

SUSTAINABLE GROWTH SCRUTINY COMMITTEE

TUESDAY 8 NOVEMBER 2011

7.00 PM

Forli Room - Town Hall

AGENDA

Page No

1. **Apologies for Absence**

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

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

3. **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.

4. **Draft Flood and Water Management Supplementary Planning Document** 1 - 62

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10. Date of Next Meeting

Thursday 5 January 2012

Joint Meeting of Scrutiny Committees and Commissions to scrutinise the Budget 2011/12 and Medium Financial Strategy to 2015/16

Tuesday 10 January 2012

Sustainable Growth Scrutiny Committee



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Paulina Ford on 01733 452508 as soon as possible.

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Committee Members:

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

Substitutes: Councillors: G Nawaz and M Jamil and D Fower

Further information about this meeting can be obtained from Paulina Ford on telephone 01733 452508 or by email – paulina.ford@peterborough.gov.uk

SUSTAINABLE GROWTH SCRUTINY COMMITTEE	Agenda Item No. 4
8 NOVEMBER 2011	Public Report

Report of the Executive Director of Operations

Contact Officer(s) - Emma Latimer Julia Chatterton
Contact Details - 01733 863 801 01733 452 620

DRAFT FLOOD AND WATER MANAGEMENT SUPPLEMENTARY PLANNING DOCUMENT

1. PURPOSE

1.1 Officers are preparing a Supplementary Planning Document (SPD) that will provide guidance to developers on flood and water management in Peterborough. It will expand on overarching headline policy contained in the Council's adopted Core Strategy. Officers propose to consult with the public and stakeholders on a draft of the SPD in January 2012. We are seeking comments from the Sustainable Growth Scrutiny Committee to this SPD before it is presented to Cabinet for approval for the purposes of public consultation. The draft of the SPD is attached at Appendix A.

2. RECOMMENDATIONS

2.1 The Committee is requested to offer any comments on the draft Flood and Water Management Supplementary Planning Document before it is presented to Cabinet for approval for the purposes of public consultation.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

3.1 The draft SPD provides detailed guidance to help applicants and decision makers to deliver schemes that take into account flood and water management issues. This matter is directly linked to the Priorities of the Sustainable Community Strategy (SCS), especially Growth and Environment Capital.

4. BACKGROUND

4.1 The SPD forms part of a package of work arising following the Flood and Water Management Act (FWMA) 2010, which made Peterborough City Council a 'Lead Local Flood Authority'. The Council is responsible for co-ordinating surface water management.

4.2 Flood risk management is high on the agenda in Peterborough. Ensuring that the drainage network and watercourses are managed well, that sites are designed and constructed to drain well and that development is located in a safe environment are all key to reducing the likelihood and consequences of flooding in Peterborough.

4.3 It is predicted that climate change will bring more frequent short duration, high intensity rainfall and more frequent periods of long-duration rainfall, meaning both river and surface water flooding are likely to be an increasing problem. Around two-thirds of the flooding across the country in summer 2007 was due to surface water (Environment Agency, 2007).

4.4 The Council's adopted Core Strategy proposes a high level of growth in Peterborough up to 2026. The aims of the Flood and Water Management SPD are: to make sure that new development does not increase the risk of flooding from main rivers and surface water but also actively reduces it; and to expand on adopted policy in the Core Strategy relating to flood risk

management and water quality.

4.5 The objective of the SPD is to provide guidance to applicants and decision makers on:

- a. how to assess whether or not a site is suitable for development based on flood risk grounds.
- b. the use of different sustainable drainage measures within Peterborough.
- c. how development should contribute to protecting aquatic environments.

4.6 Once adopted, this SPD will form part of Peterborough City Council's Local Development Framework (LDF).

5. KEY ISSUES

5.1 Subject to Cabinet's approval on 12th December 2011, we propose to consult on the supplementary planning document alongside the pre-submission version of the Planning Policies DPD early in 2012.

5.2 The broad thrust of the SPD is not to place additional burdens on developers, but rather to assist them in meeting existing Core Strategy planning policy and wider statutory flood and water matters, such as those arising from the Flood and Water Management Act 2010 and Water Framework Directive.

