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SUSTAINABLE GROWTH SCRUTINY COMMITTEE

TUESDAY 7 JUNE 2011 7.00 PM

Forli Room - Town Hall

AGENDA

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- 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 Meetings Held on

1 - 16

- 16 March 2011
- 23 March 2011
- 4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions

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

5 .	Peterborough Preliminary Flood Risk Assessment (PFRA)	17 - 52
6.	Review of 2010/11 and Future Work Programme	53 - 68
7.	Forward Plan of Key Decisions	69 - 86

8. Date of Next Meeting

Tuesday 12 July 2011



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Emergency Evacuation Procedure – Outside Normal Office Hours

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Committee Members:

Councillors: C Burton (Chairman), S Allen (Vice Chairman), N Arculus, D Day, J Peach, E Murphy and D Fower

Substitutes: Councillors: G Nawaz and M Jamil

Further information about this meeting can be obtained from Paulina Ford on telephone 452508 or by email – paulina.ford@peterborough.gov.uk



MINUTES OF A MEETING OF THE SUSTAINABLE GROWTH SCRUTINY COMMITTEE HELD AT THE BOURGES/VIERSEN ROOM - TOWN HALL ON 16 MARCH 2011

Present: Councillors M Dalton (Chairman), S Allen (Vice-Chairman), Arculus,

D Day, J Peach and S Lane

Officers Present: Andrew Edwards, Head of Peterborough Delivery Partnership

Simon Machen, Head of Planning, Transport and Engineering

Ruth Lea, Lawyer - Growth Team Louise Tyers, Scrutiny Manager

1. Apologies for Absence

Apologies for absence were received from Councillors Allen, D Day and Murphy. Councillor Goldspink submitted his apologies for his late arrival.

2. Declarations of Interest and Whipping Declarations

No declarations of interest were made.

3. Minutes

3.1 Joint Scrutiny Meeting (Budget) - 6 January 2011

The minutes of the Joint Meeting held on 6 January 2011 were deferred until the next meeting.

3.2 2 February 2011

The minutes of the meeting held on 2 February 2011 were approved as a correct record.

4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions

There were no requests for call-in to consider.

5. Complaints Monitoring Report 2009/10

The report gave a summary of the formal complaints received by the Council between 1 April 2009 and 31 March 2010.

The Corporate Complaints Policy had three-stages:

- Stage One (First Contact Complaint) 10 working days
- Stage Two (Service Review) 15 working days
- Stage Three (Independent Person Review) 30 working days

During 2009/10 there had been a reduction in the number of complaints from 441 to 366. This decrease could be attributed to various factors such as better record keeping to avoid repeat complaints and ensuring only matters that fell under the complaints policy were treated as complaints. For example customers complaining about benefit or housing decisions would be advised of their appeal rights rather than pursuing matters as a complaint. The breakdown of complaints by department was:

The number of Stage One complaints				
	2008/2009		2009/2010	
Department	Total complaints received	Logged by CCO	Total complaints received	Logged by CCO
Chief Executive's Dep't	43	32	2	6
Children's Services	12	2	3	3
City Services	105	52	87	54
Operations	173	83	151	81
Strategic Resources	108	29	123	55
TOTAL	441	204*	366	199

^{* 6} complaint cases fell under a number of different departments

Of the complaints received 139 had been upheld, 160 had not been upheld and 67 had been partially upheld.

The number of Stage 2 complaints had remained the same as the previous year at 60 and was broken down as follows:

Stage Two Complaints By Business Unit	2008-09	2009-10
Chief Executive's Department	6	2
Legal and Democratic	0	2
Strategic Growth and Development	6	n/a
Children's Services Department	1	0
Learning and Standards	1	0
City Services	12	6
Recreation	3	0
Street Scene and Facilities	9	6
Operations	30	38
City Centre Operations	n/a	2
Cultural Services	4	5
Environment Transport and Engineering	8	9
Neighbourhoods	8	11
Planning Services	10	11
Strategic Resources	11	14
Customer Services	0	2
Revenues & Benefits	6	11
Strategic Property	5	1
Overall	60	60

Of the Stage 2 complaints 12 had been upheld, 34 had not been upheld and 14 had been partially upheld.

The Council had received 16 stage three complaints, compared to 25 during 2008-09. Of these complaints none had been upheld, four had not been upheld and 12 had been partially upheld.

Complaints at Stage 3 were investigated by the Compliance and Ethical Standards Team and investigators were asked to investigate and prepare a report within 20 working days. In seven of the 16 cases the decision was the same as that made at Stage 2, eight cases had a different outcome and one went straight to Stage 3. Where the decision at Stage 3 differed from Stage 2 this changed a Not Upheld case to a Partially Upheld. This showed there was still some merit in having a three Stage process but this would continue to be kept under review. Only four of these complaints were subsequently referred to the Ombudsman and in each case the Ombudsman's decision was in line with the Council's findings.

In July each year the Local Government Ombudsman (LGO) provided an annual review to the Council. The aim of the review was to provide a summary of complaints received in respect of the Council and included comments on performance and complaint-handling to assist us with service improvements that contributed to improved customer service. For 2009/10 the LGO received 45 complaints and enquiries relating to Peterborough City Council, compared to the 43 that were raised the previous year. The LGO proceeded to investigate 24 of these complaints about the Council, the same number of cases as the previous year. The table below outlines the number and types of decisions the Ombudsman made during the last three years.

Ombudsman's Decisions	2007-08	2008-09	2009-2010
Maladministration	0	1	0
Local Settlement	6	5	4
No or Insufficient Evidence of Maladministration	7	8	12
Ombudsman Discretion	4	9	6
Outside Jurisdiction	8	1	2
Overall	25	24	24

The annual review highlighted that the Ombudsman had made no decisions against the Council last year. This was an encouraging sign as it showed that the Council's own complaint investigations were robust and that the Ombudsman was agreeing with the Council's findings in a high percentage of cases. For the Council there were five cases classified as Local Settlements, that equated to 18% of the cases which the Ombudsmen decided were within their jurisdiction. In total the Authority paid £1500 in compensation on those local settlements and in most cases offers had been made to the complainants before referral to the Ombudsman. The LGO made written enquiries about 16 complaints in the year and they were pleased to note a steady improvement with regard to the average response time to their enquires, coming in at just over 29 days. The LGO did however, comment on the significant variations with some of the responses, for example an enquiry about an adult social care case took 53 days to respond to and a complaint about children and families took 140 days to respond. The LGO asked the Council to take the necessary steps to ensure that such delays were avoided in the future. Those concerns had been shared with senior management from both Adult Social Care and Children's Social Care to look into those delays and changes were made to their processes to ensure such delays did not reoccur. In summary the Ombudsman congratulated the Council's efforts in consulting his investigative staff about appropriate remedies in individual cases. He stated that the Council generally investigated complaints thoroughly and fairly and made good use of his published guidance on remedies.

The table below lists some service improvements following complaints that have been made.

Service Improvements Arising From Complaints		
Department	Service Improvement	
Various	Training needs identified for staff	
Customer Services	All faxes received will be logged and a record made of where the fax was forwarded to	
Street Lighting	Night time inspections will be carried out by the council's maintenance contractor to identify any issues with lighting.	
Environmental Enforcement	The advice and guidance provided to officers of how to conduct themselves whilst on patrol has been renewed to ensure that officers do not come across as intimidating to members of the public	
Housing	Reminder issued to staff that customers should always receive a response to their telephone calls within a reasonable period of time	

Questions and observations were raised around the following areas:

- There was concern that a response to the LGO had taken 140 days, were officers confident that it would not happen again? We had learnt from that particular case and it would not happen again following a review of processes. The Central Complaints Team now chased if there was not a response by 14 days which was then escalated to the relevant Director if there was still not a response by 21 days.
- Were these types of delays in responding common? This length of response time
 was not common and procedures had now been put in place to ensure it did not
 happen again. In this particular incident some paperwork had also been sent to a
 court and they would not release the information, so now copies of all papers were
 kept at the Council.
- Why was there an increase in the number of Stage 2 complaints for Revenues and Benefits? There had been a significant increase in the number of families relying on benefits but it was now believed that the situation had now stabilised.
- Was there a cost implication to the Council with the reduction in the number of people making complaints by email instead of using the telephone? More services were now delivered through the call centre. It was difficult to explain why email was being used less and it was something officers would take away and think about. Also in the Your Peterborough magazine, complaints was the first number on the list of useful numbers so often that was why people called rather than using email.
- What was the case of maladministration in 2008/09? It was around planning and the
 issuing of planning consent which should not have been given. The neighbour had
 been unable to sell their property and so we had to pay compensation due to the
 reduced property value.

ACTION AGREED

To note the information on the complaints received during 2009/10.

6. Peterborough Local Investment Plan

The report presented the Peterborough Local Investment Plan.

The Local Investment Plan (LIP) was a document initiated by the Homes and Communities Agency (HCA). The purpose of the LIP was to provide the first step in a funding application process towards the encouragement of strategic growth projects, with a particular emphasis on the provision of housing. The HCA were the intended recipient of the document, although

they were keen that it was also used as a tool to attract other possible inward investors. It had been based upon the Peterborough Integrated Development Programme (IDP), which had been adopted by Cabinet in December 2009. The LIP was more focussed and was intended by the HCA to be a very fluid document. Regular updates and revisions were expected from the Council in accordance with changing situations and priorities.

The LIP was presented in two parts. Evidenced policy text, from which the existing IDP document was heavily drawn upon, and a programme of specific proposed projects, which were currently made up of four large affordable housing developments and four transport infrastructure plans enabling residential development. The LIP was not in itself a funding application or binding agreement but was a plan where the projects within it were eligible for progression to the next stage of the application process. The LIP was intended to be a fluid document in that the content, notably the project content, could be revised on an ongoing basis, with specific project cases deleted, altered, or added to as required.

There was currently no definitive information from the HCA as regards to the volume of funds available or exactly how they would be prioritised and allocated, other than that it was anticipated that there would be unallocated budget becoming available to them during the course of 2011.

Questions and observations were raised around the following areas:

- There was a focus on new housing developments but it was not uncommon to find empty properties in any number of streets in the city. Actively pursuing a policy of bringing empty homes back into use could be an easy win.
- There was a need to ensure the redevelopment of the District Centres. Was the viability of the District Centres down to the traders? There was concern at the amount of footfall to the trading units in the District Centres and this was due to a combination of the number of people using them but also the market offering.
- What evidence was there that family sizes were declining? Officers would provide the evidence on family sizes.
- The document needed to be updated to include the most up to date data in a number of areas. Some of the information also needed to include comparison with national figures.
- It would be helpful to include what the NVQ levels were equivalent to for example GCSEs, A Levels or Degree level.
- The document made reference to the need for 38% of all new housing being built as affordable but this needed to be set against other figures around the need for 3 or 4 bedroom houses in the city.

ACTION AGREED

To support the adoption of the Local Investment Plan, developed in conjunction with the Homes and Communities Agency, in order that it can be used to help to attract inward investment into Peterborough, primarily for the purpose of encouraging residential regeneration.

7. Update on Prestige Homes

The report provided an update on what was being done to support and encourage the provision of prestige homes in Peterborough.

In March 2009 a research report was produced which examined the need for "top of the market" prestige (or executive) homes in Peterborough. The report concluded that there was a relative shortage of prestige homes in Peterborough and made two clear policy recommendations:

- 1. Preventing the loss of existing homes that serve, or could serve, this type of market; and
- 2. Securing the provision of more homes of the type that could meet the need at this end of the market.

The 2009 report had been used as part of the evidence base to help prepare various documents that made up the Local Development Framework (LDF), as set out below. Policies were included, or in draft, in those documents which, on the whole, both encouraged the provision of prestige homes.

- The Core Strategy (Adopted February 2011): Core Strategy Objective 7 and Policy CS8 (and its associated supporting text) referred to Meeting Housing Needs, and required the provision of a variety of housing in terms of size, type and tenure including encouraging "executive housing" and "prestige homes aimed at the senior professional and managerial market".
- Site Allocations DPD Proposed Submission consultation version February 2011: The Proposed Submission version of the Site Allocations DPD was currently available for public consultation until 24 March 2011. The document had been approved by Council in December 2010 and would be submitted to the Secretary of State in late April or May 2011. The Document built on the overarching support of the Core Strategy, and had an explicit policy on 'Prestige Homes' (Policy SA8) which included naming specific sites where such homes would be encouraged. The Site Allocations Document was scheduled for adoption in early 2012.
- Planning Policies DPD Consultation Draft February 2011: The Planning Policies DPD would provide detailed planning policy to help in determining planning applications. This document was in the early stages of production and a consultation draft was currently available for public consultation until 24 March 2011. We would review all the comments made and prepare a Proposed Submission draft version of the document, which would be subject to further public consultation in the autumn / winter. The consultation draft included a policy (PP4) which restricted the loss of existing prestige homes. As stated, this policy was still in draft form, however the existing Peterborough Local Plan (First Replacement 2005) policy 'H24 Subdivision of Single Dwellings' could in the meantime be used when determining planning applications on existing larger homes.
- Monitoring the delivery of Prestige Homes: The Strategic Planning and Enabling team monitored the number of new dwellings completed each year and produced a Housing Monitoring Report. The report monitored different tenures, but did not monitor different type and size of dwellings. We did not have a baseline of precisely how many prestige homes there currently were in Peterborough and we did not monitor the number of prestige homes built each year. The main reason for this was that it was somewhat subjective in determining whether a home (existing or built) qualified as a 'prestige home', and therefore it would be unduly burdensome and ineffective for officers to attempt to statistically monitor the situation. As such, there were no plans to commence such statistical monitoring of prestige home building.

Questions and observations were raised around the following areas:

- There was some concern that we were not able to monitor the number of executive homes built. There were a number of ways monitoring could happen including using the Council Tax bandings for example the number of Band H properties registered each month. New Council Tax registrations could be used but that would not be through the planning process.
- Could any analysis be done on current planning applications and the likely Council
 Tax bands they would fall in to? That was not a feasible approach as each
 application would have to be valued.
- A definition of what a prestige home was needed to be established as it could mean different things in different areas of the city.

- Members still had concerns that this area of development could not be monitored and suggested that officers could identify a number of ways that monitoring could happen and bring them to a future meeting.
- It was believed that in Peterborough there was an overbalance of smaller homes and some members wanted to see a fairer balance. We needed to encourage senior executives to move to Peterborough rather than towns such as Stamford or Yaxley. Housing was not the only factor in attracting people to Peterborough and other areas needed to be looked at including the retail and education offers.
- Some members were surprised that only a few sites were mentioned in the various documents for prestige housing and none were in the urban area. We needed to ensure there was good quality housing throughout the city.
- The Vawser Lodge/Peterborough District Hospital (PDH) site would be a good site for executive housing. We would be actively promoting development on parts of that site with developers. We were having ongoing discussions with developers around other sites. However there was an issue with viability for developers and if they believed it was not viable to build executive homes they would not build them.
- What was the Council doing to encourage self building? Self build was quite risky as there were issues around financing and mortgages etc. Self build could be required as part of a large scheme but we could not allocate specific areas just for self build.
- Could the number of bedrooms be a possible way of monitoring prestige homes? The number of bedrooms was generally an easier way to monitor and could be done through the planning application.

ACTION AGREED

That the Committee receives on a quarterly basis, outside of the committee meetings, details of the number of Council Tax Band G and H properties registered and the number of five bedroom houses which have gone through the planning process.

8. Progress on the Development of the City Centre Area Action Plan

The report provided an update on the progress made towards the City Centre Area Action Plan (CCAAP).

