.1 In recent years Peterborough has made a number of key steps to help bring empty properties back into use including the introduction of Empty Homes Grants, the first use of new legislation and the launch of a Private Sector Leasing Scheme. Peterborough had 1923 empty properties on 1st April 2008, of which 858 were long term empty. Since 2003 266 long term empty properties have been bought back into use, using a range of methods, by the team and under the Empty Homes Strategy.

5.2.2 Following the introduction of the Private Sector Leasing Scheme in April 2007 there have been 34 privately owned empty properties brought up to a decent homes standard and made available to let through Housing Options as social housing. There are currently a further 10 in the process of being prepared.

5.2.3 Peterborough was the first authority in the country to make full use of the new powers granted by government under the Housing Act 2004 and made the first ever Final Empty Dwelling Management Order in July 2008 resulting in a property that had stood empty for over 5 years to be renovated to decent homes standards and become re-occupied within three months of the order being made. A further 10 properties have been identified for Empty Dwelling Management Orders.

5.2.4 The profile of Peterborough and its Empty Dwelling Management Order success has been widely publicised and is featured as an example of best practice by the Empty Homes Agency, Local Authorities Co-ordinators for Regulatory Services (LACORS) and in various industry publications.

5.2.5 With the current economic downturn it is envisaged that the number of empty homes in the city will increase. Therefore to build upon the success in this area of work and to ensure that the housing supply is maximized and issues around crime, anti social behaviour, and blight linked to empty homes is minimized, it is proposed that all the empty homes work is delivered through a dedicated empty homes officer post within the new staffing structure.

5.3 Additional Houses in Multiple Occupation Licensing

5.3.1 The baseline definition of a house in multiple occupation (HMO) is a building occupied by three or more persons forming two or more households and where at least one basic amenity is shared. There are 5 sets of criteria set out in the Housing Act 2004, broadly defining different types of building, and the building must satisfy all the criteria in the relevant set to be considered a house in multiple occupation. These sets are - the standard test, the self-contained flat test, the converted building test, HMO declarations, and converted blocks of flats.

5.3.1 The criteria broadly follow the same pattern, looking to satisfy matters relating to kinship, sharing of basic amenities and tenure. Provision is also made for further definition of kinship, temporary residence (including asylum seekers and migrant workers), tenure and amenities.

- 5.3.2 Any HMO comprising three or more storeys and occupied by five or more persons forming two or more households, is required to be mandatory licensed by the local authority. Within Peterborough there are approximately 150 houses in multiple occupation that require mandatory licensing under the Housing Act 2004. However the city has far more smaller houses being used for multiple occupation causing problems which are not required to be mandatory licensed.
- 5.3.3 With this in mind Private Sector Housing made an application to Communities and Local Government for an Additional HMO Licensing Scheme in December 2008 to cover the smaller houses in multiple occupation. We received approval to make a scheme at the beginning of March this year and indeed are the first local authority in the country to receive permission from CLG for such a scheme.
- 5.3.4 The full title of the designation is 'The Peterborough City Council Designation of an Area for Additional Licensing Of Houses in Multiple Occupation [no 1] 2009.' It is generally referred to as the '(HMO) Additional Licensing Scheme'.
- 5.3.5 The area covered by the scheme covers part of North, Park and Central Wards, specifically an area bounded by the A47 to the north, Fulbridge Road, St Paul's Road, Dogsthorpe Road to the east, Westgate to the south and Bourges Boulevard to the east. The designation includes both sides of the roads forming the boundaries where applicable.
- 5.3.6 The HMOs covered in the designation are those comprising two or more storeys and occupied by three or more persons forming two or more households, and where at least one basic amenity is shared. We estimate that there are 300 houses in multiple occupation within the designated area that will require licensing.
- 5.3.7 An application to Communities and Local Government (CLG) for Selective Licensing, where all rented property is licensed in a designated area, has been considered and preliminary data collection and analysis completed. The area identified is in the same locality as that identified for Additional HMO licensing. As the majority of issues arising in this locality are from houses in multiple occupation, the Additional HMO Licensing Scheme was considered more relevant at this time. Also for any Selective Licensing application to CLG to be considered the local authority has to demonstrate that it has implemented good practice schemes such as Landlord Accreditation which have subsequently not been successful. Peterborough could not do this at this time.

5.4 Landlord Accreditation Scheme

- 5.4.1 Private Sector Housing has been working closely with local letting agents and private landlords to implement the pilot of the Peterborough Accredited Landlord Scheme (pals) that recognises those who are committed to providing properly managed, good quality accommodation to let. The scheme will also benefit tenants who by signing a tenancy agreement with an accredited landlord can be rest assured that the property is safe and the landlord fair and reasonable. The pilot scheme was launched on 9th December 2008 and is a voluntary, free scheme. The scheme has a steering group which is made up from local managing agents and landlords and the landlord accreditation officer.
- 5.4.2 The scheme has two different target audiences:
- Private Sector Landlords (regardless of the size of their portfolio)
 - Managing agents/property management companies.

The scheme has a two tier certification check:

Stage one – certification of management standards which includes:

- Tenancy agreements are in place
- Deposits are registered
- Inventories take place
- Repairs and maintenance are dealt with

- Disputes are managed
- Receipts are given

5.4.3 Stage two – certification that the individual property is a safe, warm and healthy home
Physical standards are checked against the housing, health and safety rating scheme (HHSRS)

5.4.4 To date 15 letting agents and landlords have been accredited under the scheme with a total portfolio of 1758 properties.

5.4.5 The landlord accreditation officer is currently working with Housing Options officers to ensure that all the accommodation used to house homeless and vulnerable residents is accredited through the scheme, as well as providing only accredited landlords and letting agents details for all general housing needs enquiries received by Housing Options.

6. IMPLICATIONS

Staffing costs relating to posts included in the new structures.

The Additional HMO Licensing Scheme is relevant to North, Park and Central Wards.

7. CONSULTATION

7.1 As part of the additional HMO scheme application, we were required to take reasonable steps to consult with persons who are likely to be affected by the designation. To this end we engaged a company experienced in this field who carried out the consultation between 10th and 24th November 2008. The consultation engaged 1416 individuals in and around the designated area including local businesses, landlords and letting agents, residents and the consultation panel. The consultation achieved a 17.5% response, largely in favour of the scheme. Individual written responses were sent to those respondents who requested them.

7.2 As part of the Landlord Accreditation Scheme a landlord and letting agent event was run on 5th November 2008 to consult on the scheme and the pilot was launched on 9th December.

8. EXPECTED OUTCOMES

For information only

9. NEXT STEPS

For information only

10. BACKGROUND DOCUMENTS

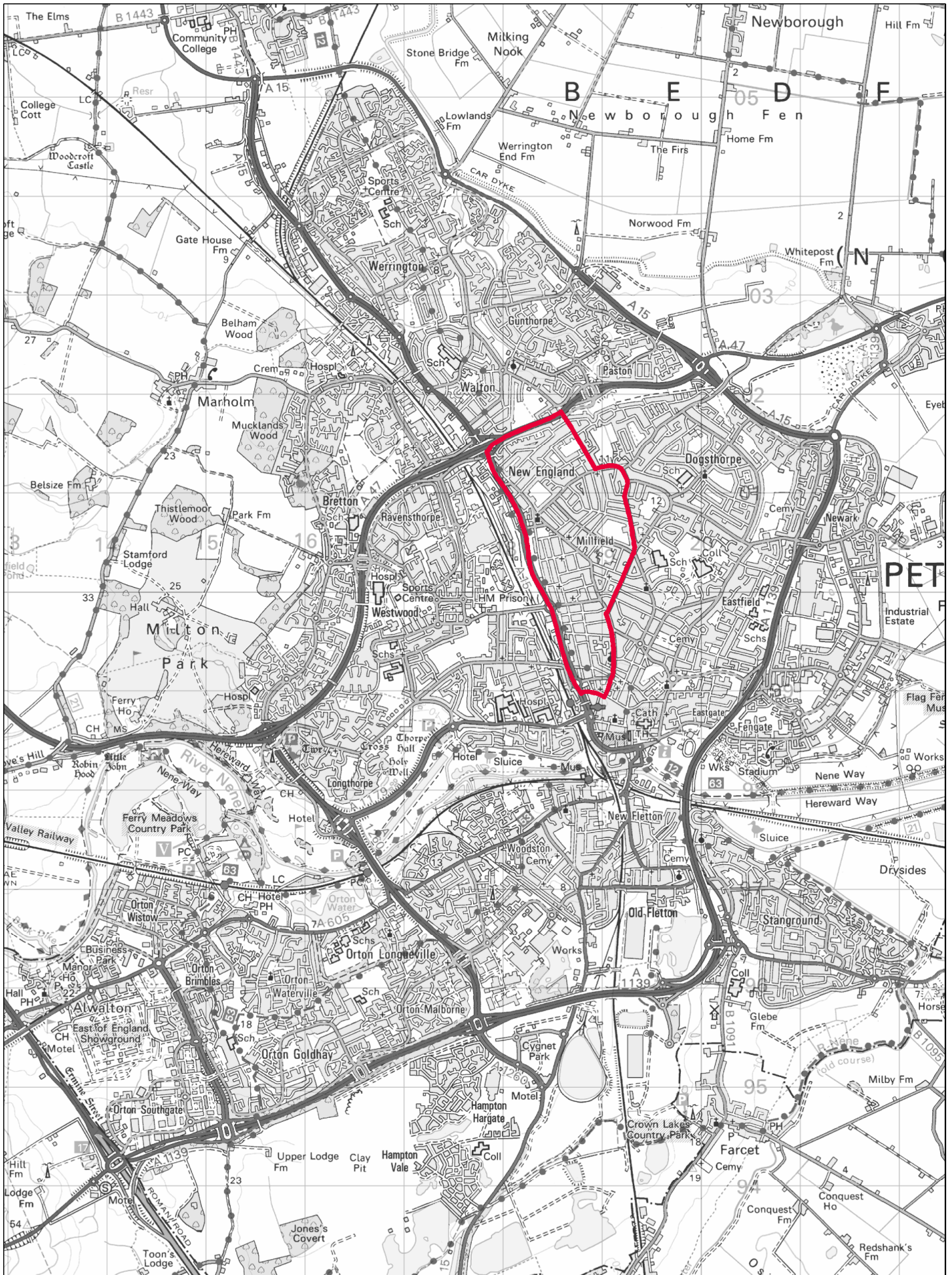
Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

11. APPENDICES

A Geographical area to be covered by Additional HMO Licensing

B The area street plan

C Details of the Landlord Accreditation Scheme



Title THE DESIGNATED AREA

Department GIS Support

Drg. No.