5.3 There is no statutory duty to prepare this SPD. However, without it, developers could be confused or misinformed as to how they can deliver fit-for-purpose development schemes that meet flood and water management requirements. This could have an impact on development coming forward as additional time would need to be spent on applications where flood or water management issues occur.

6. IMPLICATIONS

6.1 The Flood and Water Management SPD is relevant to the whole unitary authority area and is aimed predominantly at developers and their agents.

6.2 This matter is directly linked to the Priorities of the SCS, especially Growth and Environment Capital.

6.3 The Council must follow statutory regulations in preparing and consulting on the Flood and Water Management SPD. After the statutory process concludes the final SPD document will be adopted, as such the document will be used as a material planning consideration in the determination of planning applications.

6.4 The SPD is not intended to introduce financial or legal implications for the Council or developers, but instead to provide guidance to assist with the new obligations both parties have under national and European legislation such as the Flood and Water and Management Act 2010 and the Water Framework Directive.

7. CONSULTATION

7.1 The draft SPD has been written in consultation with the Environment Agency, Anglian Water and Officers in the council. Comments received in respect of the Planning Policies Development Plan Document Consultation Draft have informed the draft SPD.

8. NEXT STEPS

8.1 Following consideration by the committee, The Flood and Water Management SPD will be presented to:

- Planning & Environmental Protection Committee on 8th November 2011 (prior to

this meeting)

- Cabinet on 12th December 2011

8.2 The first round of public consultation is expected to take place alongside the Planning Policies Development Plan Document in January/February 2012.

9. **BACKGROUND DOCUMENTS**

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

- 9.1
- The Peterborough Core Strategy Development Plan Document, adopted 23 February 2011.
 - The Peterborough Planning Policies Development Plan Document Proposed Submission Version (Draft -October 2011)
 - Flood and Water Management Act 2010
 - Draft National Planning Policy Framework (October 2011)
 - The Environment Agency's River Basin Management Guide to Hydromorphology no.6

10. **APPENDICES**

10.1 Appendix A – a copy of the Flood and Water Management Supplementary Planning Document Draft for consultation (October 2011).

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Flood and Water Management Supplementary Planning Document Draft for Public Consultation

October 2011



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1. Introduction

- 1.0.1 Flood risk management is high on the agenda in Peterborough. In order to reduce the likelihood and consequences of flooding in Peterborough, it is necessary that the drainage network and watercourses are managed well, that sites are designed and constructed to drain well and that development is located in a safe environment. The city council takes these issues very seriously, and is now a Lead Local Flood Authority under the Flood and Water Management Act (2010).
- 1.0.2 It is predicted that climate change will bring more frequent short duration, high intensity rainfall and more frequent periods of long-duration rainfall, meaning both river and surface water flooding are likely to be an increasing problem. Around two-thirds of the flooding across the country in summer 2007 was due to surface water (Environment Agency, 2007).
- 1.0.3 The council's adopted Core Strategy proposes a high level of growth in Peterborough up to 2026. The aims of this Supplementary Planning Document (SPD) are: to make sure that new development does not increase the risk of flooding from main rivers and surface water but also actively reduces it; and to expand on adopted policy in the Core Strategy (Policy CS22 - Flood Risk) and emerging policy in the Planning Policies Development Plan Document (Policy PP14 - the Landscaping and Biodiversity Implications of Development) relating to flood risk management and water quality.
- 1.0.4 The objective of the SPD is to provide guidance to applicants and decision makers on:
- (a) what the council will require in terms of sustainable drainage systems (SuDS) and other drainage and flood risk measures as part of a planning application (outline, full and reserved matters);
 - (b) how the provision of water management techniques on site may vary according to different types of development;
 - (c) the measures that will be necessary to satisfy the policies in the Local Development Framework;
 - (d) the way in which flood risk management measures will vary across Peterborough; and
 - (e) how development can assist in meeting the Water Framework Directive (2000), which requires the achievement of 'good ecological status' in all surface freshwater bodies by 2015.
- 1.0.5 This SPD puts forward a range of flood risk management measures including guidance on how to select sites for new development and how to drain water from a proposed development.
- 1.0.6 Once adopted, the SPD will form part of Peterborough City Council's Local Development Framework (LDF).
- 1.0.7 Developers should initially consider the advice provided in this SPD. Thereafter, the council offers a pre-application service for which there will be a charge. Further information can be found at:
- http://www.peterborough.gov.uk/planning_and_building/making_a_planning_application/step_1_pre-application_advice.aspx.
- 1.0.8 The SPD should be used by:
- developers when selecting sites based on flood risk;