The CCAAP formed part of the Local Development Framework, sitting alongside and complementing the Core Strategy. Like the Core Strategy, the CCAAP would cover the period up to 2026, but whereas the Core Strategy provided an overall vision for the development of the city as a whole, the CCAAP was focused on the city centre. It would identify opportunity areas within the city centre and provided a vision and policy for their subsequent development or regeneration. As a statutory planning document, it would be subject to similar consultation processes and ultimately public examination by a planning inspector on behalf of the Secretary of State prior to being presented to Council for adoption.

Questions and observations were raised around the following areas:

- The boundary of the city centre proposed in the CCAAP was not as expected and some members felt that some areas should not be included. Why was the boundary set as it was? The Council had not been in a position to fit this work in with the development of the Core Strategy and Site Allocations documents and it was accepted that it was not an ideal approach. The boundary had been decided by looking at the growth area and seeing what would be a suitable boundary. Synergies were looked at including the former PDH site and links to the station.
- Including the PDH site was sensible but the Railworld site was not as you could not access it without leaving the city centre. Was it possible to alter the boundary? The boundary was now fixed as part of the Core Strategy. The Strategy was about having flexibility around the development of the city centre and controlling what happened on those sites, many of which were brownfield sites.

ACTION AGREED

To note the progress and approach being taken with the City Centre Area Action Plan.

9. Forward Plan of Key Decisions

The latest version of the Forward Plan, showing details of the key decisions that the Leader of the Council believed the Cabinet or individual Cabinet Members would be making over the next four months, was received.

ACTION AGREED

To note the latest version of the Forward Plan.

10. Date of Next Meeting

Wednesday 23 March 2011 at 7pm

CHAIRMAN 7.00 - 8.47 pm



MINUTES OF A MEETING OF THE SUSTAINABLE GROWTH SCRUTINY COMMITTEE HELD AT THE BOURGES/VIERSEN ROOM - TOWN HALL ON 23 MARCH 2011

Present: Councillors M Dalton (Chairman), S Allen (Vice-Chairman),

N Arculus, D Day, S Lane and J Peach

Also Present: Councillor North – Members of Scrutiny Review Group

Councillor Sandford – Member of Scrutiny Review Group Councillor Seaton – Cabinet Member for Resources

Councillor Fletcher

Officers Present: Kim Sawyer, Head of Legal

Louise Tyers, Scrutiny Manager

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest and Whipping Declarations

Councillor Arculus declared a personal interest in that the law firm he worked for was listed in Appendix 2 of the report.

3. Urgent Item

Following the last meeting of the Committee held on 16 March 2011, the Chairman agreed to consider the deferred minutes of the Joint Scrutiny Meeting which had been held on 6 January 2011 as an urgent item.

4. Minutes of the Joint Scrutiny Meeting held on 6 January 2011

The minutes of the Joint Scrutiny Meeting held on 6 January 2011 were approved as a correct record.

5. Review of the Use of Consultants

The report presented the final report from the Review of the Use of Consultants which had been prepared by Councillors North, Lane and Sandford.

At a meeting of the Environment Capital Scrutiny Committee on 14 January 2010, where the proposed council budget had been discussed, the subject of the use of consultants arose. It was agreed that the Sustainable Growth Scrutiny Committee be recommended to undertake an in-depth scrutiny review into the cost and effectiveness of the council's use of consultants and to make recommendations on the future use of consultants to inform the development of budgets in future years. At its meeting on the 18 January 2010, the Sustainable Growth Scrutiny Committee produced a list of questions which it asked to be answered.

On the 15 March 2010, the Cabinet Member for Resources delivered a report on the use of consultants to the Sustainable Growth Scrutiny Committee. Following this report and subsequent discussion, the Committee established a task and finish group to review the council's use of consultants and report back on its findings and recommendations. An

interim report on progress with the review was considered by the Committee at its meeting on 9 November 2010.

Councillors Lane, North and Sandford presented their report. A lot of work had been undertaken to produce the report and it was acknowledged that each of the review group started out with their own different personal views. It was hoped that all members of the Committee had read the report and the Group were happy to take any questions and answer any queries.

Questions and observations were made around the following areas:

- The report made reference to Verto and Qlikview, what were those systems? Verto was the council's project management system which provided information on projects and how they were proceeding. Qlikview was a data management system.
- Why did the council not already look to fill senior management posts with a permanent employee where it was beneficial? This recommendation was about ensuring that before a consultant was engaged the skills of the existing staff were reviewed to see if there was anybody suitable to undertake the work. During the review it had become clear that there had been very little succession planning in the past but this was now improving. Where some vacancies were only short term it may still be better value to engage a consultant.
- Councillor Seaton advised that he agreed with what had been said about the skill sets
 but it was difficult to pull across the skills of 2500 employees. When he considered a
 request to engage a consultant he always looked at the business case and took
 advice from Directors about any in-house skills which could be made available. Since
 the last review in 2006 the way the council worked had changed considerably, for
 example one Head of Service was now undertaking the roles of five people by taking
 on considerably more responsibility.
- It was believed that the Panel had not been convinced by the argument that it would be cheaper to employ a consultant rather than a permanent member of staff, was that the case? We needed to take into account the longevity of the job, the skills of the person and mentoring of staff. The Executive Director of Strategic Resources had produced a make or buy model which showed that a consultant could be cheaper but the group had come to the view that the example shown had been an extreme model. On a like for like basis the group believed that it would still be cheaper to employ a permanent member of staff. It was important that succession planning was fully embedded in the council so we could 'grow our own'.
- Councillor Seaton advised that the make or buy model had been accepted by our auditors as a middle of the road model.
- Did the group undertake any assessment of where consultants had provided value for money including transferring of skills? The group had considered this and had been surprised that there appeared to be no contractual requirement for skills transfer. Some of the group did have concerns that some interims had been employed continuously over long periods and so a recommendation had been put forward that any interim appointments should be reviewed by the Employment Committee if they were for a long period. With regards to skills transfer the group had talked to a number of officers and asked them whether skills had been transferred and they stated that it did. It was accepted that in some cases it was impractical for skills transfer to happen, for example property valuation.
- Did the assessment of a consultant already take place or was this done by the Verto system? The group were initially unsure but the Verto system had an end of project review stage. The Business Transformation Programme had a large amount of projects under it and the group believed that the council did not have enough managers to manage those projects and therefore in some cases engaging consultants was the best option.
- Councillor Seaton advised that the council's staff had not been skilled in project management and due to the big changes through the Business Transformation

Programme skilled project managers were needed. Consultants were brought in for a short time before the work became business as usual. Most of the consultants who had been brought in worked for short periods, however it was accepted that some interims had been engaged by the council for longer periods.

- The report mentioned that one of the advantages of using consultants was that it was easier to terminate their contract when necessary. During the recent budget setting process did we end any consultants' contracts rather than making permanent employees redundant? Councillor Seaton recalled that one or two posts, including the Deputy Chief Executive had been ended. However we had also negotiated reductions in rates with some consultants.
- Did the review group examine the governance processes in place for Amtec contract? The review group had seen the tender documents and evaluation process.
- Did the review group see the contract between V4 and the council? No, there was no contract between V4 and the council, the contract is between Amtec and V4. Some members of the review group believed that that arrangement removed transparency in the process and believed that the public had a right to see the remuneration of people undertaking key roles in the council. That was why one of the recommendations was that the Sustainable Growth Scrutiny Committee should be involved at an earlier stage in the next procurement of the contract.
- V4 were already being used by the council prior to the award of the contract to Amtec, had V4 been involved in arranging the contract with Amtec? We did examine that and did not find any evidence of impropriety. The review group believed that Amtec had been chosen as they already had the right people, however other organisations had been asked to tender. It was believed that V4 were formed to be the delivery vehicle for Amtec.
- Councillor Seaton asked for it to be made clear that V4 had not been involved in the Amtec contract and to suggest otherwise was misleading.
- One of the findings in the report said that in February 2009 there were 72 consultants working for the council but in January 2011 the figure was 80, did the review group have any view as to why that was? Officers had reiterated to the review group that they were striving to reduce the number of consultants. However the Group had also been told that it was financially advantageous to use consultants, so some of the group believed that not everybody in the council was fully committed to reducing the numbers of consultants. The increase in numbers could be explained that in January 2011 the work on the Lot 3 procurement was coming to a conclusion.
- The Head of Legal advised that it may be useful to explain in the report when it went to Cabinet what the governance processes were and also include the advice note the review group received on the award of the contact.
- Had any steps been taken into trying to bring consultants in-house onto council terms and conditions of employment? The review group had been told that a number of consultants had been approached but had turned the offer down, however the group still believed that it was a useful exercise to undertake. This was why it was important to promote succession planning.
- Why was a figure of £50,000 put forward as the value of contracts which should be referred to the Cabinet Member? *It tied in with the Contract Standing Orders*
- The number of consultancy firms used for contacts over £50,000 was lower than those worth under £50,000, was £50,000 to high? It was about transparency, if a Cabinet Member Decision Notice was required to be made then it brought the decision making into the public domain and open to scrutiny.
- Councillor Seaton advised that he had no issues about what the level of sign off should be.
- What was the review group's view on the progress made since the report in 2006?
 There had been some significant process and the review group believed that this was in some part due to this review. The review had three parts to it the concerns of Councillor Fletcher, early information gathering and the report. The Chief Executive, Head of Legal and Executive Director for Strategic Resources had all been very

supportive and provided all of the information requested. Significant progress had been made but more work was needed to bring the costs of consultants down. Transparency was the key theme throughout the recommendations and all councillors should be able to see the progress made on projects.

- What was the inaccurate report with PSP invoices that the review group had found?
 The review group had asked to see a sample of the invoices relating to the contract and compared them to the spreadsheet of costs but the total of the invoices did not match the spreadsheet.
- The report stated that using OGC Solutions delivered 8% savings compared to using a traditional tender, had any modelling been done on this and who advised on the figure? A member of the Strategic Resources team had stated the figure and the group had done its own research and tended to agree with the figure.
- Some of the review group felt that if it was cheaper to use consultants why did not all
 councils employ their senior management on that basis? Councillor Seaton advised
 that a number of local authorities had now changed the contractual basis on how they
 employed staff, for example only using one year contracts.
- Some of the Committee had concerns about pre-tendering firms for work as only large firms could be pre-tendered and this meant that money left Peterborough's economy. The review group had been told that the council could not automatically use Peterborough consultants as it would be against EU legislation. It was important that when the next contract was due a full review into the best way to procure it was carried out.
- The Head of Legal clarified that EU rules governed procurement and we could not give an advantage to small to medium enterprises. If we wanted to attract them it would be dependent on how we worded the specification. The government had indicated that they would be looking to change the law on favouring small to medium enterprises.
- At the invitation of the Chairman, Councillor Fletcher addressed the Committee and he made the following comments:
 - At the Sustainable Growth Scrutiny Committee meeting early in 2010, a figure of £12m was reported on the use of consultants but the review has said it was £8m, where were these figures coming from?
 - In February 2010, he had tabled a number of questions to be answered but prior to a meeting of the Committee to discuss the answers, the Solicitor to the Council had cancelled that meeting following a threat from the solicitors to some of the consultants.
 - o It was accepted that there were some short term engagements but there were some long term ones as well.
 - He acknowledged that a lot of work had been done but he still had certain concerns.
 - o After the elections he would ensure that more work was undertaken.
- At the invitation of the Chairman, Mark Burn, Assistant Branch Secretary of UNISON addressed the Committee and made the following comments:
 - o There was not a one size fits all solution.
 - There had been a big affect on staff with the number of consultants being engaged in some areas.
 - o Some consultants provided good value for money.
 - Manor Drive Solutions would be a cost to the council when it was outsourced. How much would it cost be buy in the services?
 - He confirmed that consultants' contracts had been ended before permanent staff had been made redundant.
- Councillor North responded about the different figures being used for the cost of using consultants. In some cases Atkins had been classed as consultants but during the review the group had taken the view that they should not be classed as consultants. One of the outcomes of the review was to recommend a future definition of what was meant by consultancy.

- Some members of the Committee stated that they would expect to see details of the sub-contracting arrangements of any of our contractors. The Head of Legal advised that we could insist on details of sub-contractors but we would be required to pay for it as it would be an additional requirement of the contract. Details of sub-contractor would be easy to obtain through Companies House and this could be looked at.
- If we did not have details of sub-contractors how did we ensure that our policies were being complied with?
- Why had Councillor Fletcher not had the answers to his original questions? The
 Head of Legal advised that she had joined the review late in the process and was not
 prepared to release the information until she was happy that she had the review
 group's consent to release the information and that the responses were within the
 law.

The review group asked for their thanks to Kim Sawyer, Louise Tyers, Karen Whatley and Andy Cox for their support during the review to be recorded.

The Chairman thanked the review group for their work in compiling the report, Councillor Fletcher for proposing the review and to Councillor Seaton for supporting the review.

RECOMMENDATIONS

That the Cabinet be recommended that:

- (i) All projects involving consultants should be recorded through Verto. This recommendation is subject to officers considering whether there should be a financial threshold to this requirement to ensure appropriate use of Verto.
- (ii) All members should be provided with access to Verto in order to improve transparency regarding consultancy spend. This will also assist to resolve any uncertainty which may exist around the commissioning of consultants.
- (iii) The Commercial and Procurement Unit (CPU) should provide an update report to the Scrutiny Committee in Autumn 2011 regarding (1) the progress made with Qlikview reporting and the outcome of discussions with Serco (2) financial data, by department, for Q4 2010-11 and Q1 2011-12 (3) whether the use of consultants is captured across the council through consistent use of Verto (4) the level of member enquiry of Verto (5) how the spend on consultants is being recorded and monitored, and (6) confirming that there is accurate recording of savings and losses against each individual consultant or consultancy project.
- (iv) A policy on the use of consultants ought to be written for the benefit of officers to ensure consistent application in the use of consultants across the council.
- (v) The council should amend contract regulations and financial regulations to set out criteria officers should consider before deciding to employ consultants. This ought to include consideration of any internal skills within the council.
- (vi) The council should compile a central register of transferable professional skills available within the council which should be audited on a regular basis by the HR team.
- (vii) The council should amend the Employment Committee terms of reference to include contractors and consultants whose accumulative remuneration rate over a project lifecycle would take them into the same salary grade as a head of service. Contractors and consultants at this level ought to be approved by Employment Committee before appointment whenever possible or reviewed at least at six monthly intervals to ensure that their continued engagement is appropriate.
- (viii) The council should review its further business transformation needs and assess whether the procurement of project and performance management skills will be required when the Professional Services Partnership (Amtec) contract next comes up for renewal.