PCC GIS

Scale 1:50,000

Date 11th March 2009

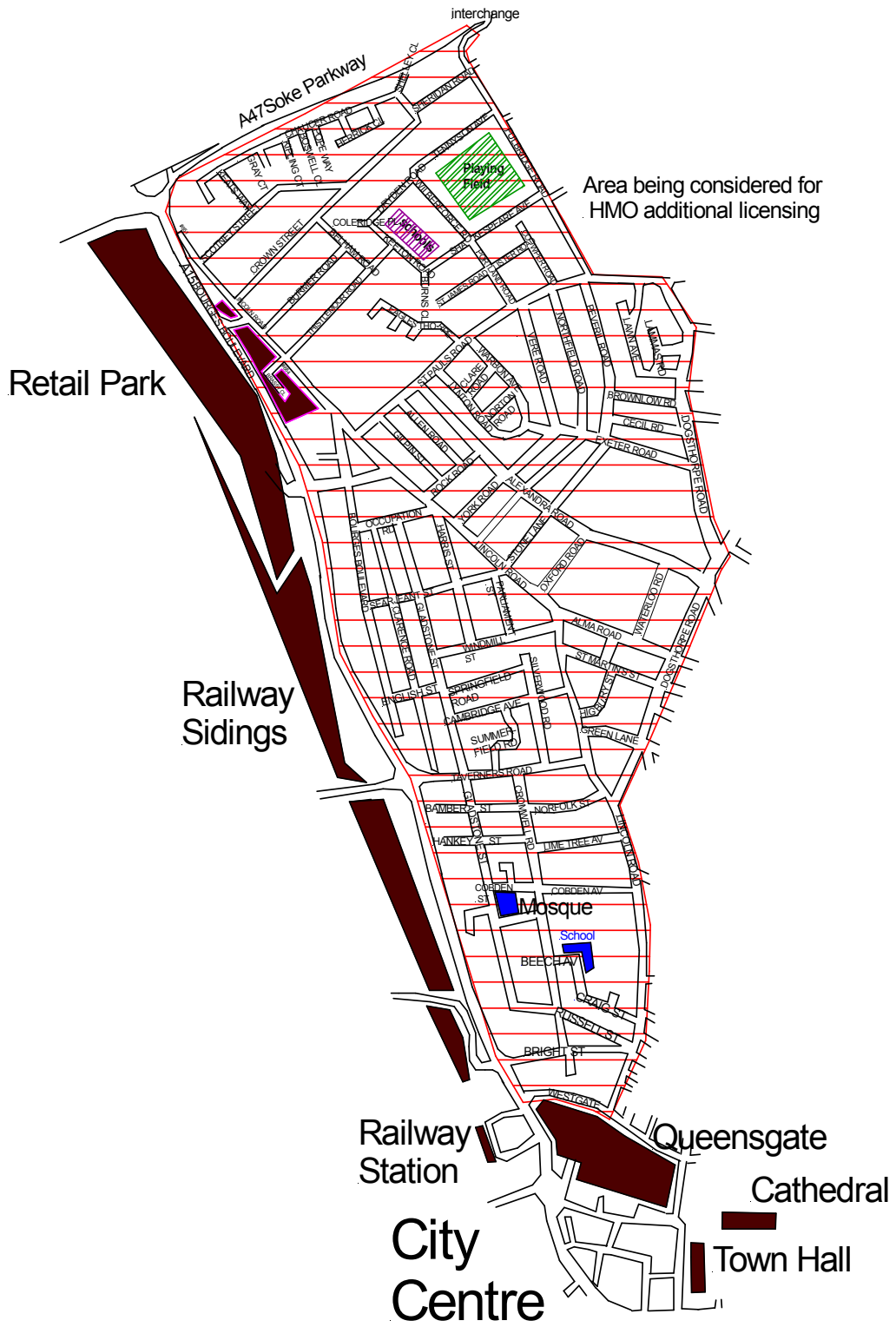
Name DB



PETERBOROUGH
CITY COUNCIL

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Peterborough Accredited Landlords Scheme (pals)

December 2008



PETERBOROUGH



**Growing the right way for
a bigger, better Peterborough**

Foreword

*{By Councillor Graham Murphy,
Cabinet member for housing, regeneration and economic development}*

"The benefits of the Landlord Accreditation Scheme are far reaching.

*For tenants it is peace of mind that they are renting a safe and
secure property with a well managed tenancy.*

*For the wider community it will mean well managed properties
which are in good condition and therefore
less likely to attract crime and anti-social behaviour.*

*"There are also a number of benefits for landlords including
improvements to the access of a range of council contacts and
services and the status of being a publicly recognised good
landlord."*

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Peterborough Accredited Landlord Scheme Application Form

Introduction to the Peterborough Accredited Landlord Scheme

Accreditation schemes have been set up successfully in many local authorities and are an effective way of improving conditions and management standards in the private rented sector. Standard and public awareness are raised by creating partnerships between landlords, agents, tenants and the local authority, providing support and advice for landlords/agents. The schemes aim is to recognise and acknowledge responsible landlords/agents by providing them with incentives and discounts.

Landlord Accreditation schemes are voluntary and rely on the support and goodwill of landlords, Local Authority accreditation team and tenants. Landlords/agents will be able to advertise their accredited status and use it to enhance their business reputation. Tenants will also have the knowledge and confidence that their accommodation meets, and often exceeds, legal standards.

There are two parts to the scheme – the accreditation of properties and the accreditation of the landlord/agent.

Anybody who rents out residential accommodation in the private sector is eligible to join the scheme which has no joining or membership fees. The Council may charge fees for providing some specific services to members; these will be clearly defined on the website.

The Code of Standards

(a) This code of Standards (the code) has been introduced in Peterborough by Peterborough City Council (the Council) to establish an accreditation scheme (the Scheme). It aims to do this by ensuring that:

- ✓ Achievable standards are attained in the quality of housing; and
- ✓ The agreements and responsibilities between the landlord and the tenant are clear and are maintained by both parties.

(b) The Scheme is applicable to properties already let at the time of inception of the Scheme by the landlord/agent, or to properties that the landlord/agent intends to let.

(c) Landlords/agents taking part in the scheme will need to ensure that their properties are free from high category hazards as set out in Part 1 of the Housing Act 2004.

(d) This is a voluntary scheme which owners of privately rented accommodation and Letting/Managing Agents are encouraged to join in order to meet the Code and take advantage of the benefits of the Scheme.

(e) This Code is for guidance only and should not be relied on exclusively by landlords/agents who must ensure that they comply with their legal obligations in respect of the health, safety and welfare of their tenants. Landlords/agents must comply with all legislation relating to property management and pay particular attention to the legislation set out in Appendix B. The list is not exclusive, and legislation may change. It is the landlord's responsibility to keep themselves abreast of any changes.

(f) Landlords/agents who wish to include their properties in the Scheme must conform to the Code and pass a **fit and proper person** test as outlined in Appendix A of this document.

(g) The details of all Scheme members will be kept on an accreditation register, and their contact details will be available for public inspection on the Council's web site. Any other information would only be made public with the prior consent of the member.

(h) This code has been prepared and agreed by a voluntary steering group comprising local landlords; managing and letting agents and council officers. The steering group will continue to meet to monitor and review the Scheme. (i) Peterborough City Council endorses and adheres to the Data Protection principles. The Data Protection Policy is outlined in Appendix E.

(j) The code may be reviewed from time to time.

Definition of terms

The term 'landlord' shall mean the owner of the property.

The term 'agent' shall mean the management/letting agent that has agreed to act on the behalf of the landlord in legal relations with third parties.

Accreditations to companies and business partnerships would name the accredited individuals, and the company or partnership would be required to notify the Council of any changes – removal of names or by application – to add new names.

The term 'tenant' shall mean the person who is given by the landlord/agent the right to occupy the property on an exclusive basis in return for rent and in accordance with English law.

Scheme Objectives

The main objectives of the Scheme are to:

- ✓ To improve and promote the conditions of private rented properties across Peterborough.
- ✓ To promote good standards of management and best practise by landlords.
- ✓ Develop incentives for landlords/agents and tenants to create a mechanism for working with the Council to maintain and improve standards within Peterborough.
- ✓ To create a good working relationship between local authorities and Landlords/agents.
- ✓ To provide tenants with confidence in the quality and management of their accommodation.
- ✓ To give recognition to landlords/agents whose properties are of a good standard.
- ✓ To improve and promote the public image of the private rented sector.
- ✓ To assist landlords/agents and tenants to fulfil their responsibilities with regard to rented accommodation.
- ✓ To reduce disputes and misunderstandings between landlords and tenants, using resources available from the Council and other bodies.
- ✓ To work with landlords and tenants to reduce anti-social behaviour affecting communities.
- ✓ To promote the Scheme to potential new members through open forums.