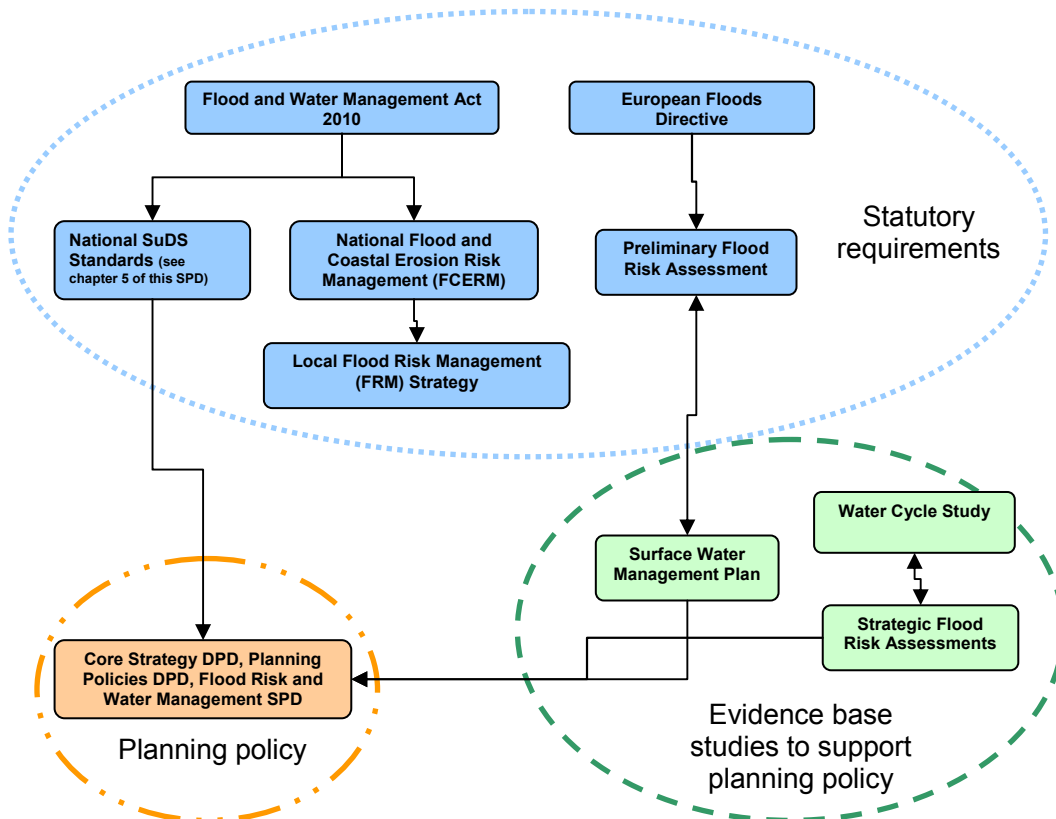
- developers when developing the brief for their design team to ensure drainage schemes are sustainably designed (i.e. does not increase flood risk) to the requirements of the city council;
- design teams responsible for development master plans, landscape and surface water drainage schemes; and
- development management officers when determining delegated planning applications, making recommendations to Committee and drawing up S106 obligations that include contributions for SuDS.

1.0.9 Applicants and all water management related partners should be able to use this guidance to ensure a consistent, locally specific approach to flood risk management.

2. Setting the Scene

2.0.1 Flood and water management in Peterborough is influenced by legislation, national policy, local technical studies and local information. This chapter gives the background information on the local, national, statutory and non statutory influences, in Figure 1 below and in the text that follows. Chapter 3 sets out how flood and water management is considered in Peterborough’s Local Development Framework.