- (ix) The Verto system have a reporting function which allows it to report on minor projects involving the use of consultants (under £20k in value) to the cabinet member for resources.
- (x) For major projects (over £20k in value)
 - a) the cabinet member for resources ought to be requested to add approval to the Verto system for projects involving the use of consultants; and
 - b) representative bodies including the Joint Consultative Forum, CMT and the Audit Committee are able to request regular reports from Verto on the use of consultants
- (xi) Skills transfer is a written contractual requirement for appropriate professional skill contracts, particularly project and programme management, to enable officers to develop expertise which will directly benefit the council.
- (xii) A relevant scrutiny panel (or a suitably staffed sub-committee of one formed of members preferably with audit and/or accountancy experience) should take sample projects to put under review for test of business case and efficiency.
- (xiii) Where the council engage consultants under long term contracts there should be a requirement for managers to approach the consultant at fixed periods in the contract about filling a permanent role within the council.
- (xiv) There should be improved scrutiny of the PSP contract if it is renewed in 2012. The relevant scrutiny committee should be consulted prior to any decision being made to engage specific contractors.
- (xv) All consultants engaged at managerial level should be required to update Verto as a condition of payment.
- (xvi) Should the council produce a policy around the use of consultants (see recommendation iv), this should contain the criteria for engaging and monitoring consultants.
- (xvii) Managers should negotiate fixed-price or incentive-based contracts where possible.
- (xviii) The council should whenever possible seek to fill senior management posts with a permanent employee where it is beneficial for the council and consider all other available options, (e.g. internal employees acting up) before seeking to recruit a consultant to a managerial position.
- (xix) A report should be made to the Scrutiny Committee surrounding the errors found in Qlikview and what measures have been put in place to prevent such errors in future.
- (xx) Where possible, the council should seek to quantify the level of grant funding which supports the use of consultants within the council. This may be possible through a reporting function within Verto.
- (xxi) Where appropriate HR should be involved in the recruitment process for consultants occupying managerial positions so that advice can be given on suitable candidates and in house expertise, skills or knowledge.
- (xxii) The CPU should be allowed access to the information gathered by HR around internal skills and knowledge so that internal skills might be accessed before reliance is placed upon consultants.
- (xxiii) Managers should submit a report to the chief executive upon the proposed appointment of any consultant in an interim managerial role explaining why a consultant is to be preferred over an internal candidate. This is to ensure that officers are mindful of succession planning.
- (xxiv) A further update on the progress of the creation of a centralised list of consultants should be produced and a report made to the appropriate scrutiny committee in Autumn 2011.
- (xxv) The roll out of the HR Review should be expedited to ensure that all areas of the council have been assessed by Spring 2011.
- (xxvi) Progress with the PDR process should be closely monitored to ensure that managers do not take a cascade approach as was the case with the previous APD system. This system prevented front line staff from receiving timely feedback

- or the opportunity to identify development opportunities and act upon career aspirations.
- (xxvii) The HR Review agenda should be amended to enable the chief executive and directors to identify where consultants are fulfilling positions. This information should be used to create a succession plan for ensuring that this is the most appropriate solution, or if not, to identify who could be developed to fulfil that role in future.
- (xxviii) A skills audit should be completed through a series of workshops with top performers. Included in the audit should be details of the specific projects that staff have worked on, similar to a CV. That would help to identify those with the potential to be of 'consultant' level.
- (xxix) The contract management system should be made available for scrutiny by members, or reviewed by way of regular reports to a scrutiny committee.
- (xxx) If a manager is shown to be disproportionately using agency staff for longer than three months then a business case should be made and entered on Verto.
- (xxxi) The HR team should report to the Sustainable Growth Scrutiny Committee in late Summer 2011 on progress or completion in the area of succession planning. If this requirement can be fulfilled by moving towards liP "Silver" status the report should also contain an evaluation of whether it is financially feasible for the council to progress towards this.
- (xxxii) That the council investigates whether to move away from OGC Solutions as a method of contracting.
- (xxxiii) That the council conducts a cost benefit review analysis on whether details of sub-contracting arrangements should be included in all contracts.

CHAIRMAN 7.00 - 9.18 pm

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SUSTAINABLE GROWTH SCRUTINY COMMITTEE	Agenda Item No. 5
7 JUNE 2011	Public Report

Report of the Executive Director of Operations

Contact Officer(s) – Richard Kay, Policy and Strategy Manager Contact Details – richard.kay@epterborough.gov.uk, 01733 863795

PETERBOROUGH PRELIMINARY FLOOD RISK ASSESSMENT (PFRA)

1. PURPOSE

- 1.1 The UK Government has issued The Flood Risk Regulations (2009) in order to implement the European Floods Directive. The aim of the Directive is to provide a consistent approach to managing flood risk across Europe.
- 1.2 To meet the requirements of that Directive (and associated Regulations), plus to tackle other national water and flood related issues, the UK government has also enacted the Flood and Water Management Act (FWM Act) (2010).
- 1.3 The FWM Act and Flood Risk Regulations make Peterborough City Council a 'Lead Local Flood Authority' (LLFA), responsible for the management of local flood risk. Local flood risk is defined as flood risk from surface runoff, groundwater or ordinary watercourses. As a LLFA, a considerable number of new statutory duties have been placed on the council in relation to local flood issues (risk assessment, prevention, monitoring, managing etc).
- One such duty is the requirement to undertake a Preliminary Flood Risk Assessment (PFRA), and submit a report of the findings of that Assessment to the Environment Agency (EA) by 22 June 2011. This agenda report presents the PFRA for consideration, prior to cabinet considering it on 13 June 2011 and prior to it being submitted to the EA by 22 June 2011.
- The PFRA is the first step in a 6 year cycle of reporting about local flood risk. There are two further stages to be completed within each cycle; flood hazard and flood risk mapping by June 2013 and a flood management plan by June 2015. The completion of the latter two stages is understood to be dependent on whether or not an area of significant flood risk, known as a 'Flood Risk Area', is identified in Peterborough.

2. RECOMMENDATIONS

- 2.1 1. That Scrutiny notes Peterborough's new statutory role as a Lead Local Flood Authority and notes that one of many duties of being such a LLFA is to undertake a Preliminary Flood Risk Assessment (PFRA).
 - 2. That Scrutiny considers whether the PFRA is fit for purpose in meeting the requirements of the Flood Risk Regulations 2009.
 - 3. That Scrutiny makes comments on the attached PFRA, and such comments be reported to Cabinet on 13th June 2011 for their consideration.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

3.1 This report is relevant to meeting the priorities of the Sustainable Community Strategy, particularly in the way it links to our ambitions of 'delivering substantial and truly sustainable growth'.

4. BACKGROUND & KEY ISSUES

- 4.1 A PFRA assesses local sources of flood risk, primarily from surface runoff, groundwater and ordinary watercourses. The PFRA is a high level screening exercise which involves collecting information on past (historic) and future (potential) floods, assembling it into a preliminary assessment report, and using it to identify if a Flood Risk Area should be designated in Peterborough. A Flood Risk Area is one where the risk of flooding is significant from a national perspective.
- 4.2 In order to meet the requirements of the European Flood Directive, the PFRA must be carried out in accordance with the guidance set out the by the Environment Agency. This includes preparing an assessment report and noting significant historic flood events and potentially significant future flood risk. If a Flood Risk Area (FRA) is identified, a digital map outlining the FRA must also be supplied.
- The PFRA must be based on existing and available information and should bring together information from national and local sources including the Flood Map for Surface Water, Catchment Flood Management Plans and Strategic Flood Risk Assessments. Information from the PFRA process will also feed into other assessments including the future Local Flood Risk Management Strategy required under the 2010 Act. It should be noted that the PFRA process and requirements are European requirements and are not the only (or necessarily the most appropriate) mechanism for managing local flood risk, or the main route for funding. In many cases a separate local strategy is likely to be a more appropriate and quicker route to manage risk in an area. Nevertheless, the PFRA is a statutory duty so it must be undertaken.
- 4.4 A PFRA is a mix of **facts** (i.e. where have floods taken place; where do the EA predict surface water floods will occur in the future) and **policy** (i.e. at what scale of flood will PCC recognise it being classified as 'locally significant' or not).
- In terms of facts, these could potentially have sensitive implications. Where past surface water floods have occurred will largely be uncontroversial as they will generally (though not necessarily entirely) be known about in the community that was affected. However, the 'facts' as to the future flood risk predicted by EA flood models will be sensitive, as these are not common knowledge. It should be noted that the EA have carried out a national assessment to identify broad areas that may be at risk, taking broad account of drainage and typical storms which may cause surface water flooding. Local variation is not accounted for and the method used does not enable identification of risk down to an individual property scale.
- To put this in some kind of perspective, the EA several years ago published on the web various maps which relate to potential future flood risk from rivers. Nationally the new information associated with PFRAs is very similar, except this time it relates to surface water flooding (such as where flood risk may exist if, for example, a very heavy downpour of rain occurred over a prolonged period). The new information, therefore, should be regarded as building upon existing flood risk data already released by the EA. By gaining a better understanding of the type of risk that Peterborough faces from surface water flooding risk, an effective Local Flood Risk Management Strategy can be put in place. This will ensure that resources are focussed, and communities are aware so that we can plan and mitigate against the risks together.
- 4.7 The PFRA also contains elements which could be regarded as 'policy'. This is especially the case in terms of setting thresholds as to when, in Peterborough, we can regard a flood as having 'locally significant harmful consequences'. The thresholds are set out purely for the purposes of this PFRA, and it should be noted that this concept will be considered and consulted on further through the Local Flood Risk Management Strategy. For the PFRA these thresholds were recommended following agreement at the Peterborough Flood Risk Partnership (PFRP) meeting which was held on the 16 May 2011.
- 4.8 LLFAs need to submit their PFRA report to the EA by 22 June 2011. The EA has a role to review, collate and publish the outputs nationally, and thereafter submit a report to the European Commission.

5. IMPLICATIONS

5.1 The PFRA process is city council wide.

Financial: Preparation of the PFRA has minimal costs, and can be met within existing budgets. The contents of the PFRA do not commit the council to additional resources. However, Members should note that the wider, linked responsibilities which now fall upon the council as a result of the FWMA will have financial implications on the council and, where existing budgets do not cover such expenditure, these will be reported accordingly.

Legal Implications: The PFRA must be prepared in accordance with the Flood Risk Regulations and EA guidelines, which we have done. Once submitted to the EA, all of the PFRAs will be collated and the required information submitted to meet the requirements of the European Flood Directive. The PFRA will also form one of a collection of new strategies and programmes for the council which will ensure the council complies with the wider requirements of the FWMA.

Environmental: Researching potential floods, communicating the outcome of that research and taking action to mitigate the risks are all important matters which will help ensure we protect and manage our environment, for the benefit of humans and wildlife.

6. CONSULTATION

- The PFRA has been prepared by the council in conjunction with the partners on the PFRP. The PFRP includes the EA, Anglian Water and several Internal Drainage Boards. Further details on this partnership are found within the PFRA directly. The PFRP commented on and recommended approval of the PFRA on 16 May 2011
- The PFRA is only required to include readily available data and due to the sensitive nature of the information, and the very tight timescale imposed on the council by the EA, public consultation has not been undertaken. It is recognised, however, that resident contribution is invaluable to really understanding local risk and how best to manage it. It is therefore intended that much wider consultation will take place as part of the production of the subsequent Local Flood Risk Management Strategy. This document will set out the council's approach to flood risk management.

7. NEXT STEPS

7.1 It is anticipated that Cabinet will approve the attached document next week and endorse its submission to the EA prior to the 22 June 2011 deadline.

8. BACKGROUND DOCUMENTS

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

 Preliminary Flood Risk Assessment (PFRA) – Final Guidance, Environment Agency, Dec 2010 - http://publications.environment-agency.gov.uk/pdf/GEHO1210BTGH-e-e.pdf

9. APPENDICES

Draft Peterborough PFRA report

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Report of the Peterborough Flood Risk Assessment (PFRA)

Draft - May 2011

(For Sustainable Growth Scrutiny 7th June and Cabinet 13th June)

Foreword

This important document is a report into the Peterborough Preliminary Flood Risk Assessment (PFRA). Across the whole country, PFRAs are being produced by 'Lead Local Flood Authorities' (LLFA), of which Peterborough City Council is one.

This report must be submitted to the Environment Agency (EA) by 22 June 2011, and then EA will collate it with other PFRA reports at a river basin district level to produce a single report submitted to the European Union.

One of the most important tasks of a PFRA is to determine whether any area within Peterborough is at sufficient risk of flooding to warrant it being classified as a nationally significant 'Flood Risk Area'. If there is such an area identified, considerable work to address the issues arising will be required to be undertaken in future years.

If no Flood Risk Area is identified, it is still likely that more local flood issues will still need investigating and action taken to minimise risk and manage consequences. In this regard, it should be noted that the PFRA is not the only report on flood and water issues for the Peterborough area. Indeed, there are numerous other reports either published or schedule to be prepared shortly, looking at all kinds of water and flood related issues. These various reports and studies are required to meet various pieces of legislation, national and international, with such legislation varied in their scope from planning to environmental protection.

Who Prepared this Document?

This document has been prepared by Peterborough City Council (a Lead Local Flood Authority) in association with partners, including the Environment Agency, local Internal Drainage Boards, and Anglian Water.

If you would like to contact us about this report, please do so as follows:

- You can email us at watermanagement@peterborough.gov.uk please ensure you make it clear you are referring to the Peterborough PFRA.
- You can also write to us at: Planning Policy, Peterborough City Council, Stuart House, East Wing, St Johns Street, Peterborough, PE1 5DD
- You can call planning policy on: 01733 863872

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Acronyms and Abbreviations

AStSWF	Areas Susceptible to Surface Water Flooding
AWS	Anglian Water Services
BGS	British Geological Society
CFMP	Catchment Flood Management Plan
Defra	Department for Environment, Food and Rural
	Affairs
EA	Environment Agency
FMfSW	Flood Map for Surface Water
FWM Act	Flood & Water Management Act 2010
IDB	Internal Drainage Board
LDF	Local Development Framework
LiDAR	Light Detection and Ranging - an optical remote
	sensing technology
LLFA	Lead Local Flood Authority
LPA	Local Planning Authority
PCC	Peterborough City Council
PFRA	Preliminary Flood Risk Assessment
PPS25	Planning and Policy Statement 25: Development
	and Flood Risk
RFCC	Regional Flood and Coastal Committee
SAB	SuDS Approving Body
SFRA	Strategic Flood Risk Assessment
SuDS	Sustainable Drainage Systems
SWMP	Surface Water Management Plan

Executive Summary

This report has been prepared to assist Peterborough City Council meet their duties to manage local flood risk and deliver the requirements of the Flood Risk Regulations (2009). Peterborough City Council is defined as a Lead Local Flood Authority (LLFA) under these regulations and the Flood and Water Management Act 2010.

The PFRA, comprising this document and the supporting statutory spreadsheet, represents the first stage of the requirements of the Regulations. The PFRA process is aimed at providing a high level overview of flood risk from local flood sources, including surface runoff, groundwater, ordinary watercourses and public sewers. This report is not concerned with flooding from main rivers or the sea. As a LLFA, Peterborough City Council must submit their PFRA to the Environment Agency for review by 22nd June 2011. The methodology for producing this PFRA has been based on the Environment Agency's Final PFRA Guidance and Defra's Guidance on selecting Flood Risk Areas, both published in December 2010.

The Environment Agency has identified indicative 'Flood Risk Areas' across England. Of the ten areas of national significance none are located within Peterborough's administrative area.

In order to develop a clear overall understanding of the flood risk across Peterborough, flood risk data, records of historic flooding and modelling of future flood risk were collected, either directly or indirectly, from a variety of different local and national sources including the Council itself, the Environment Agency, the local water and sewerage company, emergency services and other risk management authorities. It is important to note, however, that comprehensive details on flood extents and consequences of past events were largely unavailable.

Based on the evidence that was collected, this PFRA report supports the national assessment that there is no 'Flood Risk Area' of national significance within Peterborough's administrative area.

Historic evidence shows that surface water flood events have not been numerous in Peterborough and are more often related to operational issues. On a local scale, however, risk does exist of very localised flooding and the Council and its partners will continue to use the gathered information to best manage these risks. Over the coming months the Council will be developing a Local Flood Risk Management Strategy and this will set out the approach of the Council and its partners to managing flood risk in the authority. This PFRA is a first step in our understanding.

The PFRA requires LLFAs to state whether past flood events and future flood risk could be deemed to have locally significant harmful consequences. Therefore, purely for the purposes of this report and spreadsheet, local thresholds are defined to aid this. A flood of locally significant consequences is considered to be one which meets any of the criteria below:

- 1) cause internal flooding to ten or more residential properties,
- 2) flood two or more large business premises, or five or more small premises,
- 3) flood one or more critical services such as schools or care homes,
- 4) cause a key transport link to be totally impassable for a significant period, or
- 5) cause indirect significant problems (e.g. loss of power) to 200 persons or 20 businesses for 24 hours or more, even if direct flooding of harmful consequence was minimal.