Scheme Incentives (to date)

- ✓ Extensive advertising and promotion of the scheme by the Council - recommending accredited properties
- ✓ Scheme newsletter issued bi-annually providing local, regional and national private rented sector development updates
- ✓ Regular forums providing educational sessions on matters essential for landlords/agents to know and also current topical matters
- ✓ Access to marketing material.
- ✓ Authority to use the scheme logo
- ✓ Recognition as a reputable landlord/agent providing good accommodation
- ✓ Up-to-date information on new legislation, initiatives or policies affecting the private rented sector
- ✓ Access to support and advice from housing professionals
- ✓ Discounts on services and products with local businesses
- ✓ Fast-track for landlords to obtain better access to information from local authority staff

LAO Responsibilities

- ✓ Promote, publicise, administer and monitor the Accreditation Scheme
- ✓ Assist landlords/agents in achieving Accreditation Status by providing information, support and advice
- ✓ Provide up-to-date information on legislation and best practice to landlords/agents via forum/training sessions/distribution of leaflets
- ✓ Maintain a database of accredited properties and landlords. Permission will be obtained from the participants before this is released and the Data Protection Act will be followed at all times
- ✓ Issue certificates of Accreditation to landlords/agents and for properties where applicable. Revoke/suspend accreditation status subject to agreed procedures
- ✓ Monitor progress, report and implement any changes agreed by the steering group
- ✓ Provide incentives to encourage landlords/agents to participate in the scheme

The Accreditation Process

Application form

The first stage of the process is for landlords/agents to complete and return the application form. Part of this application forms a fit and proper person test which is a self-declaration.

(See appendix A for definition).

Any signed application to the scheme is taken by the Council as giving consent to carry out checks relevant to the fit and proper person test including:

- That the applicant has not committed any criminal offence that indicates the applicant is unable to manage a property.
- Whether the applicant has a history of tenant harassment, illegal eviction or has been the subject of enforcement or investigation by the Council.

If any check does reveal adverse information and the landlord/agent fails this test, notification of the specific reason/s for the decision will be provided with details on how to appeal against this decision.

Assessment of Management Standards

The LAO will arrange to visit the landlord/agent where an assessment of the management standards will take place. Letting/managing agents should provide the full portfolio of properties together with the owner's contact details at this stage.

Failure to supply a full portfolio of properties may result in Accreditation status being withdrawn. Accredited Agents who own or manage their own properties must also ensure these properties are part of the portfolio.

Landlords/Agents will be provided with a certificate and marketing material once Accreditation has been awarded.

Accreditation of properties

Landlords shall allow for 100% inspection of all of their properties at the request of the Accreditation Officer as part of this Scheme. Landlords with large portfolios together with Managing Agents may agree to submit properties in batches at an agreed regular interval where inspections can take place. All landlords should provide information on changes to their portfolios on a regular basis. Failure to provide this information when requested may result in Accreditation status being withdrawn.

Landlords/agents shall submit the following information, to the Accreditation Officer, at the **time of the property visit**:

- Copy of tenancy agreement,
- The relevant Housing licensing certificate, where applicable;
- Annual gas safety Certificate, where applicable;
- Electrical inspection report if available;
- Fire safety certificate, where applicable;
- Copies of any Portable Electrical Appliance inspection reports;
- Energy Performance Certificates:
- Records of any repairs carried out whilst under instruction.

The Accreditation Officer will not give legal advice on any of the above documents but may refer you to the relevant Council Department for assistance if required.

Properties passing inspection will be awarded with an accreditation certificate and authorisation to use the relevant logo.

Accreditation of Property

The Housing Health & Safety Rating System (HHSRS)

The HHSRS is the method of assessing whether a property is free from unnecessary or avoidable hazards. The landlord should ensure that the property is maintained as far as is reasonably practicable, free of avoidable or unnecessary hazards as defined in the HHSRS. Landlords should make reference to the guide to HHSRS shown in Appendix C.

Licensed Properties

Where a property is required to be licensed under the provisions of the Housing Act 2004, the required compliance standards for the issue of a license will take precedence over the compliance standards for accreditation. A fast-track method will be used for any properties requesting accreditation that have previously been subjected and passed a Housing Act licensing Scheme.

Fire Safety and Security

As provisions vary widely it is important that the relevant British Standards must be met according to the individual property occupancy. Standards exist for:

- ✓ means of escape
- ✓ fire-warning systems
- ✓ extinguishers
- ✓ emergency lighting

Fire safety standards must be met according to the level of occupancy in individual properties. For example a single occupancy property will not have the same fire standard requirements as for a house in Multiple Occupation (HMO).

Peterborough City Council and Cambridgeshire Fire and Rescue are co-signatories to a memorandum of understanding concerning fire safety in single and multi-occupied residential accommodation.

Please see Appendix B for definition and guidance.

Gas appliance, Gas Supply and other forms of Heating

All installations, appliances and repairs to gas installations shall comply with current Gas Safety (Installation and Use) Regulations 1988.

All gas appliances should be serviced annually by a CORGI registered engineer and the tenant must be provided a copy of the safety check record. For those properties containing gas appliances audible carbon monoxide detectors should be installed in relevant areas in accordance with the manufacturer's recommendations.

Clear written instructions for the safe use of all central heating and hot water systems must be made available to the tenant at the commencement of the tenancy with an emergency telephone number to report gas leaks.

Gas Safety Certificates

Landlord Gas Safety Certificates (CP12) must be obtained annually following inspection by a CORGI registered gas installer. Certificates must cover all gas appliances, owned by the landlord, in the premises and a copy of the certificate must be provided to tenants (or put on display in an appropriate communal area for HMO's).

Heating

All properties should be provided with adequate and suitable space heating. Efficient and economic fixed heating or a controllable central heating system should be provided in principal rooms or bed sits with suitable provision for other rooms. The recommended temperatures are 18°C in bedrooms and bathrooms and 21°C in living rooms.

Portable bottled gas or paraffin heaters should not be provided as a heating source and landlords should instruct their tenants not to use them due to the high risk of fire and increased condensation.

Electrical installations and appliances

- All electrical installations (including wiring, switches and sockets) provided by the landlord should be certified as safe by a competent electrician in accordance with the current relevant legislation. It is recommended that a document of verification is obtained showing the electrical wiring of the dwelling is in a safe and satisfactory condition and stipulating the timescale within which the next safety check should be carried out.
- All components used in electrical wiring installations and repairs must conform to electrical safety standards in accordance with the Institute of Electrical Engineers Wiring Regulations. All appliances must be installed in accordance with the manufacturer's instructions.
- All electrical appliances provided by the landlord, under the terms of the tenancy, should be safe and function effectively. It is recommended that appliances should be inspected for wear and tear by the landlord/agent prior to each new tenancy and at regular intervals (minimum yearly) during the tenancy period. Compliance with these requirements can be achieved by the use of a Portable Appliance Test (PAT).
- The landlord should provide instructions for the safe use of all electrical appliances (including cookers, space and water heaters, fridges and freezers).
- It is recommended that landlords should have an electrical installation check on their properties by a qualified engineer on a regular basis in accordance with electrical safety regulations.
- In addition to the above requirements the landlord/agent should complete a visual inspection of the electrical installations on an annual basis for signs of obvious damage and in-between tenants

Energy Efficiency

All properties should be provided with a reasonable level of energy efficiency measures that aims to achieve a SAP rating of at least 65. A SAP rating of 35 and under would indicate a category 1 Hazard under HHSRS (Thermal Comfort) and fail the property assessment.

Energy efficiency improvements should be, where practicable, incorporated into refurbishment projects and repairs.

Tenants and landlords are encouraged to seek further advice from Energy Efficiency Advice Centre's (EEACs) or local authority Energy Efficiency Officers. Fast-tracking facilities are available once properties are accredited.

Landlords are encouraged to allow tenants to take advantage of energy saving schemes or grants where available.

Energy Performance Certificate

From 1 October 2008 it is a legal requirement for all newly tenanted properties to have an Energy Performance Certificate (EPC). An EPC is similar to the energy performance certificate provided by domestic appliances such as refrigerators and washing machines. The EPC provides a rating for the energy performance of a home from A to G, where A is very efficient and G is very un-efficient.

The EPC shows two things about the house:

- The energy efficiency rating (this is based on how much the home would cost to run)
- The environmental impact rating (this is based on how much carbon dioxide is released into the environment because of the home)

A recommendation report forms part of the certificate. This provides a range of improvement measures which could improve the energy performance of the home. An EPC is only authentic if issued by an accredited Domestic Energy Assessor (DEA). Details of accredited DEA's can be provided by the LAO or found at www.epcregister.com.

Furniture and Furnishings

All furniture and furnishings in the property and provided by the landlord shall comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 & 1993). Products covered by the regulations include:

- Furniture for personal use (including children's);
- Beds, headboards and mattresses;
- Sofa beds and futons;
- Nursery furniture;
- Garden furniture which could be used internally;
- Cushions & seat pads;
- Pillows, loose & stretch covers for furniture.

Compliance should be assessed by checking for a manufacturer's permanent label that states the item meets the requirements together with the warning 'CARELESSNESS CAUSES FIRE'.

Visual Appearance

During the tenancy, the landlord or the tenant (depending on contractual obligations) shall maintain the visual appearance of property, outbuildings, garden, yard and boundaries in a reasonable state. Between tenancies the landlord shall also maintain his property so as not to detract from the visual amenity of the area.

Buildings insurance

All properties must have appropriate building insurance which must cover third party liability. Insurance cover must be maintained for the period of the letting.

Kitchen facilities

Kitchens should have appropriate facilities for the storage, preparation and cooking of food, which is suitable for the number of occupants using the kitchen.

The kitchen should be clean and hygienic at the start of the tenancy and must be able to be maintained as such throughout occupation.

Toilet and personal washing facilities

An adequate number of suitably located WC's, baths and/or showers and washbasins will be provided. The toilet and washing facilities should be clean and hygienic at the start of the tenancy and suitable and suitable to easily maintain to this standard throughout the tenancy. Bathrooms which are not fitted with external windows should be fitted with suitable mechanical ventilation which meets the current building standards.

Management Standards

Whilst the physical standards of the property are an important part of the accreditation process, areas that cause most complaints are those relating to the management practices and standards of the Landlord or Managing Agent.