Figure 1 – Linkages between relevant flood risk management documents and legislation



2.1 National Background Information

Flood and Water Management Act 2010

2.1.1 The Flood and Water Management Act places the responsibility for co-ordinating ‘local flood risk’ management on the county or unitary authority, making them a Lead Local Flood Authority (LLFA). In this context, the Act uses the term ‘local flood risk’ to mean flood risk from:

- (a) surface runoff,
- (b) groundwater and
- (c) ordinary watercourses.

2.1.2 Peterborough City Council is, therefore, officially recognised as a LLFA.

2.1.3 The Act also seeks to encourage the uptake of sustainable drainage systems (SuDS) by agreeing new approaches to the management of drainage systems and providing for LLFAs

to adopt SuDS for new developments and redevelopments. In this regard, the city council intends to establish a SuDS Approving Body, which will review, approve and adopt drainage strategies and systems alongside the current planning approval system.

National Planning Policy

- 2.1.4 Government is reforming the planning system and has produced a draft National Planning Policy Framework (NPPF) that consolidates all of the existing national planning policy statements, national planning policy guidance and some circulars into one document. However, whilst the it is brief, the draft NPPF is consistent with existing guidance being replaced, such as Planning Policy Statement 25: Development and Flood Risk, Planning Policy Statement 1: Delivering Sustainable Development and the supplement to PPS1: Planning and Climate Change.
- 2.1.5 However, through the Localism agenda, Local Authorities should take steps to define their own locally appropriate standards. An assumption is made that forthcoming national SuDS standards issued by Defra will also require this local detail.
- 2.1.6 This SPD should be read alongside the policy in the final version of the NPPF, which is due in early 2012.

Code for Sustainable Homes

- 2.1.7 The Code for Sustainable Homes was launched in December 2006 and sets a national standard for the sustainable design and construction of new homes. It is predominantly a 'building control' requirement rather than a 'planning' requirement. Attenuation (reduction) of surface water through SuDS is included in the Code. For example, if SuDS are provided to attenuate runoff from both hard surfaces and roofs, 1 point can be awarded towards the overall sustainability rating.
- 2.1.8 In addition, it is mandatory for all levels of the Code that run-off rates and annual volumes of run-off post-development will be no greater than the previous conditions for the site. Further information can be found here:

<http://www.planningportal.gov.uk/buildingregulations/greenerbuildings/sustainablehomes>

2.2 Local Background Information

Local Flood Risk

- 2.2.1 Flood risk in Peterborough exists from a variety of sources. These include:
- The sea
 - Main rivers (Peterborough has 18 rivers, of a variety of sizes, which have been classified as main river and are managed by the Environment Agency)
 - Ordinary watercourses (see glossary)
 - Surface run off
 - Groundwater (high water table)
 - Reservoirs
 - The sewerage network – sewers, rising mains and pumping stations
 - The mains water supply
- 2.2.2 The frequency of flooding is likely to increase in the future as a result of climate change, and particular care must be taken to ensure that new development is neither at risk of flooding, nor increases the risk of flooding elsewhere.

2.2.3 Peterborough City Council is now a Lead Local Flood Authority, but it also maintains its previous role in managing highway drainage and a number of ordinary watercourses. The council wishes to ensure that appropriate planning policy is in place to assist with its new larger role in co-ordinating local flood risk management and ensuring sites of new development are appropriately drained.

Peterborough Water Cycle Study (2010)

2.2.4 The detailed Water Cycle Study for Peterborough (2010) sets out a range of recommendations. Of these, we will provide guidance in this SPD on:

- Removal of surface water from combined sewers;
- Use of SuDS including the incorporation of green roofs, permeable pavements, swales and attenuation schemes;
- Rapid surface water discharge from sites adjacent to the River Nene to avoid peak fluvial levels coinciding with peak surface water run-off volumes. A smaller amount of on-site storage and treatment still may be required for example to remove the pollutants from the first flush, and to account for local constraints on surface water drainage systems and localised storm events.

2.2.5 The specific sewerage network options highlighted in the Study applied predominantly to the foul sewer system although these may have some impact where combined systems or cross connections are present.