Using this criteria the conclusions reached are that:

- Only one past flood event was considered to have had 'locally significant harmful consequences'.
- It is considered that future flood risk in Peterborough does have the potential for locally significant consequences.

1 Introduction

1.1 Introduction to PFRA Report

- 1.1.1 The European Union has issued the Flood Risk Regulations (2009) in order to implement the European Floods Directive. The aim of the Directive is to provide a consistent approach to managing flood risk across Europe.
- 1.1.2 To meet the requirements of that Directive (and associated Regulations), plus to tackle other national water and flood related issues, the UK government has also enacted the Flood and Water Management Act (FWM Act) (2010).
- 1.1.3 The FWM Act and the Flood Risk Regulations 2009 make Peterborough City Council a 'Lead Local Flood Authority' (LLFA). As a LLFA, a considerable number of new statutory duties have been placed on the council in relation to flood issues (risk assessment, prevention, monitoring, managing, maintaining etc).
- 1.1.4 One such duty is the requirement to undertake a Preliminary Flood Risk Assessment (PFRA), and submit a report of the findings of that Assessment to the Environment Agency (EA) by 22 June 2011. This report meets that requirement.

1.2 Introduction to PFRA Report

- 1.2.1 The EA has issued guidance on the preparation of PFRAs. Such guidance stipulates that a PFRA should comprise a report including specifically requested pieces of information.
- 1.2.2 The PFRA is a high level exercise based on existing and available information. It brings together information from a number of available sources, such as the EA's national products (for example the Flood Maps for Surface Water) and existing local information (such as Strategic Flood Risk Assessments and local partner knowledge).
- 1.2.3 In preparing this PFRA report, Peterborough LLFA is responsible for assessing risk from sources of flooding other than main rivers, the sea and reservoirs. In particular this includes surface runoff, groundwater and ordinary watercourses and any interaction these have with drainage systems and other sources of flooding including sewers. The interaction of flooding from main rivers, the sea and reservoirs with local sources will, however, need to be taken into account, for example where an ordinary watercourse floods when a main river backs up. An extract from the Flood and Water Management Act 2010 (part 1, section 6) is given below, providing the legislative definitions for surface water, groundwater and ordinary watercourse:

- (3) "Ordinary watercourse" means a watercourse that does not form part of a main river.
- (4) "Groundwater" means all water which is below the surface of the ground and in direct contact with the ground or subsoil.
- (5) "Surface runoff" means rainwater (including snow and other precipitation) which—
 - (a) is on the surface of the ground (whether or not it is moving), and
 - (b) has not entered a watercourse, drainage system or public sewer.
- (6) In subsection (5)(b)
 - (a) the reference to a watercourse includes a reference to a lake, pond or other area of water which flows into a watercourse, and
 - (b) "drainage system" has the meaning given by paragraph 1 of Schedule 3.

1.3 Aim of the PFRA Report and Spreadsheet

- 1.3.1 The aim of this PFRA report and the accompanying spreadsheet is to:
 - Provide an overview of readily available information on past (historic) and future (potential) floods;
 - Consider whether there is a need to identify a Flood Risk Area(s) of national significance, and set out the conclusions with reasoning.
 - Form part of a collection of reports, studies and action plans which collectively will help understand local flooding issues, identify areas at potential risk and put in place arrangements to tackle priority areas at risk of damaging floods.
 - Meet the requirements of the Flood Risk Regulations 2009 and European Flood Directive.

1.4 Introduction to the Peterborough area

- 1.4.1 Peterborough is a unitary authority located in the East of England, approximately 125 kilometres (80 miles) north of London. It comprises the City of Peterborough itself, and 25 villages set in countryside extending over an area of approximately 344 square kilometres. The area borders the local authorities of Fenland and Huntingdonshire (in Cambridgeshire), and East Northamptonshire, Rutland, South Kesteven and South Holland (in the East Midlands). The total population of Peterborough is estimated as 169,800 (at mid 2008).
- 1.4.2 There is a long history of settlement in Peterborough, with evidence from the Bronze Age remains at Flag Fen, the nearby Roman town of Durobrivae and the Saxon settlement of Medehamstede. The Norman Cathedral still stands at the heart of the modern city; a city which expanded in Victorian and Edwardian times as Peterborough developed as a significant railway town, and then experienced further rapid growth from 1967 under the New Towns programme. Today, Peterborough is an important regional centre, providing employment, shopping, health, education and leisure facilities for people across a wide catchment area.
- 1.4.3 Peterborough has a diverse economy. Two of the biggest employers are in the public sector and considerable numbers of people are employed in a range of service industries including insurance, publishing, travel, retailing and logistics. Manufacturing still has a significant place in the economy, despite the general decline in this sector nationally, and a particularly important characteristic of Peterborough is the concentration of companies engaged in environment-related activities. There is significant pressure for development to serve the logistics industry, taking

advantage of the area's prime location beside the (north-south) A1 and (east-west) A47. Agriculture remains important to the economy, although the numbers employed on a full-time basis are relatively small. Unemployment levels in Peterborough tend to be marginally higher than those for the UK as a whole, but average figures mask particularly high pockets of unemployment, with a concentration in some inner city wards where other measures of deprivation are higher than average.

- 1.4.4 The City of Peterborough has been growing for many years, with a mixture of redevelopment of vacant and derelict sites within the urban area, and peripheral expansion. One of the most noticeable examples of this is at Hampton, where a major urban extension is underway on reclaimed brickfields. However, there remain vacant and underused sites close to the city centre which offer the opportunity for further investment to regenerate the area.
- 1.4.5 One of the unique characteristics of Peterborough is its situation in the landscape, on the very edge of the Fens. To the east of the City, the fenland landscape is flat and open, with the villages of Eye and Thorney on islands of higher ground and a settlement pattern of dispersed hamlets and farms. To the west and north, the shallow river valleys of the Nene and Welland give way to an undulating limestone plateau, with a denser pattern of attractive stone villages. Historic houses and their grounds, like Burghley and Milton, feature prominently in the landscape, as does the RAF base at Wittering, beside the A1 towards the western edge of the area.
- 1.4.6 In addition to its important built heritage, the area contains a rich biological diversity. There are two Special Areas of Conservation (Orton Pit and Barnack Hills & Holes); part of one Special Protection Area and Ramsar site (Nene Washes); three National Nature Reserves (Castor Hanglands, Bedford Purlieus and Barnack Hills & Holes); five Local Nature Reserves; and a large number of Sites of Special Scientific Interest and other County Wildlife Sites of value.
- 1.4.7 It is against this background that the challenges of local flooding have been considered in preparing this PFRA report.

2 Lead Local Flood Authority Responsibilities

2.1 Introduction to PFRA Report

- 2.1.1 Overall, Peterborough City Council has responsibility for preparing this PFRA report, in its capacity as a Lead Local Flood Authority (LLFA). In his Review of the summer 2007 flooding, Sir Michael Pitt stated that "the role of local authorities should be enhanced so that they take on responsibility for leading the coordination of flood risk management in their areas". The Flood and Water Management Act formally introduced this. As the designated LLFA, Peterborough City Council is therefore now responsible for leading local flood risk management across its administrative area.
- 2.1.2 To assist it in its undertaking of various duties, it helped to establish and now manages the Peterborough Flood Risk Partnership, as detailed below.
- 2.2 Governance and Partnership Arrangements in the preparation of this PFRA Report
- 2.2.1 The primary partnership arrangement covering the Peterborough area is the 'Peterborough Flood Risk Partnership (PFRP)'. Its members, and their roles, include:
 - Peterborough City Council (officers and a Cabinet Member): The city council is the
 local authority for Peterborough and has responsibilities for the management of surface
 water from public highways and some small channels. Local Authorities have
 responsibility for the management of surface water, including the creation and
 implementation of SWMPs. New duties and roles are emerging, as part of the enactment
 of the Floods and Water Management Act (2010).
 - Environment Agency: The Environment Agency is a Non Departmental Public Body and has responsibilities for protecting and enhancing the environment as a whole (air, land and water), and contributing to the government's aim of achieving sustainable development in England and Wales. Following the Flood and Water Management Act 2010, the Environment Agency was given the strategic overview role for all types of flooding, including surface water.
 - Anglian Water Services Ltd (AWS): Anglian Water is the water and sewerage
 undertaker for the Peterborough area and has a statutory obligation to supply water and
 wastewater services to its customers. AWS currently has the responsibility to effectually
 drain their area and maintain their foul, surface and combined public sewers.
 - Welland and Deepings Internal Drainage Board: This IDB is an autonomous public body responsible for supervision over all aspects of land drainage within their district (other than Main River). They have regulatory powers in and adjacent to drainage systems and undertake improvements, maintenance and operation of their flood management assets. Their area extends to some 32,400 hectares and stretches from just north of Peterborough to south of Kirton near Boston
 - North Level District Internal Drainage Board: This IDB is a land drainage authority responsible for the drainage and evacuation of surplus water from 33,000 hectares of land. The Board is responsible for the improvement and maintenance of some 613 kilometres of drains within the area and for the operation of 12 pumping stations.

- Whittlesey and District Internal Drainage Board: This IDB is a land drainage authority responsible for the drainage and evacuation of surplus water from over 8,300 hectares of land. The Board is managed by the Whittlesey Consortium of IDBs.
- Middle Level Commissioners: The Middle Level Commissioners are a statutory body
 with powers and duties under general and local legislation relating to flood risk
 management and navigation. The Commissioners maintain an arterial system of
 watercourses and associated apparatus. The Commissioners act as consultants for the
 Whittlesey and District Internal Drainage Board..
- The Natural Networks Partnership has been formed to carry out environmental projects to aid in the implementation of the Peterborough Green Grid Strategy. It includes members of the Environment Agency, Natural England, Peterborough City Council and local wildlife groups.
- 2.2.2 In addition, other partnership arrangements are set up to deal with specific issues, such as the recent commencement of a Surface Water Management Plan, which has its own sub-group.

2.3 Communication and Consultation

- 2.3.1 A Communication with stakeholders in preparing this PFRA Report has largely been done through the PFRP partners described above. There has not been any general public wide consultation, though it has been considered by the Environment Capital Scrutiny Committee of the city council.
- 2.3.2 The city council is currently considering whether there is an opportunity to create a dedicated space on its website for material related to water, wastewater and flood risk. This could assist in raising greater awareness of the issues and an opportunity for feedback.

2.4 Wider LLFA Responsibilities

- 2.4.1 Aside from forging partnerships and coordinating and leading on local flood management, there are a number of other key responsibilities that have arisen for LLFAs from the FWM Act 2010 and the Flood Risk Regulations 2009. These responsibilities which are being officially enacted between 2010 and 2012, by order of the Minister, include:
 - **Investigating flood incidents** LLFAs have a duty to investigate flooding incidents within their area, to the extent that the LLFA considers it necessary or appropriate.
 - Asset Register LLFAs also have a duty to maintain a register of structures or features
 which are considered to have a significant effect on flood risk, including details on
 ownership and condition as a minimum. The register must be available for inspection and
 the Secretary of State will be able to make regulations about the content of the register and
 records.
 - **SuDS Approving Body** Once the duty has come into force, LLFAs will be designated the SuDS Approving Body (SAB) for any new drainage system, and therefore thereafter must approve, adopt and maintain any new sustainable drainage systems (SuDS) within their area.
 - Local Flood Risk Management Strategy LLFAs are required to develop, maintain, apply and monitor a local strategy for flood risk management in its area. The local strategy

- will build upon information such as national risk assessments and will use consistent risk based approaches across different local authority areas and catchments.
- Works powers LLFAs have powers to undertake works to manage flood risk from surface runoff and groundwater, consistent with the local flood risk management strategy for the area.
- Designation powers LLFAs, as well as the Environment Agency and Internal Drainage Boards, have powers to designate structures and features that affect flooding or coastal erosion in order to safeguard assets that are relied upon for flood or coastal erosion risk management.

3 Methodology and Data Review

3.1 Introduction

- 3.1.1 The PFRA is a high-level screening exercise used to identify areas where the risk of flooding is considered to be of national significance and warrants further examination and management through the production of flood risk and flood hazard maps and flood risk management plans.
- 3.1.2 The approach for producing this PFRA was based upon the EA's PFRA Final Guidance, which was released in December 2010. The PFRA is based on readily available or derivable data and with this in mind; the following methodology has been used to undertake the PFRA.

3.2 Methodology and data review

3.2.1 To undertake the PFRA data and information was sourced from national and local data collected through the member organisations of the Peterborough Flood Risk Partnership. The data includes Catchment Flood Management Plans, records from emergency services, highway inspectors and water companies and Environment Agency mapping. A full list of data and references used is included in Annex 3.

Assessing Historic Flood Risk

3.2.2 Existing datasets, reports and anecdotal information from the stakeholders listed in Chapter 2 were collated and reviewed to identify details of major past flood events and associated consequences including economic damage, environmental and cultural consequences and impact on the local population

Assessing Future Flood Risk

3.2.3 A consideration as to whether or not to identify Flood Risk Areas through the PFRA must take into account future floods, defined as any flood that could potentially occur in the future. This definition includes predicted floods extrapolated from current conditions in addition to those with an allowance for climate change. The assessment of future flood risk will primarily rely on a technical review of the Environment Agency's Flood Map for Surface Water which has been recently circulated to Lead Local Flood Authorities. The Flood Map for Surface Water uses a numerical hydraulic model to predict the extent of flood risk from two rainfall events (of annual probability 3.3% (1 in 30) and 0.5% (1 in 200).

Identifying Flood Risk Areas

3.2.4 Information regarding historic and future flood risk has been used by the Environment Agency to formally identify Flood Risk Areas. To achieve this, *flood risk indicators were* used to determine the impacts of flooding on human health, economic activity, cultural heritage and the environment. The use of flood risk indicators helps to develop understanding of the impacts and consequences of flooding.

3.2.5 **Key Flood Risk Indicators** are as follows:

- Human Health (number of residential properties and critical services such as hospitals, Police/Fire/Ambulance stations, schools, nursing homes, etc).
- Economic Activity (number of non-residential properties / length of road or rail / area of agricultural land)
- Cultural Heritage (cultural heritage sites)
- Environment (designated sites (SSSIs, SACs, SPAs, etc) and BAP habitat)

3.2.6 The above indicators have been selected and analysed by Defra and the Environment Agency in order to identify areas where flood risk and potential consequences exceed a pre-determined threshold. The areas that have been identified using this methodology and exceed 30,000 people at risk have been mapped and identified as Indicative Flood Risk Areas. For further details, please refer to Defra's Guidance for selecting and reviewing Flood Risk Areas for local sources of flooding (December 2010).