Therefore, Peterborough Accredited Landlords Scheme also includes the compliance of management criteria and an assessment of the following practices:

Advertising

Landlords/agents shall ensure that when advertising a property to let, the property is described accurately and in accordance with all current legislation. Information which should be available to all prospective tenants at the first enquiry includes:

- ✓ Type and description of property;
- ✓ Amount and frequency of the rent and the inclusion of any service/utility or council tax charges;
- ✓ The amount of deposit required and how the deposit is protected;
- ✓ The tenant's insurance liabilities, if any;
- ✓ The accommodation that is provided (exclusive/shared use);
- ✓ Any restrictions or requirements in relation to its use;
- ✓ Details of the furniture and furnishings provided;
- ✓ A contact name, address or phone number;
- ✓ The date the property will be available.

Fees

Clearly inform prospective tenants of any fees that may be charged for arranging a letting agreement.

Tenant referencing

In the interest of good management practice, landlords/agents are encouraged to request tenant references before the start of the tenancy. Where possible, these references should be verified or a referencing service should be used to confirm that the details provided are correct. Landlords/agents should be able to demonstrate that they collect and verify references in their management procedures. A tenant referencing form is the suggested method for landlords/agents to show that they follow this procedure correctly.

Pre-tenancy viewings

Any viewings shall take account of the rights of any existing tenant not to be unreasonably disturbed pursuant to the terms of their tenancy or otherwise. A twenty-four hour notice period requesting viewing access is considered reasonable whether this is verbal or a written request (email/letter/text).

Pre-tenancy Check

Ensure that at the commencement of the tenancy a pre-tenancy check has been completed and that all obligations on the part of the owner in regard to repairs and property maintenance or improvements have been full discharged or will be carried out by a date agreed with the tenant/s. Any pre-tenancy repairs or intentions on the part of the landlord to undertake improvements should be confirmed in writing.

Tenancy agreement

There must be a proper written tenancy agreement in place to protect both the landlord and the tenant. The agreement must be written in clear, legible English and contain no contractual terms that conflict with any statutory or common law entitlement of the tenant or the terms of this scheme.

The tenancy agreement should specify the name and current registered address of the landlord, or the address and telephone numbers of any managing agent or persons acting on behalf of the landlord.

The tenancy agreement should clearly state:

- What rates, taxes, services or other charges are included in the rent and which are not. The landlord's responsibilities for maintaining these services should also be detailed.
- The length of the contract and any review period for changing the rent should be made clear.
- Amount and frequency of the rent payable;
- Information on the maximum number of people (adults and children) permitted to live in the property at any one time

Where a deposit is required, the tenancy agreement must specify:

- The deposit amount;
- Details of the tenancy deposit protection scheme to be used.

To encourage good management practice, the landlord/agent and tenant should each have a copy of the tenancy agreement, signed and dated by both parties.

Landlords/agents should provide a rent book if the rent is paid weekly.

Inventory

An inventory should be taken at the beginning of each new tenancy.

The inventory can be in written, photographic or video form (with proofs of date) as appropriate. Any defects or damage should be clearly noted at this time. Both the landlord and tenant should acknowledge the inventory as a true and accurate record. For example, where the inventory is in written form, it should be initialed on all pages by the landlord/agent and tenant and signed and dated by both parties within 14 days of commencement. Any amendments to the inventory should be agreed and recorded. Both the landlord/agent and tenant should each have a signed copy.

At the end of the tenancy the inventory should be checked – preferably in the presence of the tenant.

Deposits

Legislative requirements came into place on April 6, 2007 requiring that all deposits taken by landlords/agents for assured shorthold tenancies are to be protected using a tenancy deposit protection scheme. The deposit, to cover agreed dilapidation and arrears of rent, should not exceed more than two months rent.

Landlords/agents will be able to choose between two types of scheme:

- Custodial scheme - where the deposit is lodged with an independent third party i.e. outside the control of the landlord/agent.
- Insurance based scheme - allowing the landlord/agent to retain control of the deposit as long as they are subject to suitable insurance arrangements.

The government has awarded contracts to three companies to run tenancy deposit schemes.

The three schemes are:

- The tenancy Deposit Protection Scheme – this is a custodial scheme open to all landlords and agents. Contact www.depositprotection.com
- Mydeposits (Previously run as Tenancy Deposit Solutions Ltd) – this is an insurance based scheme aimed primarily at landlords. Contact www.mydeposits.co.uk
- The Tenancy Deposit Scheme – this is an insurance based scheme aimed primarily at agents. Contact www.tds.gb.com

Landlords/agents that fail to protect a deposit under one of these schemes will be breaking the law. They will be unable to issue S21 notices, and may have to pay the tenant compensation of up to three times the deposit. The new schemes will be supported by an alternative resolution service. This should mean that disputes over the repayment of deposits are dealt with quickly and cheaply thereby reducing the need to go to court.

Procedures must be in place to provide evidence that:

- ✓ The landlord/agent **is** a member of a tenancy deposit protection scheme.
- ✓ The deposit **is** safeguarded within 14 days of receipt.
- ✓ The tenant **is** provided with details of the scheme.

If you would like further information about tenancy deposit protection schemes, please contact the scheme administrators as detailed above.

A **holding deposit** is the sum of money given to the landlord/agent to reserve the property for a fixed period of time – i.e. the property will not be advertised again or let to anyone else during this time. Funds must be cleared before the tenancy agreement can be signed. Large up front cash payments should not be taken.

Repairs & maintenance

The landlord/agent must maintain the property in a satisfactory state of repair and have an established repair response system. Details of emergency contact telephone numbers should be provided to the tenant's. Landlords/agents should keep a written record of all reported repairs and any action taken.

The following illustration of a repairs completion performance standard should be aimed for:

1. *Emergency Repair* – Repairs that affect or are likely to affect the Health & Safety of the occupants such as burglary damage, structural collapse, fire or burst pipes, or are likely to put them at risk, or are likely to seriously affect the comfort of the occupants, including failure of essential heating appliances during period of cold weather; or serious damage to the building that may affect the occupant and/or their belongings. The landlord/agent shall ensure that emergency repairs are responded to and made safe within 24 hours of being reported to them where practical.
2. *Urgent Repair* – Repairs likely to affect the comfort levels of occupant or are likely to contribute towards a non-emergency health & safety risk. Urgent repairs should be responded to and rectified within five days of being reported, where practicable.
3. *Non-Urgent Repair* – Repairs that do not immediately affect or are unlikely to affect the comfort of the occupant or do not pose as a health & safety risk, or do not fall within any other priority category. Non urgent repairs must be responded to within 28 days of being reported.

4. *Planned Maintenance* – The landlord/agent shall ensure that occupants/tenants are given at least one weeks notice of any planned maintenance or servicing, unless it falls into an emergency or immediate repair category. The landlord/agent should provide details of who the tradesman will be, and the time and date that they are due to attend.

Landlords/agents should provide the tenant with a minimum of 24 hours notice in writing before entering the property, except in the case of emergency.

Where there is a dispute between the landlord/agent and tenant as to when a repair was reported then the date on which the repair was reported to the landlord in writing shall be the accepted date. Landlords/agents are recommended to tell their tenants to send any such letters by recorded delivery post or hand delivered.

Waste Management

Issues of waste management have been split into three areas:

Bins

- ✓ Landlords/agents must make sure the bins supplied at a property meet the standards for duty of care. They must provide safe, suitable, sufficient and secure storage of waste materials. It shall be the responsibility of the landlord/agent to provide the Council with up to date and accurate information regarding the number of tenants in each property so that the Council can provide the appropriate number of bins.
- ✓ Landlords/agents should inform all tenants of their duties regarding the disposal and storage of rubbish and recycling arrangements. Tenants should know where the rubbish bins are located, when they are emptied and that the correct waste is placed in the correct bin.
- ✓ Landlords/agents shall ensure that on the termination date of a tenancy that bins are empty or ready for collection, arrangements are made to remove any excess waste and that there are adequate waste bins provided for the next tenants.

Waste on land

- ✓ Landlords/agents shall ensure that waste is not allowed to accumulate on land or property which they manage or own. Waste left by previous tenants must be disposed in the appropriate manner and waste should not be allowed to accumulate at the property.
- ✓ During each tenancy period the landlord/agent shall conduct regular checks of the property and all associated land, outbuildings etc to identify any waste issues and/or accumulations of waste. This check should be incorporated into the quarterly inspection. The landlord/agent will ensure that waste is only stored in the appropriate bin, between collections and that no other waste is allowed to accumulate at the property or on associated land.

Proper disposal of waste materials

- ✓ Any waste which the landlord/agent wishes to dispose of must be removed legally. If using contractors to undertake the work waste documentation, i.e. transfer notes, receipts etc, must be retained for two years and made available for inspection by an authorised officer. Tenants should also be made aware of how to dispose of excess waste in a legally responsible manner. A landlord/agent who transports tenants waste must have a Waste Carriers Licence to do so.

Anti-social behavior and noise control

Whilst landlords/agents have no legal responsibility for the behaviour of their tenants, they should use reasonable endeavour to tackle anti-social behaviour/noise disturbance and will take a measured response in the light of the circumstances.

The tenancy agreement must contain a clause requiring the tenant, any person living on the premises and/or any visitors not to cause a nuisance or behave in an anti-social manner and/or cause problems for neighbours or local residents. The tenants should be made aware at the commencement of the tenancy that such behaviour constitutes a breach of the agreement and could ultimately lead to Court proceedings.

Landlords/agents are encouraged to work in partnership with those agencies aiming to reduce anti-social behaviour and nuisance such as the Police and the Council's Anti-Social Behaviour Unit. The Police and Anti-Social Behaviour Unit have no powers to resolve noise issues, but could assist in evidence gathering. The LAO will be able to give advice on this matter.

Control of vermin and insect pests

- ✓ Landlords/agents shall ensure that the appropriate action is taken to eradicate any rodent or insect pests found to be infesting the property or land which forms part of the property which is reported to them during a tenancy.
- ✓ Landlords/agents shall inspect the property and land which forms part of the property for any evidence of insect or rodent pest infestation immediately between tenancies. Any rodent or insect pest infestation must be eradicated before the property is let to a new tenant.
- ✓ Landlords/agents shall ensure that any recommendations made by pest control technicians relating to disrepair at the property or on land that forms part of the property are remedied in accordance with those recommendations to prevent re-infestation.