2.2.6 The Water Cycle Study and appendices (document reference E079A and E079B) can be downloaded here:

http://consult.peterborough.gov.uk/portal/planning/peterborough/cs/cssub/cs_s?tab=files

Peterborough Level 2 Strategic Flood Risk Assessment

2.2.7 A number of flood risk policies are recommended in the Peterborough Level 2 Strategic Flood Risk Assessment (SFRA) (2009 and amended in 2010), relating to both flood risk and surface water management. Recommendation 11 promotes the use of specific flood risk and surface water management 'policy units' to ensure that the cumulative impact on surface water drainage systems of development across the city is considered holistically by accounting for the local constraints, catchment response, flood risk, strategic opportunities and wider benefits. The SPD explains how the city council, as a planning authority, will apply the concept of 'policy units' to development proposals. It is envisaged that developers and all water management related partners should be able to use this guidance to ensure a consistent approach to flood risk management.

2.2.8 The policy units have evolved since publication of the SFRA through work undertaken on the Surface Water Management Plan for Peterborough.

2.2.9 The Level 2 SFRA and appendices (document reference E062B and E062C) can be downloaded from:

http://consult.peterborough.gov.uk/portal/planning/peterborough/cs/cssub/cs_s?tab=files

Peterborough Surface Water Management Plan (2011)

2.2.10 Peterborough City Council has undertaken a Surface Water Management Plan (SWMP) Strategic and Intermediate Assessment in order to identify areas of surface water flood risk in Peterborough. Identification of risk areas enables appropriate management processes to be implemented to reduce local risk, raise local awareness and improve people's

preparation/preparedness for flooding. The SWMP builds on the Strategic Flood Risk Assessments, providing the vehicle for local water management organisations to work together to develop a shared understanding of local flood risk, including setting out priorities for action and maintenance needs.

Peterborough Preliminary Flood Risk Assessment (2011)

- 2.2.11 The Peterborough Preliminary Flood Risk Assessment (PFRA) is a statutory document completed under the European Floods Directive. 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. It is not concerned with flooding from main rivers or the sea.
- 2.2.12 Based on the evidence that was collected, the Peterborough PFRA report of June 2011 supports the national assessment that there is no 'Flood Risk Area' of national significance within Peterborough's administrative area.
- 2.2.13 Historic evidence shows that surface water flood events have not been numerous in Peterborough and are more often related to operational and local 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.