3.3 Quality Assurance, Security, Data Licensing And Restrictions

- 3.3.1 A number of specific agreements have been put in place to facilitate the sharing of data between partners, such as:
 - AWS licence agreement setting out the terms under which their data can be used
 - GIS licences for mapping and data supplied by PCC
 - British Geological Society (BGS) licence for geological data supplied by BGS
 - Environment Agency standard data licence
 - Environment Agency licence for Flood Map for Surface Water
 - Environment Agency licence for Areas Susceptible to Surface Water
 - Environment Agency LiDAR licence

3.4 Data Limitations

- 3.4.1 A brief assessment of the data collection process is included in this chapter to provide transparency with respect to the methodology. By flagging up the issues identified in the data collection phase it is hoped this could serve as a catalyst to improve the collection of flood risk data going forward. A number of issues arose during the data collection process, as described below:
- 3.4.2 **Inconsistent Recording Systems:** The previous lack of a consistent flood data recording system across Peterborough has led to inconsistencies in the recording of flood event data. This has resulted in incomplete, or sometimes nonexistent, flood record datasets. The city council intends to rectify these issues in the future, to ensure consistent recording of events is undertaken as a matter of course.
- 3.4.3 Incomplete Datasets: As a result of the lack of consistent flood data recording arrangements (as described above) flood records are incomplete. Some of the datasets collated are not exhaustive and it is felt that they are unlikely to accurately represent the complete flood risk issues in a particular area. The corresponding gaps in flood data will hinder also the identification of accurate flood risk areas.
- 3.4.4 **Varied Quality of Data:** Based upon the data collected from all sources described above, there was found to be varied quality in historic flood records and information.
- 3.4.5 **Records of Consequences of Flooding:** Very few data providers were able to provide comprehensive details of the consequences of specific past flood events, which made accurately assessing the consequences of historic flooding difficult.

4 Defining Significant Consequences

4.1 Introduction

4.1.1 The next section summarises relevant information on past floods, and in particular seeks to determine whether there has been any floods with national or local significant harmful consequences. This report is concerned only with floods caused by surface runoff, groundwater and ordinary watercourses. Before summarising such floods, we first need to define what we mean by 'national' and 'local' significant harmful consequences.

Definition of Nationally Significant Harmful Consequences

- 4.1.2 Nationally significant harmful consequences are not explicitly defined in the legislation. However, there are useful thresholds that have been identified by Defra and the Environment Agency as part of their process of identifying indicative Flood Risk Areas. More details are provided in the Defra guidance document "Selecting and reviewing Flood Risk Areas for local sources of flooding". These thresholds, described next, were used to assist Peterborough in understanding what thresholds might be appropriate locally.
- 4.1.3 The following thresholds were used by Defra to identify 1km grid squares where 'flood risk is an issue'. These were identified wherever one of the following might be flooded to a depth of 0.3 metres by a rainfall event with a chance of 1 in 200 of occurring in any given year:
 - 1) Greater than 200 people (equivalent to approximately 85 dwellings) or
 - 2) More than 1 critical services (includes critical infrastructure) or
 - 3) More than 20 non-residential properties.
- 4.1.4 The thresholds set for creation of a Flood Risk Area were as follows:
 - 30,000 or more people (equivalent to around 12,800 residential properties) affected by a 1 in 100 chance of flooding (derived from the Environment Agency Flood Maps for Surface Water). This was the overall deciding factor for a Flood Risk Area.
 - A nominal thresholds of 150 critical services (schools, hospitals, power and water services etc) at risk
 - A nominal thresholds of 3,000 non-residential premises at risk.
 - Significant consequences of flooding to agricultural land or designated environmental or heritage assets.

Definition of Floods Causing Locally Significant Harmful Consequences

- 4.1.5 Some floods may not have nationally significant harmful consequences but they nevertheless could have harmful consequences at the local level. These we refer to these as floods with local significant harmful effects. No guidance has been issued for defining locally significant harmful consequences and it is up to each LLFA to set its own definition as is appropriate. It has been suggested by the EA that the threshold should be an order of magnitude below the significance criteria for determining national flood risk areas. They also recommend that, as a minimum, it should involve flooding of a number of properties, on more than one occasion.
- 4.1.6 For the purpose of the Peterborough PFRA only, the following definition is proposed for a flood event with local significant harmful consequence. However, through the development of and consultation on Peterborough's upcoming Local Flood Risk Management Strategy, thresholds will be more formally agreed. These thresholds will influence how the Council and its partners record flood events in future PFRA cycles and with regards to LLFAs' new responsibility to investigate floods events (FWM Act 2010, part 1, section 19). The thresholds may also be used to set out

how different procedures will be put in place for different flood events, although this will need much further consultation to ensure this would be appropriate. For example, the response of the Emergency Services and the Council's Resilience Team must be determined by the actual impact, rather than a specific number of properties. Their response is therefore usually dealt with on a case by case basis. A flood is defined as having locally significant harmful consequences if it meets any of the criteria below:

- 1) causes internal flooding to ten or more residential properties, or
- 2) floods two or more large business premises, or five or more small business premises, or
- 3) floods one or more critical services, or
- 4) causes a transport link to be totally impassable for a significant period or
- 5) causes indirect significant problems (e.g. loss of power) to 200 persons or 20 businesses for 24 hours or more, even if there were minimal direct flooding of harmful consequence
- 4.1.7 For the purposes of this PFRA and with regards to section 4.1.6., the definition of "significant period" is dependent on the transport link affected. The highway categories are as set out in Table 1 of the UKRLG Code of Practice for Highway Maintenance, but the timings for significant period have been derived purely for the purpose of this PFRA. They are as follows:
 - Category 1 Motorway over 2 hours
 - Category 2 Strategic Route (Trunk Roads and some Principal "A" roads) over 4 hours
 - Category 3a Main Distributor (Major Urban Network and Inter-Primary Links) over 4 hours
 - Category 3b Secondary Distributor (Classified Road (B and C class) over 10 hours
 - Category 4a Link Road (Roads linking the main distributor network to the Secondary Distributor) – over 10 hours
 - Category 4b Local Access Road (Roads serving limited numbers of properties carrying only access traffic) – overt 24 hours
- 4.1.8 The reasoning behind these criteria is as follows:
 - Defra set a threshold of 200 persons or 20 businesses per km grid square flooded to a depth of 300mm during a flood of annual probability of 1%.
 - For residential, an order of magnitude less can be considered as 20 persons, which would average 8.5 properties (based on a national occupancy rate of 2.34 persons per property). An alternative option was to use the thresholds for identification of a national Flood Risk Areas. However, an order of magnitude less would result in a threshold of 3,000 persons or 1,300 properties which is considered too high a threshold for an event to be classified as locally significant, and therefore rejected.
 - 10 or more properties is the definition of 'major development' in town planning guidance, and this would support the use of this threshold as being appropriate to define 'significant' local flood events. 10 dwellings are therefore selected for consistency.
 - A order of magnitude lower for business premises would be two. However, given the varying size of commercial properties the threshold is set at 2 large businesses or 5 small businesses.
 - In terms of businesses 'large' is defined according to town planning guidance of greater than 1000 m² or greater than 1 ha. 'Small' is therefore defined as businesses smaller than 1000m² or of less than 1 ha.
 - The transport thresholds are considered reasonable, and are similar to other thresholds being adopted by other LLFA.

5 Past Flooding

5.1 Overview of Past Floods

Surface Runoff

- 5.1.1 Flooding due to surface water runoff occurs when heavy rainfall exceeds the capacity of local drainage networks and water flows across the ground.
- 5.1.2 The number of homes that have flooded from surface runoff in Peterborough is low compared to other parts of the country. Although small number of individual properties have been flooded historically, it is more common to get flooding of highways or gardens, where the water does not reach the property itself. Several of the floods recorded over the years are also known to have been due to operational issues such as burst water mains or blockage rather than actually due to heavy rainfall exceeding the capacity of drainage systems.

Ordinary Watercourse Flooding

- 5.1.3 Ordinary watercourse flooding can be caused when heavy rainfall results in water overtopping the banks of the channel on to surrounding land. Peterborough has several small ordinary watercourses that crisscross the urban and rural areas and therefore which have a flood risk associated with them.
- 5.1.4 It is important to note that Peterborough City Council is only responsible for managing some of the small watercourses in the Unitary Authority. Many small watercourses in Peterborough have been previously taken on by the Environment Agency and have hence been designated as main rivers. Main River flooding is not included in this assessment as the Environment Agency provides information on this flood risk. For clarification the following are all classed as main rivers in Peterborough and hence are not included specifically in the discussion about past flood events, unless the flooding was either from one of their ordinary watercourse tributaries or was a combination of main river and ordinary watercourse flooding:
 - Billing Brook
 - Brook Drain
 - Castor Splash
 - Car Dyke
 - Fletton Spring
 - Folley River
 - Marholm Brook
 - Maxev Cut
 - Mortons Leam

- Orton Dyke
- Padholme Drain
- Paston Brook
- River Nene
- River Welland
- Stanground Lode
- Thorpe Meadows
- Werrington Brook
- 5.1.5 Peterborough has experienced two cases of ordinary watercourse flooding with 'locally significant consequences', the most significant by far being in 1986, when tributaries of Brook Drain overtopped. Surface water runoff and surcharging of sewers may also have occurred during the 1986 event. Although two other references also mention that flooding occurred that year, only the River Nene Catchment Flood Management Plan discusses the number of properties flooded. 293 properties are believed to have been affected.
- 5.1.6 In 1998, 100 properties were flooded from the River Nene and Thorpe Meadows. There may also have been flooding from the small tributary drains of Thorpe Meadows so this record is being recorded as locally significant, even though it may duplicate Environment Agency Main River flood records.

Flooding due to operational issues, such as fly tipping in watercourses, has also been reported in Peterborough but not with consequences above the threshold for locally significant impacts.

Sewer Flooding

- 5.1.7 Sewer flooding is often caused by excess surface water entering the drainage network.
- 5.1.8 Peterborough does experience sewer flooding from time to time, when rainfall exceeds the design capacity of the sewers. Sewers have been largely built to cope with rainfall events having a 3.3% (1 in 30) chance of occurring in any one year. Some areas of Peterborough, partly within the urban boundary, have combined foul and surface water sewers and as a result can be more susceptible to flooding should there be large quantities of rainfall entering the system.
- 5.1.9 Readily available records do not demonstrate that any of the historic sewer flooding events would reach local thresholds for events of significant consequences.
- 5.1.10 Some locally reported flood events from have been due to operational issues such as pipe blockage in the public sewer system. While operational issues with the sewerage system remain will be managed by the local water and sewerage provider, the Peterborough Flood Risk Partnership actively works together to report and resolve such issues as quickly as possible.
- 5.1.11 Anglian Water is obliged to report to Ofwat where there are properties at risk of internal flooding due to hydraulic incapacity in the system. This is known as the DG5 register and there are properties on the register which are located in Peterborough. This information is provided here only for clarification as internal foul flooding is the responsibility of water and sewerage providers and not Lead Local Flood Authorities.

Groundwater Flooding

- 5.1.12 Groundwater flooding occurs as a result of water rising up from the underlying aquifer or from water flowing from abnormal springs. This tends to occur after long periods of sustained high rainfall, and the areas at most risk are often low-lying where the water table is more likely to be at shallow depth. Groundwater flooding is known to occur in areas underlain by major aquifers, although increasingly it is also being associated with more localised floodplain sands and gravels.
- 5.1.13 Although saturated open space has been noted at locations within Peterborough, no verified records of groundwater flooding are currently available. No groundwater flooding to properties has therefore been recorded.

Summary

- 5.1.14 Only a small number of events are classified as having had locally 'significant harmful consequence'. One of these events was very significant, one was much smaller and one was mainly due to Main River flooding, but has been included due to possible additional surface water effects. These views are cautioned by the fact that a lack of readily available data on past flood events means it is not possible to draw definitive conclusions on the impacts and consequences of historic flood events on people, the economy and the environment.
- 5.1.15 In order to better understand the local situation, further work will be carried out into historic flood risk as part of the Council's role as a Lead Local Flood Authority. This will involve wider consultation to improve the records we currently hold. More detailed records will also be made of future flood events. The data will form an evidence base and will be used to support and inform future PFRA cycles as well as Peterborough's Local Flood Risk Management Strategy.

6 Future Flood Risk

6.1 Introduction

6.1.1 This section summarises relevant information on future floods, and in particular seeks to determine whether there may be any future floods with national or local significant harmful consequences, the definitions for which were set out in chapter 4.

6.2 Locally Available Information Sources

Environment Agency 'Areas Susceptible to Surface Water Flooding' map

6.2.1 The 'Areas Susceptible to Surface Water Flooding' map shows flooded areas in a rainfall event with a 1 in 200 chance of occurring in any year. The map use three bandings indicating areas which are 'less', 'intermediate' and 'more' susceptible to surface water flooding. The first generation map (Areas Susceptible to Surface Water Flooding) were updated and republished in January 2009. The modelling used to create the map is fairly coarse, using crude assumptions which mean that the map is generally too conservative (i.e. total area of land at risk shown was too large). The map is not suitable for identifying individual properties at risk of surface water flooding.

'Flood Maps for Surface Water'

- 6.2.2 These second generation maps have been provided by the Environment Agency for this PFRA. These maps better represent the mechanisms that cause surface water flooding than the 2009 Areas Susceptible to Surface Water Flooding map. There are four maps available:
 - Flood depths greater than 0.1m, from a rainfall event with a 3.3% (1 in 30) chance of occurring in any given year,
 - Flood depths greater than 0.3m, from a rainfall event with a 3.3% (1 in 30) chance of occurring in any given year,
 - Flood depths greater than 0.1m, from a rainfall event with a 0.5% (1 in 200) chance of occurring in any given year,
 - Flood depths greater than 0.3m, from a rainfall event with a 0.5% (1 in 200) chance of occurring in any given year.
- 6.2.3 The Environment Agency's surface water flood maps give an indication of the broad areas likely to be at risk of surface water flooding. They are part of a national assessment which takes broad account of drainage and typical storms which are likely to cause flooding, but these will vary locally and are therefore not appropriate everywhere. The maps are not suitable for identifying whether an individual property will flood. This is because the modelling only gives an indication of broad areas at risk, and because information is not held on floor levels, construction characteristics or designs of properties. This, and other detailed information, would be needed to be able to say whether flooding of certain depth would enter into an individual property and cause damage.

Strategic Pluvial Modelling

6.2.4 Two dimensional pluvial modelling (without taking into account underground sewerage or drainage systems) was carried out for the Peterborough main urban area as part of an Urban Surface Water Management Plan Screening Report. The bare earth topography was updated to include buildings and roads and two storm events run; 30-year and 100-year with climate change each with a duration of 30 minutes. This mapping is very coarse and is superseded by the Environment Agency mapping.

Strategic Flood Risk Assessment (SFRA) Level 2 and Critical Drainage Areas

6.2.5 The Areas Susceptible to Surface Water Flooding and the Strategic Pluvial Modelling were both used to identify Critical Drainage Areas in the Peterborough Level 2 SFRA. Critical Drainage Areas are defined as areas of flood risk where land is in an area within Flood Zone 1 which have critical drainage problems and which have been notified to the local planning authority by the Environment Agency, in this case through the SFRA process. Critical drainage areas were identified in the SFRA through desktop review, modelling and consultation with the stakeholders. These areas were highlighted for further consideration and assessment through surface water management planning and site specific Flood Risk Assessments.

Environment Agency 'Areas Susceptible to Groundwater Flooding' map

6.2.6 Areas Susceptible to Groundwater Flooding is a strategic scale map showing groundwater emergence areas on a 1km square grid. The data set is hazard, not risk-based, i.e. it does **not** show probabilities of locations flooding, only possible areas where geological and hydrological conditions show that groundwater may emerge. In common with the majority of datasets showing areas which may experience groundwater emergence, this dataset covers a large area of land, and only isolated locations within the overall susceptible area are actually likely to suffer the consequences of groundwater flooding. It is therefore not appropriate to use these maps to identify specific localisations of flood risk. Actual flow routes and end locations of ponding or flooding would be dependent on local topography and therefore may bear more resemblance to the results of the Flood Maps for Surface Water.