Scheme awareness

The tenant should be made aware that they will be living in an Accredited Landlord property at the start of the tenancy.

Landlord/agent conduct

The landlord/agent must ensure that business is carried out in a professional and courteous manner at all times. The landlord/agent must not act in a manner that brings the accreditation scheme into disrepute.

Property compliance

Accredited landlords/agents must comply with all the scheme requirements and ensure that the property/s meet the required scheme standards at all times. If a property fails to comply with the standards, the LAO shall work with the landlord/agent to agree a timescale to bring the property up to standard. Failure to comply will result in the property being removed from the accreditation scheme. Audits may be carried out on randomly selected properties that have reached accreditation during the three year certification.

Equal Opportunities

No person or group of persons will be treated less favourably (before, during or after a tenancy) than any other person because of their race, color, ethnic or national origin, gender, age, disability, marital status, sexual orientation, religious belief or social status.

Complaints and Appeal Process

Complaints from tenants

Landlords/agents should have written procedure for dealing with complaints from tenants. This should be given to tenants at the start of the tenancy that makes it clear;

- How the tenant should make the complaint
- Who will consider the complaint
- How long it will take to respond to the complaint

The procedure should aim to resolve complaints quickly and reasonable so that courteous relations are maintained through the dispute.

Where the tenant or landlord/agent is not satisfied with the response, and/or where the LAO or Tenancy Relations Officer (TRO) considers that a landlord/agent has breached the code then the following actions will be considered;

- Minor failings of the scheme standards can be resolved informally between the LAO/TRO and the relevant parties.
- Moderate failings may lead to suspension of Accreditation Status. Moderate failings are ones that affect the comfort of the tenants but do not affect their safety or well-being. A letter will be sent to the landlord/agent advising them of the action that needs to be taken in order to regain Accreditation Status.
- Major serious failings may lead to the Accreditation Status being revoked. Major failings can include those incidents which could compromise the health & safety of tenants or neighbours. A letter will be sent to the landlord/agent advising them that their Accreditation Status has been revoked and that they should no longer be marketing as Accredited. If the breach is an issue that should be dealt with by way of enforcement action, the enforcement team of the Council shall be notified at this point.

Refusal of Accredited Status

Accredited status may be refused if:

- The property does not meet accreditation standards. In this case landlords/agents will be advised in writing of the works needed. Once these works have been done, the property can be resubmitted for accreditation.
- Checks show that there are management problems linked to the landlord such as failure to comply with notices or incidents of tenant harassment. The nature, severity and timescale of the problem will be taken into consideration but may result in accreditation being refused, suspended or revoked.

Breach of Scheme

The landlord/agent will not be permitted to use the scheme in any publicity or promotional material whilst the code is considered to be in breach nor will the landlord be eligible for any of the benefits of the Scheme whilst in a disputed stage.

Appeals procedures

Landlords/agents who disagree with the decisions made by the LAO to refuse, suspend or revoke accreditation membership have the right to appeal to an independent Accreditation Review Board. This appeal should be made in writing.

For more information on the independent Accreditation Review Board please contact the PETERBOROUGH CITY COUNCIL/private sector housing services.

Appendix A

Definition of a fit and proper person

A fit and proper person is defined in the Housing Act 2004 as one who has not had any relevant unspent convictions and in particular:

- Committed any offence involving fraud or other dishonesty, or violence or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);
- Committed any unlawful discrimination on grounds of sex, colour, race ethnic or national origins or disability in, or in connection with, the carrying on of any business;
- Contravened any provision of the law relating to housing or of landlord and tenant law: Or Acted otherwise than in accordance with any applicable code of practice approved under section 233;

During the last five years neither the applicant nor any person associated or formerly associated with him/her have:

- Been in control of any property subject to a control order under section 379 of the Housing Act 1985;
- Been refused a licence or had a licence removed for any property in relation to HMO, additional or selective licensing under the Housing Act 2004;
- Been found to have breached a condition on a licence for any property in relation to HMO, additional or selective licensing under the Housing Act 2004;
- Been found by a local authority to have acted otherwise than in accordance with any Code of Practice approved under Section 233 of the Housing Act 2004;
- Been in control of any property that has been the subject of any proceedings by a local authority (such as breaches of the Environmental Protection Act, planning control of compulsory purchase proceedings.);
- Been in control of any property on which the local authority has carried out work in default; or
- Been in control of any property, which has been the subject of an interim or final management order or a special interim management order under the Housing Act 2004.
- No outstanding overpaid Housing Benefit owed by the individual, their company or letting agent that is not in the appeal process or where there has already been an agreement to repay.
- No Council Tax or NNDR (National Non Domestic Rates) bills are outstanding unless there is an Appeal or an arrangement to pay has already been agreed.

Appendix B

Fire Safety

Guidance on fire safety Provisions for certain types of existing Housing

The guide to standards underpinning this agreement is the Local Authority Coordinators of Regulatory Services (LACORS) 'Housing – Fire Safety'*. This guide provides information on the fire safety requirements of both the Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005, as it applies to this type of occupancy.

As with all health and safety matters relating to domestic accommodation, the risk to occupants from fire is assessed using the Housing Health and Safety Rating System. Once the level of risk is determined, the guidance is applied to the specific elements causing the hazards as a tried and tested method of removing or reducing those risks to an acceptable level.

As **best practice** indicators, the following recommendations are made:


- Fire risk assessments: It is recommended that all properties are assessed and where necessary a short written report provided as part of the property portfolio. The LACORS guide provides good practical advice on conducting fire risk assessments.
- All properties should be provided with some form of smoke detection. The relevant British Standard (BS 5839-6:2004) requires a hard wired system to Grade C category LD3 (mains powered interlinked smoke alarms in the circulation areas). As a short term minimum, battery powered detectors are acceptable, but these must be securely fixed to the ceilings, and be preferably be tamperproof so that tenants cannot remove the batteries. Where these detectors are fitted, there must have a system in place to ensure battery replacement annually. There should be a timetable in place for upgrading a battery powered system to a BS 5839 compliant system. This timetable must be agreed with the Landlord Accreditation Officer as part of the accreditation process.
- Every kitchen in every property should be provided with a fire blanket, fixed to the wall in a suitable location where it will not become obstructed.
- The lock on the front door, and other main exit doors which could be used as exits in an emergency, should be fitted with locks which do not require a key to open them from the inside. Where lock changes are needed, a timetable for upgrading to suitable locks must be agreed with the Landlord Accreditation Officer as part of the accreditation process.
- It is recommended that a fire safety log book should be kept for each property. All activities should be recorded, such as:
 - ✓ Service history and any fire alarm tests
 - ✓ Records of any false alarm calls made
 - ✓ Maintenance history
 - ✓ Fire fighting equipment test and relevant servicing.
 - ✓ Copies of any fire risk assessment,
 - ✓ What advice has been given to tenants and when.

It is important to note that some of the above recommended practices and procedures are statutory requirements in certain circumstances, for example in HMOS, whether licensable or not.


Housing – Fire Safety. Guidance on fire safety provisions for certain types of existing housing. Published by LACORS (ISBN 978-1-84049-638-3)

Appendix C


1 Damp and mould growth
Caused by dust mites, mould or fungal growths caused by dampness and/or high humidities. It includes threats to mental health and social wellbeing caused by living with damp, damp staining and/or mould growth.
Most vulnerable:
14 years of lives

2 Excess cold
From sub-optimal indoor temperatures.

Most vulnerable:
65 years plus

3 Excess heat
Caused by excessively high indoor air temperatures.
Most vulnerable:
65 years plus

4 Asbestos (and MMF)
Caused by exposure to asbestos fibres and manufactured mineral fibres (MMF).

Most vulnerable:
no specific group

5 Biocides
Threats to health from those chemicals used to treat timber and mould growth in dwellings. Insecticides and rodenticides to control pest infestations (e.g. cockroaches or rats and mice), these are not considered for the purposes of the HHSRS.
Most vulnerable:
no specific group

6 Carbon monoxide and fuel combustion products
Hazards due to excess levels of carbon monoxide, nitrogen dioxide, sulphur dioxide and smoke in the dwelling's atmosphere.

Most vulnerable:
CO, 65 years plus, 80%
NO₂ and smoke, no specific group


7 Lead
Threats to health from the ingestion of lead.
Most vulnerable:
under 3 years


8 Radiation
This category covers the threats to health from radon gas and its daughters, primarily airborne, but also radon dissolved in water. While rare, leakage from microwave ovens might also be considered. Evidence of health risks from low-level exposure to electro-magnetic fields from phone masts have not, to date, been proven.
Most vulnerable:
all persons aged between 60 and 64 years who have had 15 hours exposure to radon

9 Uncombusted fuel gas
The threat of asphyxiation due to fuel gas escaping into the atmosphere within a dwelling.
Most vulnerable:
no specific group


10 Volatile organic compounds
VOCs are a diverse group of organic chemicals which includes formaldehyde, that are gaseous at room temperature, and are found in a wide variety of materials in the home.
Most vulnerable:
no specific group

11 Crowding and space
Health hazards linked to a lack of living space for sleeping and normal family/household life.
Most vulnerable:
no specific group

12 Entry by intruders
Problems keeping a dwelling secure against unauthorised entry and the maintenance of defensible space.

Most vulnerable:
no specific group

13 Lighting
Threats to physical and mental health linked to inadequate natural and/or artificial light. It includes the psychological effect associated with the view from the dwelling through glazing.

Most vulnerable:
no specific group

14 Noise
Threats to physical and mental health caused by noise exposure inside the dwelling or within its curtilage.
Most vulnerable:
no specific group

15 Domestic hygiene, pests and refuse
Health hazards due to poor design, layout and construction to the point where the dwelling cannot be readily kept clean and hygienic; access into, and harborage within, the dwelling for pests; and inadequate and unhygienic provision for storing and disposal of household waste.