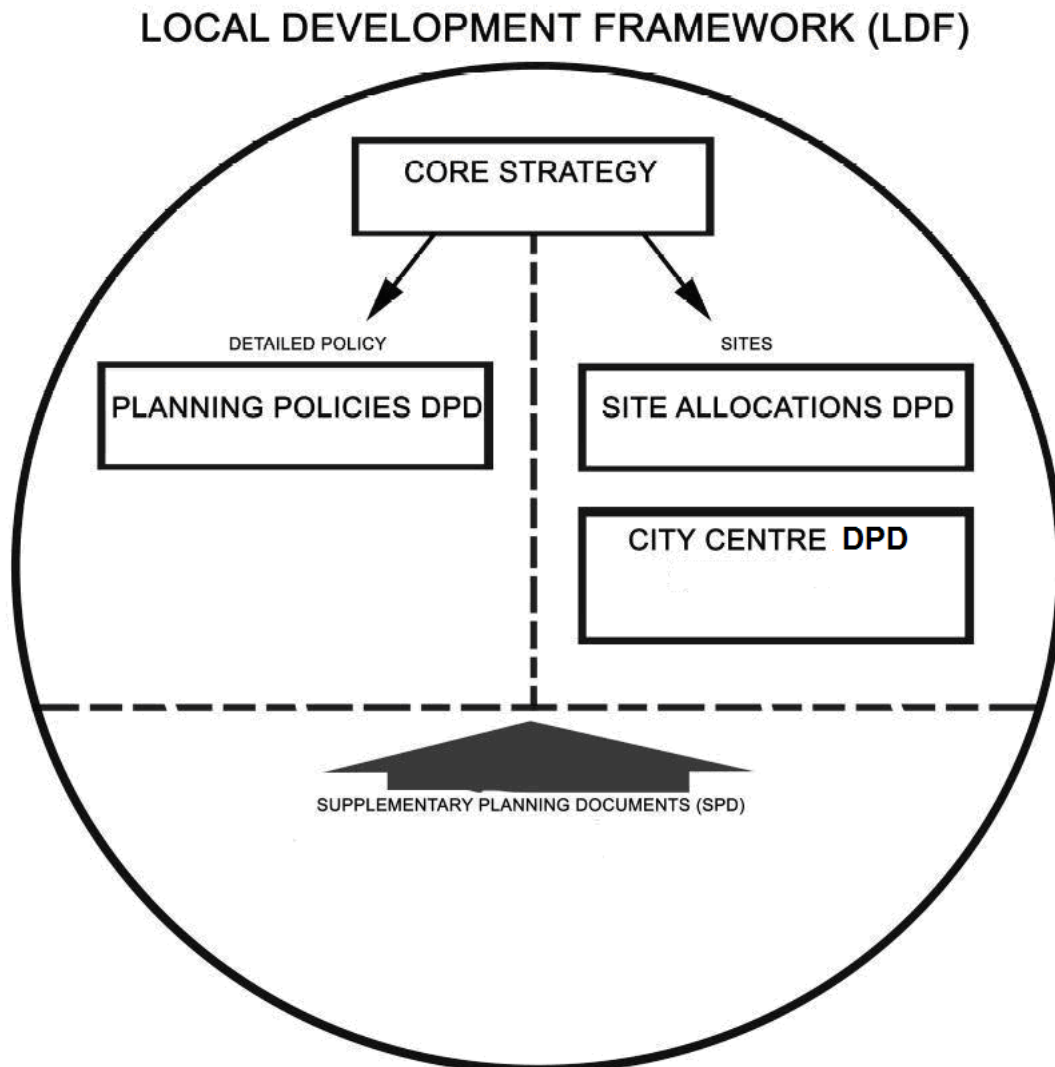
Local Flood Risk Management Strategy

- 2.2.14 Peterborough City Council is starting work on developing its Local Flood Risk Management Strategy (as one of its other duties under the Flood and Water Management Act 2010). The strategy will cover intended management procedures for existing flood risk. It will touch on plans for new development but the detailed planning and development issues will be determined through this SPD. While the Local Flood Risk Management Strategy can be a material consideration in planning terms, the SPD will be a formal part of Peterborough's Local Development Framework governing local planning decisions and will therefore be more important to those involved in planning and development.

3. Flood and Water Management in Peterborough's Local Development Framework

- 3.0.1 Peterborough City Council's Local Development Framework (LDF) consists of an adopted Core Strategy Development Plan Document (February 2011) that sets the type and amount of development that will be accommodated in Peterborough up until 2026.
- 3.0.2 An emerging Planning Policies Development Plan Document provides detailed policy to assist in the determination of planning applications. The emerging Site Allocations and the City Centre Development Plan Documents identify sites for development that meet the vision of the Core Strategy.
- 3.0.3 All of the LDF documents can be supported by Supplementary Planning Documents that give detailed guidance on LDF policies, as shown in Figure 2.

Figure 2: Peterborough's Local Development Framework



- 3.0.4 This SPD provides detailed guidance to help implement policy CS22 of the adopted Core Strategy and policy PP14 of the pre submission version of the Planning Policies Development Plan Document. The two policies are as follows:

Core Strategy policy CS22 Flood Risk

“The allocation of sites for development and the granting or refusal of planning permission on such sites and any other site will be informed by:

- *the Peterborough Level 1 SFRA (2008)*;*
- *the Peterborough Level 2 SFRA (2009)*;*
- *the sequential test and if necessary the exception test; and an appropriately detailed site specific flood risk assessment.*

(Or any equivalent subsequent assessment)*

Development in Flood Zones 2 and 3 will only be permitted following the successful completion of a sequential test, exception test if necessary, suitable demonstration of meeting an identified need, and through the submission of a site specific flood risk assessment demonstrating appropriate flood risk management measures and a positive approach to reducing flood risk overall.

No development will be permitted in rapid inundation zones, or areas not defended to an acceptable standard, other than in exceptional circumstances, unless the proposed development is classified as a water compatible use or essential infrastructure (subject to the exception test). In Zone 3a, residential development will only be permitted where the site consists of previously developed land.

All appropriate development should employ sustainable drainage systems (SuDS) to manage surface water run-off where technically feasible and appropriate to that part of the catchment. SuDS will be expected for all developments where run off or flash floods may threaten the integrity of any international or European site of nature conservation importance. Where such a threat exists and SuDS are not feasible, development will not be permitted. Long-term management and maintenance of SuDS should be agreed early on in the process. Economic constraints will not be accepted as a justification for non-inclusion of SuDS.