Anglian Water information

- 6.2.7 Anglian Water provided information on the following factors which they consider could have an influence on surface water flood risk within the Peterborough urban area:
 - Cross Connections; possible cross connections between foul and surface water sewer systems
 - Areas of high runoff; areas generating high amounts of runoff during model simulations
 - Overflows; locations of Combined Sewer Overflows (CSO)

Assets

- 6.2.8 Information on assets has been provided by stakeholders which can also be used as potential indicators of flood risk:
 - Culverts which may be susceptible to blockage
 - Urban watercourses which can become blocked and full of debris
 - Flood defences along urban watercourses which could overtop during storm events
 - Pumping stations which could fail
 - Overflows which discharge to watercourses during periods of high flow
 - Sewers whose capacity is exceeded during extreme storm events

As part of Peterborough City Council's duty under the Flood and Water Management Act 2010, an asset database has been created which identified drainage assets which influence or are influenced by surface water flooding.

Local Agreed Surface Water Information

6.2.9 EA guidance on using surface water flood risk information recommends that LLFAs should: review, discuss, agree and record, with EA, water companies, IDBs and other interested parties, what surface water flood data best represents local conditions. This is known as 'locally agreed surface water information'. 'Locally agreed surface water information' could be made up from both:

- local information on future flooding from surface runoff for part of the LLFA (such as one District Council, or one town, or an IDB district)
- one of the national datasets provided by the EA (for the remainder of the LLFA).
- 6.2.10 For Peterborough, the locally agreed surface water information is agreed to be the Flood Map for Surface Water dataset, which gives an overview of the future flood risk from surface water across Peterborough and is considered to be the most appropriate source of information.
- 6.2.11 In future any appropriate updates to mapping, provided through Surface Water Management Plans, could form part of the 'locally agreed surface water information'.

6.3 Overview of Future Flood Risk

Surface Water Flooding

- 6.3.1 In Peterborough, the Environment Agency's Flood Maps for Surface Water show that the risk of surface water flooding is spread across both rural and urban areas in the Authority. Few areas are at risk from flooding in rainfall events of an annual probability of 3.3% (1 in 30 chance). However, as would be expected, with a greater rain event the risk of flooding in Peterborough does increase. The flood map picks out natural drainage channels, rivers, low areas in the floodplain and flow paths between buildings.
- 6.3.2 It is important to note that these maps, which are taken from a national assessment, provide a general indication of the broad areas that may be at risk of surface water flooding. Due to the method use to generate these maps, they are not suitable for use at an individual property scale.
- 6.3.3 The Flood Maps for Surface Water are agreed to be the best 'locally agreed surface water data' currently available and are illustrated in Annexes 1 and 2. It is possible that future flood events could impact on numbers of properties or services that are above the thresholds that have been set for this PFRA. These events could therefore be considered to have locally significant harmful consequences.

Groundwater Flooding

6.3.4 As detailed in 5.1.13, there is no local information which provides evidence of past groundwater flood events to property in Peterborough. However, this does not mean that no risk exists. The Environment Agency's national dataset, Areas Susceptible for Groundwater Flooding, has therefore been used to form the basis of the assessment of risk from groundwater emergence. In areas of Peterborough which are identified as having the potential for groundwater emergence, this is suspected to be related to the existence of alluvial deposits in river valleys.

Ordinary Watercourse Flooding

- 6.3.5 There are small ordinary watercourses within Peterborough that do have a flood risk associated with them. At the moment, no more detailed information exists which separates out the flood risk from ordinary watercourses from risk associated with surface water or other river channels. This issue will be considered further during Peterborough's Local Flood Risk Management Strategy.
- 6.3.6 Flood risk from watercourses in Peterborough which have been designated as Main Rivers, is included in the Environment Agency's Main River Flood map. This is available on their website. A list of Main Rivers in Peterborough is provided in section 5.1.5.

6.4 Climate Change and Long Term Developments

The Evidence

- 6.4.1 There is clear scientific evidence that global climate change is happening now. It cannot be ignored.
- 6.4.2 Over the past century around the UK we have seen sea level rise and more of our winter rain falling in intense wet spells. Seasonal rainfall is highly variable. It seems to have decreased in summer and increased in winter, although winter amounts changed little in the last 50 years. Some of the changes might reflect natural variation; however the broad trends are in line with projections from climate models.
- 6.4.3 Greenhouse gas (GHG) levels in the atmosphere are likely to cause higher winter rainfall in future. Past GHG emissions mean some climate change is inevitable in the next 20-30 years. Lower emissions could reduce the amount of climate change further into the future, but changes are still projected at least as far ahead as the 2080s.
- 6.4.4 We have enough confidence in large scale climate models to say that we must plan for change. There is more uncertainty at a local scale but model results can still help us plan to adapt. For example we understand rain storms may become more intense, even if we can't be sure about exactly where or when. By the 2080s, the latest UK climate projections (UKCP09) are that there could be around three times as many days in winter with heavy rainfall (defined as more than 25mm in a day). It is plausible that the amount of rain in extreme storms (with a 1 in 5 annual chance, or rarer) could increase locally by 40%.

Key Projections for Anglian River Basin District

- 6.4.5 If emissions follow a medium future scenario, UKCP09 projected changes by the 2050s relative to the recent past are:
 - Winter precipitation increases of around 14% (very likely to be between 3 and 31%)
 - Precipitation on the wettest day in winter up by around 14% (very unlikely to be more than 29%)
 - Relative sea level at Felixstowe very likely to be up between 10 and 41cm from 1990 levels (not including extra potential rises from polar ice sheet loss)
 - Peak river flows in a typical catchment likely to increase between 8 and 16%

Implications for Flood Risk

- 6.4.6 Climate changes can affect local flood risk in several ways. Impacts will depend on local conditions and vulnerability. Wetter winters and more of this rain falling in wet spells may increase river flooding. More intense rainfall causes more surface runoff, increasing localised flooding and erosion. In turn, this may increase pressure on drains, sewers and water quality. Storm intensity in summer could increase even in drier summers, so we need to be prepared for the unexpected.
- 6.4.7 Drainage systems in the district have been modified to manage water levels and could help in adapting locally to some impacts of future climate on flooding, but may also need to be managed differently. Rising sea or river levels may also increase local flood risk inland or away from major rivers because of interactions with drains, sewers and smaller watercourses. Even small rises in sea level could add to very high tides so as to affect places a long way inland.
- 6.4.8 Where appropriate, we need local studies to understand climate impacts in detail, including effects from other factors like land use. Sustainable development and drainage will help us adapt to climate change and manage the risk of damaging floods in future.

Adapting to Change

- 6.4.9 Past emissions mean some climate change is inevitable. It is essential we respond by planning ahead. We can prepare by understanding our current and future vulnerability to flooding, developing plans for increased resilience and building the capacity to adapt. Regular review and adherence to these plans is key to achieving long-term, sustainable benefits.
- 6.4.10 Although the broad climate change picture is clear, we have to make local decisions against deeper uncertainty. We will therefore consider a range of measures and retain flexibility to adapt. This approach, embodied within flood risk appraisal guidance, will help to ensure that we do not increase our vulnerability to flooding.

Long Term Developments

- 6.4.11 It is possible that long term developments might affect the occurrence and significance of flooding. However current planning policy aims to prevent new development from increasing flood risk.
- 6.4.12 In England, Planning Policy Statement 25 (PPS25) on development and flood risk aims to "ensure that flood risk is taken into account at all stages in the planning process to avoid inappropriate development in areas at risk of flooding, and to direct development away from areas at highest risk. Where new development is, exceptionally, necessary in such areas, policy aims to make it safe without increasing flood risk elsewhere and where possible, reducing flood risk overall."
- 6.4.13 Adherence to Government policy ensures that new development does not increase local flood risk. However, in exceptional circumstances the Local Planning Authority may accept that flood risk can be increased contrary to Government policy, usually because of the wider benefits of a new or proposed major development. Any exceptions would not be expected to increase risk to levels which are "significant" (in terms of the Government's criteria).

7 Nationally Significant Flood Risk Areas

Identification of Flood Risk Areas

- 7.1.1 In order to ensure a consistent national approach, Defra has identified significance criteria and thresholds to be used for defining Flood Risk Areas. Guidance on applying these thresholds has been released in Defra's document "Selecting and reviewing Flood Risk Areas for local sources of flooding". In this guidance document, Defra have set out agreed key risk indicators and threshold values which must be used to determine these areas of flood risk.
- 7.1.2 The methodology is based on using national flood risk information to identify 1km squares where local flood risk exceeds a defined threshold. Where a cluster of these grid squares leads to an area where flood risk is most concentrated, and over 30,000 people are predicted to be at risk of flooding, this area has been identified by Defra as an Indicative Flood Risk Area.
- 7.1.3 The EA has applied the Defra guidance to identify indicative 'Flood Risk Areas' across England.

 Of the ten areas of national significance none are located within Peterborough's administrative area. Having reviewed available local information, this PFRA report supports this assessment.
- 7.1.4 It must be noted, however, that there are still pockets of surface water flood risk within the Peterborough administrative area. These are identified through this PFRA report, but will be considered in more detail through the development of other relevant studies such as the future Local Flood Risk Management Strategy.

8 Scrutiny and Next Steps

Scrutiny

- 8.1.1 The scrutiny and review procedures that must be adopted when producing a PFRA are set out by the European Commission. Meeting quality standards is important in order to ensure that the appropriate sources of information have been used to understand flood risk and the most significant flood risk areas are identified.
- 8.1.2 Another important aspect of the review procedure is to ensure that the guidance is applied consistently; a consistent approach will allow all partners to understand the risk and manage it appropriately. The scrutiny and review procedure will comprise two key steps, as discussed below.
- 8.1.3 The first part of the review procedure, for this and future PFRAs, is for it to be taken to the Peterborough Flood Risk Partnership, as discussed earlier. This PFRA was taken to the PFRP in May 2011. It is then taken for scrutiny by the Sustainable Growth Scrutiny Committee of the city council (June 2011) before going to Cabinet. It will then be delivered to the Environment Agency.

Environment Agency Review

8.1.4 Under the Flood Risk Regulations, the EA has been given a role in reviewing, collating and publishing all of the PFRAs once submitted. The EA will undertake a technical review (area review and national review) of the PFRA, which will focus on instances where Flood Risk Areas have been amended and ensure the format of these areas meets the provide standard. If satisfied, they will recommend submission to the relevant Regional Flood and Coastal Committee (RFCC) for endorsement. RFCCs will make effective use of their local expertise and ensure consistency at a regional scale. Once the RFCC has endorsed the PFRA, the relevant EA Regional Director will sign it off, before all PFRAs are collated, published and submitted to the European Commission.

Future PFRA Review

8.1.5 The first review cycle of the PFRA will be led by the city council and must be submitted to the EA by the 22nd June 2017. EA will then submit it to the European Commission by the 22nd December 2017 using, at the time of writing, the same review procedure described above.

Next steps

- 8.1.6 In order to continue to fulfil their role as LLFA, the city council is required to investigate future flooding incidents to the extent that it is considered necessary and appropriate and ensure continued collection, assessment and storage of flood risk data and information.
- 8.1.7 In this respect, it is crucial that all records of flood events are documented consistently. It is intended that a centralised database will be kept up to date by the city council, in its capacity as having the overall responsibility to manage local flood data. This can be used as an evidence base to inform future assessments and reviews and for input into the mapping and planning stages.
- 8.1.8 A starting point for recording incidents will be to use the thresholds for events which are classed as having a locally significant harmful consequence (as defined in this PFRA). It should be noted that these will be further consulted on and may be amended in future as part of the development of the Local Flood Risk Management Strategy.
- 8.1.9 The city council expects to begin work on the Local Flood Risk Management Strategy this year.

 There is no statutory deadline for the completion of the strategy. Information in the PFRA will be

used in its development and wider consultation will be undertaken to ensure the development of an effective strategy.

Staff resources

8.1.10 To ensure the city council meets its PFRA and other new duties as LLFA, the city council is in the process of recruiting three officers to flood and drainage related posts. These should be in place by summer 2011.

9 Annexes

Annex 1: Flood Map for Surface Water - Flood depths from rainfall with a 1 in 30 chance of occurring in any given year

Please refer to Annex 1 attached with this report.

Annex 2: Flood Map for Surface Water - Flood depths from rainfall with a 1 in 200 chance of occurring in any given year

Please refer to Annex 2 attached with this report.

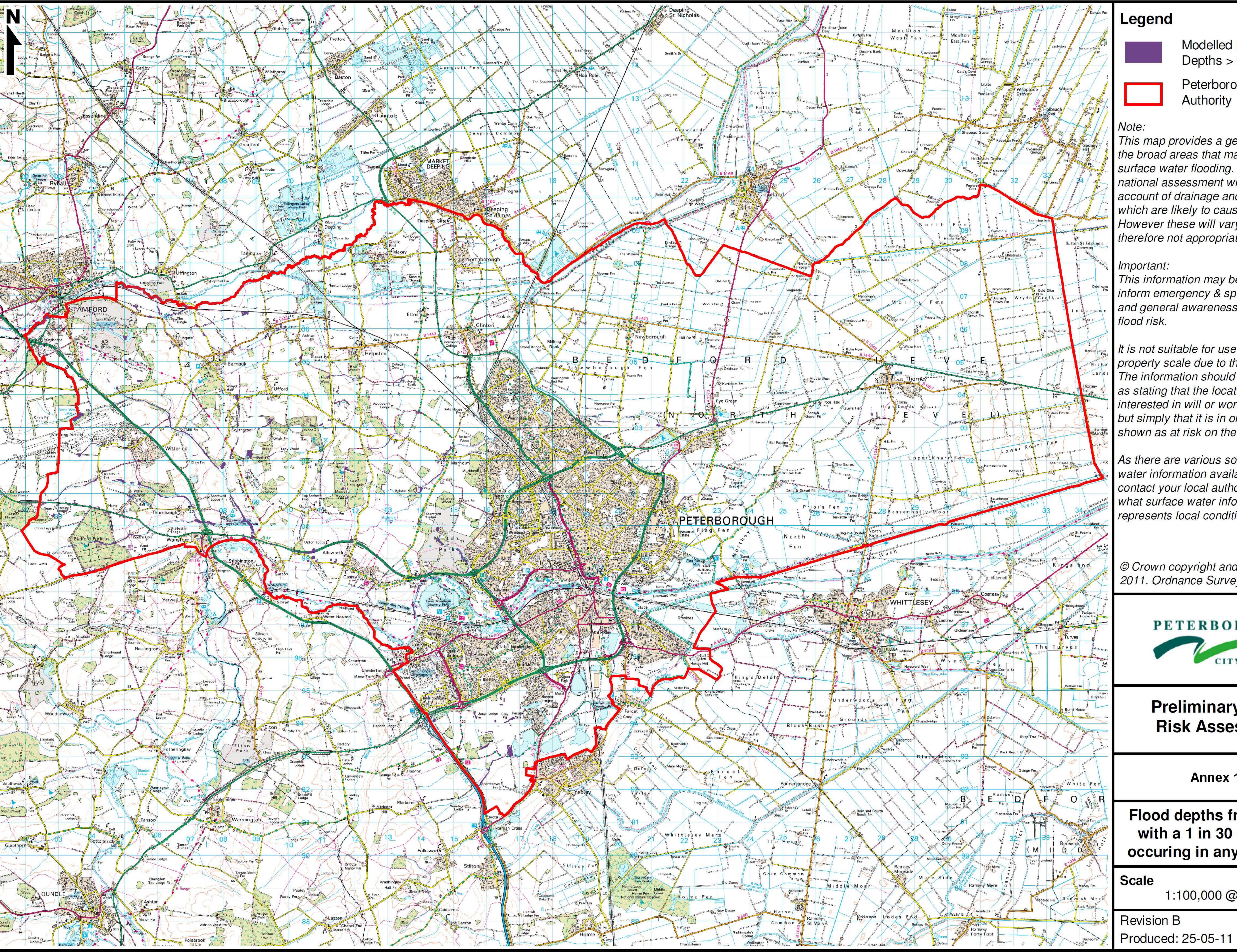
Annex 3: Data List

Overleaf.