Most vulnerable:
no specific group

THE EFFECT OF THE DEFECT
Housing Health and Safety Rating System hazards as defined in the 2005 Regulations

16 Food safety

Threats of infection due to inadequate facilities for the storage, preparation and cooking of food.

Most vulnerable:
no specific group

17 Personal hygiene, sanitation and drainage

Threats of infection and threats to mental health associated with personal hygiene, including personal washing and clothes washing facilities, sanitation and drainage.

Most vulnerable:
children under 5

18 Water supply

The quality and adequacy of the water supply for drinking and for domestic purposes such as cooking, washing, cleaning and sanitation. Also threats to health from contamination by bacteria, protozoa, parasites, viruses, and chemical pollutants.

Most vulnerable:
no specific group

19 Falls associated with baths etc

Falls associated with a bath, shower or similar facility.

Most vulnerable:
60 years plus

20 Falling on level surfaces etc

Falls on any level surface such as floors, yards and paths. It also includes falls associated with trip steps, thresholds, or ramps, where the change in level is less than 300mm.

Most vulnerable:
60 years plus

21 Falling on stairs etc

Fall associated with stairs, steps and ramps where the change in level is greater than 300mm. It includes falls on internal stairs or ramps within the dwelling, external steps or ramps within the curtilage of the dwelling, internal common stairs or ramps within the building, access to the dwelling, and to shared facilities or means of escape in case of fire. It also includes falls over guarding (balustrading).



Most vulnerable:
60 years plus

22 Falling between levels

Falls from one level to another inside or outside a dwelling, where the difference in levels is more than 300mm. For example, falls out of windows, falls from balconies or landings, falls from accessible roofs, into basement wells, and over garden retaining walls.

Most vulnerable:
under 5 years

23 Electrical hazards

Hazards from electric shock and electricity burns, including from lightning strikes.



Most vulnerable:
under 5 years

24 Fire

Threats from uncontrolled fire and associated smoke. It includes injuries from clothing catching alight, which appears to be common when people attempt to put out a fire. It does not include clothing catching alight from a controlled fire by reaching across a gas flame or an open fire used for space heating.

Most vulnerable:
60 years plus

25 Flames, hot surfaces etc

Burns or injuries caused by contact with a hot flame or fire, and contact with hot objects or hot non-water based liquids, and scalds – injuries caused by contact with hot liquids and vapours. It includes burns caused by clothing catching alight from a controlled fire or flame.

Most vulnerable:
under 5 years

26 Collision and entrapment

This category includes risks of physical injury from a trapping body parts in architectural features, such as trapping limbs or fingers in doors or windows. Most vulnerable under 5 years.) striking (colliding with objects such as architectural glazing, windows, doors, low ceilings and walls.



Most vulnerable:
10 years over

27 Explosions

Threat from the blast of an explosion, from debris generated by the blast, and from the partial or total collapse of a building as the result of an explosion.

Most vulnerable:
no specific group

28 Position and operability of amenities etc

Threats of physical strain associated with functional spaces and other features of dwellings.



Most vulnerable:
60 years plus

29 Structural collapse and falling elements

The threat of the dwelling collapsing, or of an element or a part of the fabric being displaced or falling because of inadequate fixing or design, or as a result of adverse weather conditions. Structural failure may occur internally or externally.

Most vulnerable:
no specific group

Appendix D

Legislation

Landlords/agents must comply with all legislation relating to property management and pay particular attention to the legislation set out below:

- ✓ Landlord and Tenant Act 1985
- ✓ Housing Act 1996
- ✓ Housing Act 2004
- ✓ Protection from Eviction Act 1977
- ✓ Defective Premises Act 1972
- ✓ Furniture and Furnishings (Fire) (Safety) Regulations 1988
- ✓ Trades Description Act 1967
- ✓ Misrepresentation Act 1967
- ✓ Gas Safety (Installation and Use) Regulations 1998
- ✓ Building Regulations (2006) Part P (Electrical Safety in Dwellings)
- ✓ Environmental Protection Act 1990

**NB. This is not an exclusive list and legislation may change.
It is the landlord's responsibility to keep themselves abreast of any changes.**

Appendix E

Disclaimer

Peterborough City Council does not accept any liability for actions or decisions taken by landlords/agents or tenants as a result of the awarding of accreditation status. Accreditation should be used as a general guide that the property and landlord are likely to meet certain minimum standards in relation to physical condition, amenity standards and general management standards and practices.

Peterborough City Council reserves the right to alter or suspend the Accreditation Scheme and there may be a waiting list in place when arranging property inspections. The Landlord Accreditation Officer does not guarantee to deal with accreditation applications within a set time, due to unforeseen fluctuations in demand.

Accreditation does not prove compliance with the law, nor does it protect landlords/agents or tenants from other types of enforcement action resulting from non-compliance with the law, which may or may not fall within the remit of the LAO.

Peterborough City Council does not accept responsibility for dealing with any other matters or problems between landlords/agents and tenants of accredited properties. Even where matters or problems are reported that relate to non-compliance with the Accreditation standards, the Council's remit of involvement only extends to withdrawal of the Accreditation status. It does not extend to dealing with matters in any further detail except where other types of enforcement action due to non-compliance with legislation for which the Council is responsible for enforcing, exist.

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Appendix F

Data Protection Act 1998

Peterborough City Council respects your personal information and undertakes to comply with the Data Protection Act 1998.

We promise to use your personal information only to deal with and maintain your application or membership as part of this Scheme. We may provide or receive information about you or your company, but only within the context of your application or the maintenance of your membership to this scheme.

Peterborough City Council is the registered Data Controller. Any queries regarding the processing of your personal data should be directed to the Landlord Accreditation Officer.

Appendix G

Glossary of Terms

Accreditation Scheme	Peterborough City Council Landlord Accreditation Scheme (pals)
Code of Practice	The document that landlords agree to abide by when they join the scheme.
Agent	The term used in this document to describe the Managing Agent or Letting Agent that has been authorised to manage a property by the owner.
Landlord	The term used in this document to describe the applicant to the Accreditation Scheme and the owner of the property.
Tenant	The person (s) living in the property accredited under this scheme and who is named on the tenancy agreement.
CORGI	The Council of Registered Gas Installers. A regulatory body for gas installers. All CORGI registered engineers will carry a card that contains a photograph of the employee, their trading title, their CORGI registration number and the expiry date of the card. The back of the card will give details of the types of gas work that they can carry out. (If necessary, CORGI can provide evidence of registration and confirmation that any certificate of registration is valid.)
HHSRS	The Housing Health & Safety Rating System is the method of assessing the condition and suitability of the property in conjunction with this scheme.
HMO	A house in multiple occupation (HMO) is a building or part of a building, such as a flat, where people share a kitchen, bathroom or cooking facility. For further information and guidance on HMO's, contact your local enforcement officer or visit the Department for Communities and local government web site http://www.communities.gov.uk
SAP Rating	The standard Assessment Procedure (SAP) is the Government's recommended system for energy ratings of dwellings. SAP measures the energy efficiency of homes, the higher the rating the more energy efficient the property. The rating is expressed on a scale of 1 to 120, based on annual energy costs for space and water heating.

Appendix H

Frequently Asked Questions

- Q. Do all of my properties have to be accredited?
- A. *Yes, you are requested to declare your full portfolio of properties. Once each individual property is accredited then you will be able to market it as such.*
- Q. What if my property or management standards do not meet the accreditation standards?
- A. *The Landlord Accreditation Officer will work **with** you to rectify any failures within agreed specific time scales.*
- Q. How long does accreditation last?
- A. *Accreditation lasts for 3 years. An audit may take place after one year to ensure standards are being upheld.*

Peterborough Accredited Landlords Scheme

Application Form

Please complete all the following questions and return to:
 Michelle Hudson-Smith, Landlord Accreditation Officer, Private Sector Housing
 Peterborough City Council, Bayard Place, Broadway, Peterborough PE1 1HZ
 Tel: 01733 864127 Email: michelle.hudson-smith@peterborough.gov.uk

Your full contact details

Name:

Business Telephone:

Mobile Telephone:

Address:

Fax. Number:

Email Address:

Website:

Full trading contact details

Trading as (if applicable):

Company Directors or Partners:

Accreditation information

Do you own any properties that have required a HMO licence?

Yes No

Have you ever been refused a licence

Yes No

Where did you find out about the Landlord Accreditation Scheme?

List of accredited landlords

I would like to be included on Peterborough City Council's approved list of accredited landlords Yes No

Signed:

Dated:

Fit and proper assessment (as defined under the Housing Act 1974 and Appendix A on the Scheme Document)

Only unspent convictions need to be declared.

Have you or any person who will be involved in the management of the property been convicted of any offence involving:

Fraud or dishonesty	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Violence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Drugs offences	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Offences under Schedule 3 of the Sexual Offenders Act 2003	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Sentences of imprisonment exceeding 30 months can never be treated as spent and must be disclosed however long ago they were imposed. Please give details of unspent convictions:

(Continue on a separate sheet and attach to this form if necessary)

If you are unsure whether your conviction is spent or unspent, please contact the Landlord Accreditation team on 01733 864127

Declaration

I declare that I have read and understood the Code of Standards for membership of the Peterborough Accredited Landlords Scheme. All properties under my ownership/management, which are let to tenants whilst I hold membership of the scheme, will meet the terms and conditions of the Code of Standards (including those set out below), subject to any transitional arrangements agreed by Peterborough City Council.

I further declare that my conduct will be in accord with the provisions of the Code of Standards and that I will recognise the authority of a review panel and ultimately the Head of Housing in the administration of the code. I acknowledge Peterborough City Council's rights over the use of the council logo and for my part acknowledge and authorise the public disclosure of details relating to my membership of the scheme.

I declare that the information given on this form is, to the best of my knowledge and belief, true and correct. I also understand that any misrepresentation by me may lead to the withdrawal of my membership from the Peterborough Accredited Landlords Scheme.

Data Protection Act 1998

Peterborough City Council respects your personal information and undertakes to comply with the Data Protection Act 1998.

We promise to use your personal information only to deal with and maintain your application or membership as part of the Scheme. We may provide or receive information about you or your company, but only within the context of your application or the maintenance of your membership to this scheme.

Peterborough City Council is the registered Data Controller. Any queries regarding the processing of your personal data should be directed to the Landlord Accreditation Officer.

Listed below are the main requirements of the Peterborough Accredited Landlords Scheme. For additional requirements such as fire safety, please refer to the Code of Standards.

Tenancy agreement Please attach a sample copy of the tenancy agreement issued when entering into a tenancy agreement for the property (or properties) which is/are to be accredited (it will be checked for compliance with housing legislation and that minimum contractual requirements are included, which address issues including anti-social behaviour, neighbour nuisance, repair and maintenance.

Gas safety I hereby confirm that gas safety certificate(s) for the property (or properties) to which this accreditation membership applies, are held on the office premises for inspection upon request, and are renewed annually as required by law. This is a scheme requirement and your accreditation may be revoked if found to be in breach.

Electrical safety I hereby confirm that the electrical appliances supplied in the property (or properties) under the tenancy agreement(s) pertaining to it, to which this accreditation application applies, meet the standards under the Electrical Regulations or Building Regulations (BS7671).

Furniture safety I hereby confirm that to the best of my knowledge, the furniture supplied in the property (or properties) under the terms of the tenancy agreement(s) pertaining to it, to which this accreditation application applies, meet the Furniture and Furnishings (Fire Safety) Regulations 1998.

Signed:	Date:
---------	-------

Property Details

(If you have more properties please continue on a separate sheet and attach to this form, or alternatively, please provide the information in your own format.)

Please provide full details of all properties in your portfolio

Property address and postcode:

House Flat House in Multiple Occupation (HMO)
Number of storeys (including basements and attics)
Number of tenants when property is fully occupied
Name and address of legal owner:

Property address and postcode:

House Flat House in Multiple Occupation (HMO)
Number of storeys (including basements and attics)
Number of tenants when property is fully occupied
Name and address of legal owner:

Property address and postcode:

House Flat House in Multiple Occupation (HMO)
Number of storeys (including basements and attics)
Number of tenants when property is fully occupied
Name and address of legal owner:

Property address and postcode:

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Number of tenants when property is fully occupied
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Property address and postcode:

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Number of storeys (including basements and attics)
Number of tenants when property is fully occupied
Name and address of legal owner:

Property address and postcode:

House Flat House in Multiple Occupation (HMO)
Number of storeys (including basements and attics)
Number of tenants when property is fully occupied
Name and address of legal owner:

COMMUNITY DEVELOPMENT SCRUTINY PANEL	Agenda Item No. 6
25 March 2009	Public Report

Report of the Executive Director of Operations

Report Author – Gillian Barclay, Arts & Heritage Services Manager

Contact Details – Gillian.barclay@peterborough.gov.uk. Tel. 864662

THE PETERBOROUGH FESTIVAL 2009 - UPDATE

1 PURPOSE

- 1.1 The purpose of this report is to provide Members with an overview of the Peterborough Festival 2009.

2 RECOMMENDATIONS

- 2.1 Members are asked to note and comment upon the proposals within the report.

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

- 3.1 The Peterborough Festival links to objectives within the Local Area Agreement, Sustainable Community Strategy and Corporate Plan, in particular:

- Substantial and Truly Sustainable Growth - Increasing Economic Prosperity;
- Creating Strong & Supportive Communities - Building Pride in Peterborough;
- Making Peterborough a better place in which to live and work - providing for a better place to enjoy and visit with a range of arts, cultural, sporting, shopping and leisure facilities. Promote the city as a place in which to live and do business.

4 BACKGROUND

- 4.1 Community Development Scrutiny Panel last explored the programme for the Peterborough Festival on the 18 June 2008.

5 KEY ISSUES

- 5.1 The Festival will be focused around three weekends:

- 5.2 **Central Park Weekend 20/21 June:** The first weekend will provide a varied programme which has appeal for the widest of audiences. It includes a diverse daytime programme, which is inclusive and involves a multitude of community activity and a first evening programme of popular music. The Sunday programme will focus on orchestral performance by the City of Peterborough Symphony Orchestra providing a popular programme and ending with a 'last night at the proms' content with a guest conductor and vocal performances. The programme will be provided free to the public. A choral event at the Cathedral with the Orpheus Male Choir will be advertised as part of the festival programme (this is a paid event).

- 5.3 The festival will start with the Mayors parade with a 'Green' theme and will involve collaborative working with schools, Greater Peterborough Partnership - community regeneration, businesses and Council services. During the festival period redevelopment work will be happening in Cathedral Square and as such it is unlikely that a vehicular parade can pass through the city

centre. This presents a challenge to delivering the traditional parade. Creative solutions are being sought with partners.

- 5.4 **City Centre Weekend 27/28 June:** The second festival weekend will see the first ever 'Heritage Festival' right in the heart of the city as a celebration of the history and heritage of the city. It will be delivered in partnership with the Cathedral and bring together re-enactment, medieval markets and Shakespeare performance in and around the city centre and precincts. This builds on the very successful Local History Day two years ago and delivers to popular demand. The event is also a collaborative and sponsored event with the local History Society and Civic Society.
- 5.5 **The Embankment Weekend 4/5 July:** The final festival weekend will see the 'country come to town'. Professional company 'Oakleigh Fairs will deliver a quality Town and Country fair including displays, entertainments, local produce, steam rally, Shire horses and much more. Alongside this will be the Peterborough Boat festival. Together this event will take advantage of the embankment and river a feature of Peterborough. There will be opportunity to involve local Heritage partners and organisations.
- 5.6 In addition to these three weekends there will be a host of other events including a 'Peterborough Platforms' – fringe festival. This will run alongside the main weekends and building on past lunchtime performances and activities which we are calling 'Peterborough Platforms'. These will provide opportunities for emerging talent, smaller, diverse, edgy performance and art forms, sometimes in unexpected venues. We will look to grow this aspect of the festival year on year and will actively search out new and unexpected venues for performance and diverse performers.
- 5.7 **Brand, Profile and Promotion:** The festival will be developed as a recognisable brand with a three year rolling planning cycle which will allow sustained development and ongoing partnership involvement. As in other cities 'The Peterborough Festival' should stand on its own reputation with recognised branding, which will not totally change according to a new theme each year. That said aspects such as the parade will be themed. This year we will align with the 'green and environmental' theme for the city.
- 5.8 The festival branding will align with the new city branding and be supported by Opportunity Peterborough as 'The Peterborough Festival', and as a showcase for the city, its people and talents, whilst also attracting high profile performance and aspiration elements, as a vehicle to drive both internal and external tourism
- 5.9 The festival will deliver against objectives as detailed above but also act as a vehicle to develop cultural audiences and encourage increased participation in arts and usage of our cultural venues.



The festival is Yours'

- 5.10 The following marketing initiatives will be undertaken:
- Festival 2009 will be officially launched to the public in March following and building on the launch of the new city branding from Opportunity Peterborough;
 - A web page which is continuously updated and links to other related websites has been created;
 - A leaflet which folds out into a poster programme will be produced to present the range of activities across the whole two weeks of the festival, themed by type, such as Music, performance etc and will be available in April/May;

- Media partners Radio Cambridgeshire and Heart FM are posed to support the festival through proactive promotion in advance and as part of the events weekends.

5.11 **Budget and Resources:** The current economic environment is extremely challenging with sponsorship being very difficult to obtain. The Council budget is £75,000. Further funding through sponsorship is actively being sought. Funding in kind and through partnership working is being used to maximise delivery and inclusion in the festival. Partnerships include: Opportunity Peterborough, The Civic Society and Cathedral.

6 IMPLICATIONS

6.1 There are no financial, legal, human resource or ICT implications emerging from this report.

7 CONSULTATION

7.1 Feedback, evaluation and comments were sought from the stakeholders and Members following the festival 2008. Members particularly requested that the festival make use of Central Park for the opening weekend with a similar community/traditionally focussed programme to 2008 with an orchestral performance. Members emphasised that there must be a focus on quality and there was agreement to have three weekends as part of the festival. The proposed programme meets these objectives.

7.2 Community group stakeholders were consulted at an event on 25 February 2009.

8 EXPECTED OUTCOMES

8.1 That Members support the festival programme as set out within this paper.

9 NEXT STEPS

9.1 Officers and community partners will continue to deliver the festival taking into consideration the advice and recommendations of the panel. The festival will be evaluated, consultation and feedback will be gathered to produce a post festival report and to inform future festival delivery and to ensure continuous improvement.

10 BACKGROUND DOCUMENTS

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

None

11. APPENDICES

None

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COMMUNITY DEVELOPMENT SCRUTINY PANEL	Agenda Item No. 7
25 March 2009	Public Report

Report of the Head of Neighbourhoods

Report Author: Adrian Chapman
Contact Details: 863887

UPDATE ON PROPOSED CLOSURE OF SOUTHVIEW – SUPPORTING PEOPLE PROGRAMME

1. PURPOSE

To update Members following a meeting with Councillor Graham Murphy and Councillor Fran Benton, which followed discussions at the February Community Development Scrutiny Panel meeting.

2. LINKS TO CORPORATE PLAN, SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT

Not relevant

3. BACKGROUND

At the February Community Development Scrutiny Panel meeting the Supporting People Annual Plan was presented for approval. During the discussion Councillors Murphy and Benton raised concerns regarding the withdrawal of Supporting People funding to 1-3 Southview, Woodston. This property is owned by Axiom Housing and Supporting People funding has been used to provide housing related support for people with learning difficulties.

The meeting agreed that officers would meet with the Councillors before the date of the next Scrutiny Panel meeting, and that an update would be brought to that meeting regarding a way forward.