Annex 3: Data List

- Anglian Water, network plans and asset data
- Anglian Water, records of flood events
- Cambridge Fire and Rescue, flood records
- Defra, Selecting and reviewing Flood risk Areas for local sources of flooding, 2010
- Defra, Surface Water Management Plan Technical Guidance, 2009
- Environment Agency, Areas Susceptible to Groundwater Flooding mapping
- Environment Agency, Areas Susceptible to Surface Water mapping
- Environment Agency, Flood Maps for Surface Water
- Environment Agency, Flood Zone Maps
- Environment Agency, Indicative Flood Risk Areas for England, 2010
- Environment Agency, LiDAR data
- Environment Agency, Main River Network map
- Environment Agency, network plans and asset data
- Environment Agency, Peterborough Brooks Flood Investigation Preliminary Study Report, 1998
- Environment Agency, Preliminary Flood Risk Assessment (PFRA) Guidance and Annexes, 2010
- Environment Agency, River Nene Catchment Flood Management Plan, 2008
- Environment Agency, Using Surface Water Flood Risk Information, 2010
- Environment Agency, Welland Catchment Flood Management Plan, 2008
- Environment Agency, What is the Flood Map for Surface Water, 2010
- Evening Telegraph, various local newspaper articles
- Flood and Water Management Act 2010, www.legislation.gov.uk
- Flood Risk Regulations 2009, www.legislation.gov.uk
- Local rainfall hydrographs
- Middle Level Commissioners, network plans and asset data
- North Level Internal Drainage Board, Network plans and asset data
- Ordnance Survey, mapping licensed to Peterborough City Council, 2010
- Peterborough City Council, Adopted Core Strategy, 2010
- Peterborough City Council, Highways Inspector records
- Peterborough City Council, Local anecdotal evidence from Councillors and Council officers
- Peterborough City Council, Peterborough Strategic Flood Risk Assessment Update -Level 1, 2008
- Various Parish Council minutes
- Welland and Deeping Internal Drainage Board, network plans and asset data

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Modelled Maximum Depths > 0.3m

Peterborough Unitary Authority

This map provides a general indication of the broad areas that may be at risk of surface water flooding. It is taken from a national assessment which takes broad account of drainage and typical storms which are likely to cause flooding. However these will vary locally and are therefore not appropriate everywhere.

This information may be useful to help inform emergency & spatial planning and general awareness of surface water

It is not suitable for use at an individual property scale due to the method used.

The information should not be interpreted as stating that the location you are interested in will or won't actually flood, but simply that it is in or not in an area shown as at risk on the maps.

As there are various sources of surface water information available, you should contact your local authority to ask them what surface water information best represents local conditions.

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
Preliminary Flood Risk Assessment

Annex 1

Flood depths from rainfall with a 1 in 30 chance of occuring in any given year

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Modelled Maximum Depths > 0.3m

Peterborough Unitary Authority

This map provides a general indication of the broad areas that may be at risk of surface water flooding. It is taken from a national assessment which takes broad account of drainage and typical storms which are likely to cause flooding. However these will vary locally and are therefore not appropriate everywhere.

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> As there are various sources of surface water information available, you should contact your local authority to ask them what surface water information best represents local conditions.

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Preliminary Flood Risk Assessment

Annex 2

Flood depths from rainfall with a 1 in 200 chance of occuring in any given year

1:100,000 @ A4

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SUSTAINABLE GROWTH SCRUTINY COMMITTEE	Agenda Item No. 6
7 JUNE 2011	Public Report

Report of the Solicitor to the Council

Contact Officer – Paulina Ford, Senior Governance Officer, Scrutiny Contact Details – (01733) 452508 or email paulina.ford@peterborough.gov.uk

REVIEW OF 2010/2011 AND WORK PROGRAMME FOR 2011/12

1. PURPOSE

1.1 To provide the Committee with a review of the work undertaken during 2010/11 and to develop a work programme for 2011/12.

2. RECOMMENDATIONS

- 2.1 That the Committee considers the 2010/2011 year in review and makes recommendations on the future monitoring of these items where necessary.
- 2.2 That the Committee determines its priorities, and develops a work programme for the forthcoming year.

3. REVIEW OF 2010/11

- 3.1 The Sustainable Growth Scrutiny Committee was established by Council at its annual meeting on 18 May 2009. During the year 2010/2011, the Committee considered the following issues:
 - Peterborough City Services Update on Lot 3: Various Operational Services
 - Cessation of Comprehensive Area Assessment
 - Developing the Environment Capital Policy
 - Scrutiny Big Debate The Effects on Peterborough of the Economic Downturn -Issues Paper
 - Progress on the Delivery of the Growth, Strategic Planning and Economic Development Portfolio (Councillor Cereste)
 - Census 2011
 - Budget 2011/12 and Medium Financial Strategy to 2015/16 (Joint Meeting of Committees/Commissions)
 - Review of the Use of Consultants
 - Affordable Housing: Revised Council Policy for Awarding Grants
 - Annual Human Resources Monitoring Report
 - Local Transport Plan 3 (Joint meeting with Rural Commission)
 - Local Transport Plan Capital Programme of Works (Joint meeting with Rural Commission)
 - Peterborough Local Investment Plan
 - Building of Executive Family Homes
 - City Centre Area Action Plan
 - Complaints Monitoring Report 2009/10
- For the information of the Committee, copies of the recommendations made during the year are attached at Appendix 1.

4. WORK PROGRAMME 2010/11

- 4.1 In accordance with the Constitution, the Committee is responsible for setting its own programme in line with the Council's key priorities and the Committee's remit.
- 4.2 The Committee's remit is:
 - a) To review and scrutinise the delivery of the Sustainable Community Strategy priority of truly sustainable growth. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of the Single Delivery Plan.

To review and scrutinise the delivery of the underpinning Sustainable Community Strategy theme of value for money. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of the Single Delivery Plan.

- b) Hold the Executive to account for the discharge of functions in the following ways:
 - by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer. by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan
 - by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
- c) To review and scrutinise the planning, decisions, policy development, service provision and performance relating to the following service areas:
 - Business Efficiency
 - Growth
 - Planning and Development
 - Regeneration
 - Strategic Resources
- d) To exercise the powers of overview and scrutiny with regard to the Council's corporate functions.
- e) To receive and consider the Executive's annual budget proposals and make recommendations.
- f) To exercise the powers of overview and scrutiny with regard to over-arching policy framework documents, seeking the view of other scrutiny committees where appropriate. This will include the Corporate Plan; Sustainable Community Strategy and Single Delivery Plan.
- g) To review and scrutinise the Council's performance in relation to budgetary management.
- h) To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues in relation to the terms of reference of the committee.
- i) Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.
- j) Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Committee on a time-limited basis.

- k) To consider any appeals from petition organisers who are not satisfied with the outcome of the Council's consideration of their petition.
- 4.3 A draft work programme which shows the items which are currently scheduled along with items carried over from last year is attached at Appendix 2.

5. BACKGROUND DOCUMENTS

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

5.1 Minutes of the Sustainable Growth Scrutiny Committee held on 20 July, 14 September, 9 November, 2009 and 6 January, 2 February, 28 February, 15 March and 23 March 2011.

6. Appendices

6.1 Appendix 1 - Responses to recommendations made during 2010/2011 Appendix 2 - Draft Work Programme 2011/12

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ITEM	RECOMMENDATION	REFERRED TO
Meeting date 23 March 2011	That the Cabinet be recommended that:	Referred to Cabinet meeting on 13 June 2011
Review of the Use of Consultants	(i) All projects involving consultants should be recorded through Verto. This recommendation is subject to officers considering whether there should be a financial threshold to this requirement to ensure appropriate use of Verto.	
	(ii) All members should be provided with access to Verto in order to improve transparency regarding consultancy spend. This will also assist to resolve any uncertainty which may exist around the commissioning of consultants.	
	(iii) The Commercial and Procurement Unit (CPU) should provide an update report to the Scrutiny Committee in Autumn 2011 regarding (1) the progress made with Qlikview reporting and the outcome of discussions with Serco (2) financial data, by department, for Q4 2010-11 and Q1 2011-12 (3) whether the use of consultants is captured across the council through consistent use of Verto (4) the level of member enquiry of Verto (5) how the spend on consultants is being recorded and monitored, and (6) confirming that there is accurate recording of savings and losses against each individual consultant or consultancy project.	
	(iv) A policy on the use of consultants ought to be written for the benefit of officers to ensure consistent application in the use of consultants across the council.	

ITEM	RECOMMENDATION	REFERRED TO
	(v) The council should amend contract regulations and financial regulations to set out criteria officers should consider before deciding to employ consultants. This ought to include consideration of any internal skills within the council.	
	(vi) The council should compile a central register of transferable professional skills available within the council which should be audited on a regular basis by the HR team.	
	(vii) The council should amend the Employment Committee terms of reference to include contractors and consultants whose accumulative remuneration rate over a project lifecycle would take them into the same salary grade as a head of service. Contractors and consultants at this level ought to be approved by Employment Committee before appointment whenever possible or reviewed at least at six monthly intervals to ensure that their continued engagement is appropriate.	
	(viii) The council should review its further business transformation needs and assess whether the procurement of project and performance management skills will be required when the Professional Services Partnership (Amtec) contract next comes up for renewal.	
	(ix) The Verto system have a reporting function which allows it to report on minor projects involving the use of consultants (under £20k in value) to the cabinet member for resources.	

ITEM	RECOMMENDATION	REFERRED TO
	 (x) For major projects (over £20k in value) a) the cabinet member for resources ought to be requested to add approval to the Verto system for projects involving the use of consultants; and b) representative bodies including the Joint Consultative Forum, CMT and the Audit Committee are able to request regular reports from Verto on the use of consultants. 	
	(xi) Skills transfer is a written contractual requirement for appropriate professional skill contracts, particularly project and programme management, to enable officers to develop expertise which will directly benefit the council.	
	(xii) A relevant scrutiny panel (or a suitably staffed sub- committee of one formed of members preferably with audit and/or accountancy experience) should take sample projects to put under review for test of business case and efficiency.	
	(xiii) Where the council engage consultants under long term contracts there should be a requirement for managers to approach the consultant at fixed periods in the contract about filling a permanent role within the council.	
	(xiv) There should be improved scrutiny of the PSP contract if it is renewed in 2012. The relevant scrutiny committee should be consulted prior to any decision being made to engage specific contractors.	

ITEM	RECOMMENDATION	REFERRED TO
	(xv) All consultants engaged at managerial level should be required to update Verto as a condition of payment.	
	(xvi) Should the council produce a policy around the use of consultants (see recommendation iv), this should contain the criteria for engaging and monitoring consultants.	
	(xvii) Managers should negotiate fixed-price or incentive-based contracts where possible.	
	(xviii) The council should whenever possible seek to fill senior management posts with a permanent employee where it is beneficial for the council and consider all other available options, (e.g. internal employees acting up) before seeking to recruit a consultant to a managerial position.	
	(xix) A report should be made to the Scrutiny Committee surrounding the errors found in Qlikview and what measures have been put in place to prevent such errors in future.	
	(xx) Where possible, the council should seek to quantify the level of grant funding which supports the use of consultants within the council. This may be possible through a reporting function within Verto.	
	(xxi) Where appropriate HR should be involved in the recruitment process for consultants occupying managerial positions so that advice can be given on suitable candidates and in	

ITEM	RECOMMENDATION	REFERRED TO
	house expertise, skills or knowledge.	
	(xxii) The CPU should be allowed access to the information gathered by HR around internal skills and knowledge so that internal skills might be accessed before reliance is placed upon consultants.	
	(xxiii) Managers should submit a report to the Chief Executive upon the proposed appointment of any consultant in an interim managerial role explaining why a consultant is to be preferred over an internal candidate. This is to ensure that officers are mindful of succession planning.	
	(xxiv) A further update on the progress of the creation of a centralised list of consultants should be produced and a report made to the appropriate scrutiny committee in Autumn 2011.	
	(xxv) The roll out of the HR Review should be expedited to ensure that all areas of the council have been assessed by Spring 2011.	
	(xxvi) Progress with the PDR process should be closely monitored to ensure that managers do not take a cascade approach as was the case with the previous APD system. This system prevented front line staff from receiving timely feedback or the opportunity to identify development opportunities and act upon career aspirations.	

ITEM R	ECOMMENDATION	REFERRED TO
(x	xvii) The HR Review agenda should be amended to enable the chief executive and directors to identify where consultants are fulfilling positions. This information should be used to create a succession plan for ensuring that this is the most appropriate solution, or if not, to identify who could be developed to fulfil that role in future.	
(x	xviii) A skills audit should be completed through a series of workshops with top performers. Included in the audit should be details of the specific projects that staff have worked on, similar to a CV. That would help to identify those with the potential to be of 'consultant' level.	
(x	xix) The contract management system should be made available for scrutiny by members, or reviewed by way of regular reports to a scrutiny committee.	
(x	xx) If a manager is shown to be disproportionately using agency staff for longer than three months then a business case should be made and entered on Verto.	
(x	The HR team should report to the Sustainable Growth Scrutiny Committee in late Summer 2011 on progress or completion in the area of succession planning. If this requirement can be fulfilled by moving towards liP "Silver" status the report should also contain an evaluation of whether it is financially feasible for the council to progress towards this.	

ITEM	RECOMMENDATION	REFERRED TO
	 (xxxii) That the council investigates whether to move away from OGC Solutions as a method of contracting. (xxxiii) That the council conducts a cost benefit review analysis on whether details of sub-contracting arrangements should be included in all contracts. 	

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Last Updated: 27 May 2011

SUSTAINABLE GROWTH SCRUTINY COMMITTEE WORK PROGRAMME 2011/12

Meeting Date	Item	Progress
7 June 2011	Preliminary Flood Risk Assessment	
Draft Report 19 May	To scrutinise Peterborough's Preliminary Flood Risk Assessment.	
Final Report 26 May	Contact Officer: Richard Kay/Julia Chatterton	
	Review of 2009/10 and Future Work Programme	
	To review the work undertaken during 2009/10 and to consider the future work programme of the Committee.	
	Contact Officer: Paulina Ford	
12 July 2011	Draft Housing Strategy	
Draft Report 24 June		
Final Report 1 July	Contact Officer: Richard Kay/Anne Keogh	
6 September 2011	Operational Overview – Growth and Planning	
Draft Report 18 August		
Final Report 25 August	Contact Officer: Andrew Edwards/Simon Machen	
8 November 2011	Budget 2011/12 and Medium Financial Strategy to 2015/16	
Draft Report 21 Oct	To receive a presentation on the Cabinet's proposals for the budget.	
Final Report 28 Oct		
	Contact Officers: John Harrison and Steven Pilsworth	

5 January 2012	Budget 2011/12 and Medium Term Financial Plan	
(Joint Meeting of the Scrutiny	To scrutinise the Executive's proposals for the Budget 2011/12 and Medium Term Financial Plan.	
Committees and Commissions)	Contact Officer: John Harrison/Steven Pilsworth	
10 January 2012	City Centre Action Plan	
Draft Report 22 Dec		
Final Report 29 Dec		
6 March 2012		
	Complaints Monitoring Report 2010/11	
	To scrutinise the complaints monitoring report 2009/10 and identify any areas of concern.	
	Contact Officer: Mark Sandhu/Belinda Evans	

ITEMS TO BE SCHEDULED

- **Peterborough Integrated Development Programme** to further scrutinise the draft Integrated Development Programme which sets out the priorities for infrastructure provision to facilitate growth and regeneration of the City.
- **Responsibilities under the Flood and Water Management Act** to consider Peterborough's responsibilities under the Flood and Water Management Act, particularly changes to the planning system relating to sustainable drainage systems. (Richard kay)
- Progress on the Delivery of the Growth, Strategic Planning and Economic Development Portfolio (Councillor Cereste)

 To scrutinise the progress of the Growth Portfolio.
- Refresh of the Statement of Community Involvement (SCI) and links to Neighbourhood Plans and Community Action Plans (Richard Kay)
- Monitoring of recommendations for Consultants review June onwards January 2012?
- Flood Management Strategy

Information item outside of meeting:

January 2012 - Annual Human Resources Monitoring Report

To scrutinise the annual HR Monitoring Report.