4. KEY ISSUES

Following the meeting with Councillors Murphy and Benton, which was held on 2nd March, it was agreed that a paper would be taken to the next Supporting People Commissioning Body meeting to review the decision taken to withdraw funding from Southview. This meeting is scheduled to take place on 11th May 2009. The Supporting People Commissioning Body comprises three voting members – PCC (a shared vote between Councillor Murphy and Adrian Chapman), the PCT (Denise Radley, representing Adult Social Care and the PCT), and Cambridgeshire Probation (Margaret Lowe). This Body is the governing body for the Supporting People programme and are responsible for making decisions regarding Supporting People funding.

5. IMPLICATIONS

This issue relates to Fletton ward.

6. CONSULTATION

Adrian Chapman and Ralph Middlebrook met with Councillor Murphy and Councillor Benton on 2nd March.

7. EXPECTED OUTCOMES

The Supporting People Commissioning Body will review its decision to withdraw funding from Southview at its next meeting.

8. NEXT STEPS

It is recommended that a further update be brought to the Community Development Scrutiny Panel at the next available opportunity to update Members on the outcomes of discussions at the Supporting People Commissioning Body.

9. BACKGROUND DOCUMENTS

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

Not applicable

10. APPENDICES

None

COMMUNITY DEVELOPMENT SCRUTINY PANEL	Agenda Item No. 8
25 MARCH 2009	Public Report

Report of the Deputy Chief Executive

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 Cultural Strategy

Decision

To propose the principles of a Cultural Strategy for Peterborough, which incorporates a Cultural Vision, Heritage Strategy, Sports Strategy and Libraries Strategy (all documents available on request), for referral to Full Council for approval.

Reasons

There is no statutory requirement to have in place a Cultural Vision or any of the strategies associated with it. However, it is accepted good practice to adopt such strategies and most local authorities have adopted a Cultural Strategy that sets out their long term aspirations and main areas of work.

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 17 December 2008

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COMMUNITY DEVELOPMENT SCRUTINY PANEL	Agenda Item No. 9
25 MARCH 2009	Public Report

Report of the Deputy Chief Executive

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

FORWARD PLAN – 1 APRIL 2009 to 31 JULY 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 April 2009 – 31 July 2009

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN

1 APRIL 2009 TO 31 JULY 2009

APPENDIX A

FORWARD PLAN OF KEY DECISIONS – 1 APRIL 2009 TO 31 JULY 2009

During the period from 1 April 2009 to 31 July 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 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. 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:

- Carbon Challenge Site
- Debt Collection
- Fletton Cemetery
- Legal Chambers Service

APRIL - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
Food Waste Treatment To consider and agree the preferred method of tendering for the treatment of food waste	April 2009	Cabinet Member for the Environment, Councillor Fitzgerald	Consultation will take place with the relevant stakeholders	Jenny Line Project Manager – Waste Management Tel: 01733 453570 jenny.line@peterborough.gov.uk	Public report will be available from the Governance Support Officer one week before the decision is made
Carbon Challenge Site To approve affordable housing grant funding	April 2009	Cabinet Member for Housing, Regeneration and Economic Development, Councillor Murphy	Consultation will take place with relevant stakeholders including ward councillors	Rosemary Woodland Strategic Planning & Enabling Manager Tel: 01733 863798 rosemary.woodland@peterborough.gov.uk	Public report will be available from the Governance Support Officer one week before the decision is made
Refreshed Local Area Agreement (LAA) To sign off the refreshed LAA prior to its submission to the Government Office	April 2009	Leader of the Council and Cabinet Member for Finance and Human Resources, Councillor Peach	Relevant stakeholders and fora including Scrutiny Committee	Richard Astle Director, Greater Peterborough Partnership Tel: 01733 865042 richard@gppp-peterborough.org.uk	Public report will be available from the Governance Support Officer one week before the decision is made

<p>ICT Managed Service To select a partner to deliver ICT services to the Council</p>	<p>April 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</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 elaine.alexander@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p>Shared Services Memorandum of Agreement to deliver revenues and benefits with Luton Borough Council</p>	<p>April 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	<p>Internal stakeholders as appropriate</p>	<p>John Harrison Executive Director – Strategic Resources Tel: 01733 452398 john.harrison@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p>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) 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>April 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	<p>Consultation will take place with relevant stakeholders including ward councillors</p>	<p>Andrew Edwards Head of Strategic Property Tel: 01733 384530 andrew.edwards@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>

<p>Midland Highway Alliance - Junction 8 Parkway Signalisation Project To appoint a contractor for the project</p>	<p>April 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	<p>Internal stakeholders as appropriate</p>	<p>Chris Berry Business Transformation team Tel. 07976 619906 christopher.berry@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p>Lady Lodge Arts Centre Options for the future use of the Lady Lodge Arts Centre site</p>	<p>April 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	<p>Consultation will be carried out with relevant ward councillors</p>	<p>Andrew Edwards Head of Strategic Property Tel: 01733 384530 andrew.edwards@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p>Debt Collection To give authority to award the contract for the authority's debt collection</p>	<p>April 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	<p>Consultation will be undertaken with relevant departments.</p>	<p>Helen Edwards Solicitor to the Council Tel: 01733 452539 helen.edwards@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>

<p>Transfer of Land for Construction of A1073 (Spalding to Eye link) road The approval for the transfer of 18 hectares (44.4 acres) of agricultural land from the Peterborough Farms Estate (Strategic Property) to Peterborough Transportation for the construction of the A1073 (Spalding to Eye link) road. This transfer is expected without claim by the Farms Estate for compensation for the value of the land to be acquired by Highways or for diminution of value of the retained agricultural estate.</p>	<p>April 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	<p>Consultation has been undertaken with PCC Farm Estates, PCC Transportation and Lincolnshire County Council</p>	<p>David Farquhar Head of Environment, Transport and Engineering Tel: 01733 453500 david.farquhar@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p>Fletton Cemetery To approve a preferred supplier for the construction of Italian style Mausoleums at Fletton Cemetery to meet the needs of the community, as existing provision has been fully utilised.</p>	<p>April 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	<p>Extensive consultation has been conducted with the Italian community and as part of the planning application process the wider community. The community will be further consulted with prior to and during the construction phases.</p>	<p>Jon Marsden Bereavement and Sports Services Manager Tel: 01733 863756 jon.marsden@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>

MAY - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p>Integrated Development Programme To set out priorities for infrastructure provision to facilitate growth and regeneration of the city.</p>	May 2009	<p>Cabinet Member for Housing, Regeneration and Economic Development, Councillor Murphy</p>	Relevant stakeholders as appropriate	<p>Shahin Ismail Head of Delivery Tel: 01733 2484 shahin.ismail@peterborough.gov.uk</p>	Public report will be available from the Governance Support Officer one week before the decision is made
<p>Legal Chambers Service To approve the re-tendering for the provision of external legal services</p>	May 2009	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	Consultation will take place with all internal stakeholders as appropriate	<p>Lisa Osborne Project Manager Tel: 01733 452276 lisa.osborne@peterborough.gov.uk</p>	Public report will be available from the Governance Support Officer one week before the decision is made

JUNE - KEY DECISIONS

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

JULY - KEY DECISIONS

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

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
Performance and Programme Management
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
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

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COMMUNITY DEVELOPMENT SCRUTINY PANEL

AGENDA PLAN 2008 – 2009

Last Updated – 16 March 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>25 March 2008 <i>Final Report 16 March</i></p>	<p>Homelessness Strategy To consider progress on the implementation of the Homelessness Strategy. Contact Officer: Karen Whatley</p>	<p>Panel</p>	<p>Performance Management</p>	<p>To monitor the performance of the Housing, Regeneration and Economic Development Portfolio through regular performance monitoring reports.</p>	<p>Comments to officers</p>
	<p>Houses in Multiple Occupancy and Additional Licensing To consider an update on the work of the new HMO team Contact Officer: Adrian Chapman</p>	<p>Officer</p>	<p>Performance Management</p>	<p>To monitor the performance of the Housing, Regeneration and Economic Development Portfolio through regular performance monitoring reports.</p>	<p>Comments to Officers</p>
	<p>Programme for 2009 Festival and Summer Arts Event To consider and comment on the programme for 2009 Festival and Summer Arts Event Contact Officer: Gillian Barclay</p>	<p>Officer</p>	<p>General Scrutiny Issue</p>	<p>To review any issue that the Panel considers appropriate</p>	<p>Comments to officers</p>

COMMUNITY DEVELOPMENT SCRUTINY PANEL

AGENDA PLAN 2008 – 2009

Last Updated – 16 March 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>Report on proposed closure of Southview Supporting People Housing Accommodation</p> <p>To consider and comment on the findings of the review of the proposed closure of the supporting people housing accommodation in Southview</p> <p>Contact Officer: Adrian Chapman / Ralph Middlebrook</p>	Panel	General Scrutiny Issue	To review any issue that the Panel considers appropriate	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 – 16 March 2009

POSSIBLE ITEMS FOR INCLUSION WITHIN THE WORK PROGRAMME FOR 2009/10

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>Crematorium Management Options To consider and comment on the options for management of the Crematorium prior to its consideration by the Executive Contact Officer: Jon Marsden</p>	July 09	Officer	Consultation	To review any issue that the Panel considers appropriate	Recommendations to the Executive
<p>Tourism Services Review To consider and comment on the proposed delivery mechanisms for tourist information services Contact Officer: Linda Wills</p>	July 09	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
<p>Safer Peterborough Partnership Plan – update report To consider and comment on the progress of the Safer Peterborough Partnership Plan. Contact Officer: Christine Graham</p>	July 09	Panel	General Scrutiny Issue	To review any issue that the Panel considers appropriate	Comments to officers
<p>Future of Lady Lodge Arts Centre Contact Officer: Kevin Tighe</p>	July 09	Chair	General Scrutiny Issue	To review any issue that the Panel considers appropriate	Comments to officers

COMMUNITY DEVELOPMENT SCRUTINY PANEL

AGENDA PLAN 2008 – 2009

Last Updated – 16 March 2009

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>Arts Strategy</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>	Autumn 2009	Officer	Policy Development	To initiate, develop and review relevant policies and advise the Executive about the proposed Policy Framework	Recommendations to the Executive