Contact Officer: Mike Kealey

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SUSTAINABLE GROWTH SCRUTINY COMMITTEE	Agenda Item No. 7
7 JUNE 2011	Public Report

Report of the Solicitor to the Council

Report Author – Paulina Ford, Senior Governance Officer, Scrutiny **Contact Details –** 01733 452508 or email paulina.ford@peterborough.gov.uk

FORWARD PLAN - 1 JUNE TO 30 SEPTEMBER 2011

1. PURPOSE

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

2. RECOMMENDATIONS

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

3. BACKGROUND

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

4. CONSULTATION

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

5. BACKGROUND DOCUMENTS

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

None

6. APPENDICES

Appendix 1 – Forward Plan of Executive Decisions

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN 1 JUNE 2011 TO 30 SEPTEMBER 2011

PETERBOROUGH CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS - 1 JUNE 2011 TO 30 SEPTEMBER 2011

During the period from 1 June 2011 To 30 September 2011 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 Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to alexander.daynes@peterborough.gov.uk or by telephone on 01733 452447.

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:

Key Theatre - Phase 3 Extension - KEY/07JUN/11
Termination of Transitions Contract - KEY/08JUN/11
Peterborough Preliminary Flood Risk Assessment (PFRA) - KEY/09JUN/11
Extension of Home to School Contracts - KEY/10JUN/11
Energy Supply Company (ESCO) - KEY/11JUN/11
Local authority Mortgage Scheme - KEY/12JUN/11
Orton Longueville School and Stanground College - KEY/13JUN/11
Manor Drive Managed Service - Procurement through the Services Competitive Dialogue Process - KEY/01SEP/11
Single Equality Scheme - KEY/02SEP/11

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JUNE CONTACT DETAILS / KEY DECISION DATE OF **DECISION MAKER** CONSULTATION REPORTS RELEVANT **REQUIRED DECISION** SCRUTINY **REPORT AUTHORS** COMMITTEE **Delivery of the Council's** June 2011 **Cabinet Member for** Sustainable Consultation will Sandra Neely A public report Temp Capital Projects Officer will be available **Capital Receipt** Growth take place with Resources Programme through the the Cabinet Tel: 01733 384541 from the Sale of Land and Member, Ward sandra.neely@peterborough. governance **Buildings - Vawser Lodge** councillors, gov.uk team one week Thorpe Road before the relevant internal KEY/04DEC/10 departments & decision is To authorise the Chief external taken Executive, in consultation with stakeholders as the Solicitor to the Council, appropriate Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Vawser Lodge

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	Security Framework Contract - lot 2 - KEY/09DEC/10 Award lot 2 of framework contract; cash collection and cash in transit services, delivering services for the council such as collecting cash from parking meters and banking it securely.	June 2011	Cabinet Member for Resources	Sustainable Growth	Internal and external stakeholders as appropriate	Matthew Rains P2P Manager Tel: 01733 317996 matthew.rains@peterborough .gov.uk	A public report will be available from the governance team one week before the decision is made
7.4	Section 75 Variation 2011-12 - KEY/08FEB/11 To extend the existing partnership agreement under the National Health Act 2006 to pool funding from NHS Peterborough and PCC to commission drugs services by one year.	June 2011	Cabinet Member for Community Cohesion and Safety	Strong and Supportive Communities	Internal and external partners	Karen Kibblewhite Safer Peterborough Manager - Cutting Crime Tel: 01733 864122 karen.kibblewhite@peterboro ugh.gov.uk	A public report will be available from the Governance Team one week before the decision is taken
	Refuse Derived Fuel - KEY/09FEB/11 To amend existing contract to enter into a 1 year agreement with HW Martin Waste Ltd to send material to Refuse Derived Fuel Facility	June 2011	Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning	Environment Capital	Internal and external stakeholders as appropriate	Amy Nebel Recycling Contracts Officer Tel: 01733 864727 amy.nebel@peterborough.go v.uk	A public report will be available from the Governance Team one week before the decision is taken

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Section 75 Agreements with Cambridgeshire Community Services, NHS Peterborough and Cambridge & Peterborough Foundation Trust - KEY/12FEB/11 Approval of s.75 Agreements with Cambridgeshire Community Services for the provision of Adult Social Care; with NHS Peterborough for the provision of Learning Disability Services; and with Cambridge & Peterborough Foundation Trust for the provision of mental health services.	June 2011	Cabinet Member for Adult Social Care	Health Issues	Relevant internal and external Stakeholders	Denise Radley Executive Director of Adult Social Services Tel: 01733 758444 denise.radley@peterborough. gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
Bayard Place - replacement of air- conditioning system (legislative works) - KEY/03MAR/11 To authorise the award of the contract for the replacement of the air-conditioning system at Bayard Place	June 2011	Cabinet Member for Resources	Sustainable Growth	Consultation will take place with relevant internal stakeholders as appropriate	Steven Morris Partnership & Procurement Commissioning Manager Tel: 01733 384657 steven.morris@peterborough. gov.uk	A public report will be available from the governance team one week before the decision is taken

Adult Drug Treatment Plan 2011-2014 - KEY/04MAR/11 To approve the plan.	June 2011	Cabinet Member for Community Cohesion and Safety	Strong and Supportive Communities	Safer Peterborough Partnership Board; SPP Delivery Board; SPP Adult Joint Commissioning Group for Drugs; local service providers; and the local service user group, SUGA	Karen Kibblewhite Safer Peterborough Manager - Cutting Crime Tel: 01733 864122 karen.kibblewhite@peterboro ugh.gov.uk	A public report will be available from the Governance Team one week before the decision is taken
Social Work Practice Pilot - KEY/01APR/11 Agree arrangements for the procurement and provision of Social Work Practice Pilots for children in care.	June 2011	Cabinet Member for Children's Services	Creating Opportunities and Tackling Inequalities	Social work staff; children in care; corporate parenting panel members and Trade Unions	Andrew Brunt Assistant Director - Families and Communities andrew.brunt@peterborough. gov.uk	A public report will be available from the Governance Team one week before the decision is made.
Discovery Primary School Extension - KEY/03APR/11 To authorise the award of the contract for the extension to Discovery Primary School.	June 2011	Cabinet Member for Education, Skills and University	Creating Opportunities and Tackling Inequalities	Consultation will take place with relevant internal stakeholders as appropriate.	Alison Chambers Asset Development Officer alison.chambers@peterborou gh.gov.uk	A public report will be available from the governance team one week before the decision is taken.

Extension of Organic Waste Composting Contract (Garden Waste) - KEY/04APR/11 Approval to extend the current contract for organic waste composting with Organic Recycling Ltd for 1 year	June 2011	Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning	Environment Capital	Consultation will take place with relevant internal stakeholders as appropriate.	Amy Nebel Recycling Contracts Officer Tel: 01733 864727 amy.nebel@peterborough.go v.uk	A public report will be available from the Governance team one week before the decision is taken.
Welland Primary School - KEY/01MAY/11 To vary the Ormiston Bushfield Academy (OBA) Design and Build Contract with Kier Eastern to allow for the design and build of Welland Primary School.	June 2011	Cabinet Member for Education, Skills and University	Creating Opportunities and Tackling Inequalities	Executive Director Children Services, Executive Director Resources, Solicitor to the Council, Ward Councillors	Brian Howard PFI Project Manager Tel: 01733 863976 brian.howard@peterborough. gov.uk	A public report will be available form the Governance Team one week before the Decision is taken.
Museum Redevelopment Project - part 2 - KEY/02MAY/11 To approve the contract award for the fit-out and exhibition display element of the redevelopment works	June 2011	Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning		Consultation will take place with relevant internal stakeholders as appropriate	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborou gh.gov.uk	A public report will be available from the Governance Team one week before the decision is taken

Opportunity Peterborough Business Plan - KEY/01JUN/11 To endorse the Opportunity Peterborough Business Plan.	June 2011	Cabinet	Sustainable Growth	All relevant stakeholders as appropriate.	Gillian Beasley Chief Executive Tel: 01733 452302 gillian.beasley@peterborough .gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
Refresh of the Statement of Community Involvement (SCI) and links to Neighbourhood Plans and Community Action Plans - KEY/02JUN/11 To agree draft revised SCI and issue it for public consultation	June 2011	Cabinet	Sustainable Growth	Internal as appropriate leading up to Cabinet, then public consultation on the draft revised SCI after Cabinet consideration.	Richard Kay Policy and Strategy Manager richard.kay@peterborough.go v.uk	A public report will be available from the Governance Team one week before the decision is taken.
Village Design Supplementary Planning Document - KEY/03JUN/11 To adopt the Design and Development in Selected Rural Villages SPD	June 2011	Cabinet	Sustainable Growth / Rural Communities	Internal and External as appropriate	Richard Kay Policy and Strategy Manager richard.kay@peterborough.go v.uk	A public report will be made available from the governance team one week before the decision is made

Draft Housing Strategy - KEY/04JUN/11 To approve the draft Housing Strategy 2011-2014 for the purposes of public consultation.	June 2011	Cabinet	Strong & Supportive Communities	Internal and External as appropriate	Richard Kay Policy and Strategy Manager richard.kay@peterborough.go v.uk	A public report will be made available from the governance team one week before the decision is made.
Minerals and Waste: The Location and Design of Waste Management Facilities Supplementary Planning Document - KEY/05JUN/11 To adopt the Location and Design of Waste Management Facilities SPD.	June 2011	Cabinet	Sustainable Growth	Internal and External as appropriate	Richard Kay Policy and Strategy Manager richard.kay@peterborough.go v.uk	A public report will be made available from the governance team one week before the decision is made.

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Collaboration agreement with Registered Providers of Affordable Housing - KEY/06JUN/11 Authorise the Chief Executive in consultation with the Cabinet member for Growth, Strategic Planning and Economic Development and the Cabinet member for Housing, Neighbourhoods and Planning to negotiate final terms allowing the Council to enter into a non-binding collaboration agreement with Register Providers of Affordable Housing	June 2011	Cabinet Member for Housing, Neighbourhoods and Planning	Strong and Supportive Communities	Internal and External Stakeholders as appropriate	Andrew Edwards Head of Peterborough Delivery Partnership Tel: 01733 452303 andrew.edwards@peterborou gh.gov.uk	A public report will be available from the governance team one week before the decision is taken.
Key Theatre - Phase 3 Extension - KEY/07JUN/11 To award the contract for the extension to house the following:- changing rooms, office accommodation, storage, rehearsal area and rewire to original building.	June 2011	Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning	Strong and Supportive Communities	With Vivacity, Enterprise and City Council officers	Steven Morris Partnership & Procurement Commissioning Manager Tel: 01733 384657 steven.morris@peterborough. gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
Termination of Transitions Contract - KEY/08JUN/11 To terminate the transitions contract due to budget constraints - the total contract value is over £500k.	June 2011	Cabinet Member for Children's Services	Creating Opportunities and Tackling Inequalities	Consultation has been carried out with the Assistant Director for Education & Resources, Legal Services and the 8-19 service.	Jonathan Lewis Assistant Director - Resources, Commissioning and Performance jonathan.lewis@peterborough .gov.uk	A public report will be available from the Governance Team one week before the decision is taken

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Peterborough Preliminary Flood Risk Assessment (PFRA) - KEY/09JUN/11 To approve the Preliminary Flood Risk Assessment	June 2011	Cabinet	Sustainable Growth	Relevant stakeholders.	Richard Kay Policy and Strategy Manager richard.kay@peterborough.go v.uk	A public report will be available from the Governance Team one week before the decision is taken.
Extension of Home to School Contracts - KEY/10JUN/11 To extend the current home to school contracts.	June 2011	Cabinet Member for Education, Skills and University	Creating Opportunities and Tackling Inequalities	Internal departments as appropriate.	Cathy Summers Team Manager - Passenger Transport Contracts and Planning cathy.summers@peterboroug h.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
Energy Supply Company (ESCO) - KEY/11JUN/11 To seek approval to establish an ESCO.	June 2011	Cabinet Member for Resources, Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning	Environment Capital	Internal and external stakeholders as appropriate	John Harrison Executive Director-Strategic Resources Tel: 01733 452398 john.harrison@peterborough. gov.uk	A public report will be available from the Governance Team one week before the decision is taken.

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Local authority Mortgage Scheme - KEY/12JUN/11 To seek approval to a scheme to enable greater access to the housing market	June 2011	Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development and Business Engagement, Cabinet Member for Resources, Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning	Sustainable Growth	Internal and external stakeholders as appropriate	John Harrison Executive Director-Strategic Resources Tel: 01733 452398 john.harrison@peterborough. gov.uk	A public report will be available from the governance team one week before the decision is taken.
Orton Longueville School and Stanground College - KEY/13JUN/11 To vary the Ormiston Bushfield Academy (OBA) Design and Build Contract with Kier Regional Ltd (trading as Kier Eastern) to allow for the design and build of Orton Longueville School and Stanground College	June 2011	Cabinet Member for Education, Skills and University, Cabinet Member for Resources	Creating Opportunities and Tackling Inequalities	Executive Director Children Services, Executive Director Resources, Solicitor to the Council, Ward Councillors	Brian Howard PFI Project Manager Tel: 01733 863976 brian.howard@peterborough. gov.uk	A public report will be available from the governance team one week before the decision is taken

JULY

There are currently no Key Decisions scheduled for July

AUGUST

There are currently no Key Decisions scheduled for August

SEPTEMBER						
KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
Manor Drive Managed Service – Procurement through the Services Competitive Dialogue Process - KEY/01SEP/11 To approve contract award to preferred bidder.	September 2011	Cabinet Member for Resources	Sustainable Growth	Internal departments, Unions, Staff	Andrew Cox Senior Category Manager andy.cox@peterborough.gov. uk	A public report will be available from the governance team one week before the decision is taken
Single Equality Scheme - KEY/02SEP/11 To approve the final scheme following consultation	September 2011	Cabinet	Creating Opportunities and Tackling Inequalities.	Public consultation via stakeholders and partnerships.	Denise Radley Executive Director of Adult Social Services Tel: 01733 758444 denise.radley@peterborough. gov.uk	A public report will be available from the governance team one week before the decision is taken.

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

Communications

Strategic Growth and Development Services

Legal and Democratic Services

Policy and Research

Economic and Community Regeneration

Housing Strategy

Drug Intervention Programme and Drug and Alcohol Team

HR Business Relations, Training & Development, Occupational Health & Reward & Policy

COMMERCIAL 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 Improvement

Strategic Property

Waste

Customer Services

Business Support

Shared Transactional Services

Cultural Trust Client

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

Safeguarding, Family & Communities

Education & Resources

Children's Community Health

OPERATIONS DEPARTMENT Bridge House, Town Bridge, PE1 1HB

Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management)
Commercial Operations (Resilience, Commercial CCTV, Strategic Parking, City Centre, Markets & Commercial Trading, Passenger Transport)
Neighbourhoods (Regulatory Services, Safer Peterborough, Strategic Housing, Cohesion, Social Inclusion)
Operations Business Support (Finance, Economic Participation)

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