Where appropriate, development should help achieve the flood management goals from the River Nene and River Welland Catchment Flood Management Plans (CFMP).”

Extract from Planning Policies Development Plan Document policy PP14 - The Landscaping and Biodiversity Implications of Development

“Planning permission for the development will only be granted if the proposal makes provision for:

(d) the protection and, where necessary and feasible, the enhancement of water quality and habitat of any aquatic environment in or adjoining the site. For riverside development, this includes the need to consider options for riverbank naturalisation (see Flood and Water Management SPD for further guidance).”

4. Guidance on Main River Flooding to Assist Delivery of Core Strategy Policy CS22

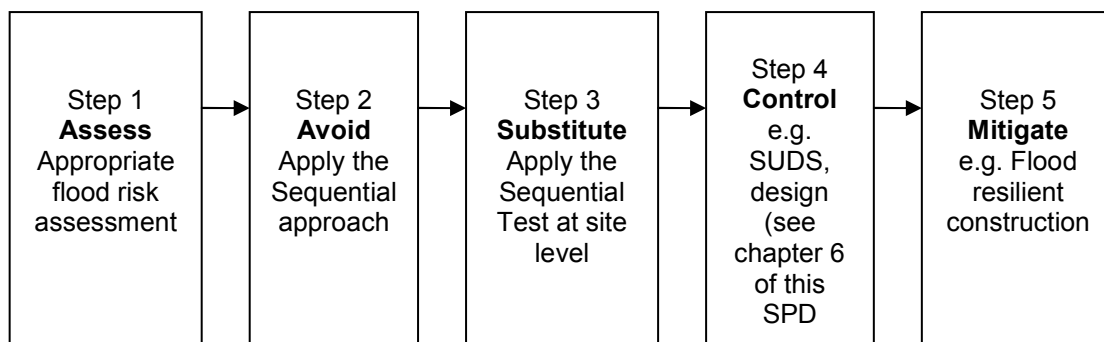
4.0.1 The aim of this chapter is to give advice on how new development in Peterborough can meet national guidance and the first three paragraphs of Core Strategy policy CS22 (see policy text in chapter 3), particularly relating to site selection. Guidance on sustainable drainage systems, which forms the other part of policy CS22, can be found in chapter 5.

4.0.2 The guidance in this chapter should be read in conjunction with national planning policy.

4.1 Assessing Flood Risk

4.1.1 Peterborough City Council recognises the importance of flood risk being appropriately assessed at all stages of the planning process including during the selection of development sites. In order to meet the requirements of Core Strategy Policy CS22, the overall management of flood risk in new development should be dealt with in the order shown in the following flood risk management hierarchy flowchart (Figure 3); and in accordance with the guidance set out in this chapter and in national planning policy.

Figure 3: Flood risk management hierarchy



4.1.2 This SPD does not specifically cover mitigation measures (step 5). Developers should discuss designs with the Environment Agency and make use of the following guidance:

- Improving the flood performance of new buildings: flood resilient construction (<http://www.communities.gov.uk/publications/planningandbuilding/improvingflood>)
- Flood resilience and resistance for critical infrastructure (<http://www.ciria.org/service/knowledgebase/AM/ContentManagerNet/ContentDisplay.aspx?Section=knowledgebase&ContentID=15520>)

4.2 Flood Zones and Vulnerability Classification

4.2.1 Flood zones and vulnerable development classifications are defined below because they should be used for assessing flood risk of all sites. Zones refer to the probability of river and sea flooding, ignoring the presence of defences.

4.2.2 Flood zones are broken down into:

- Zone 1 – Low Probability
- Zone 2 - Medium Probability
- Zone 3a – High Probability

- Zone 3b – The functional flood plain

Zone 1 - Low Probability

- 4.2.3 This zone comprises land assessed as having a less than 1 in 1000 annual probability of river or sea flooding in any year (<0.1%). All uses of land are appropriate in this zone.
- 4.2.4 In this zone, developers and the council should seek opportunities to reduce the overall level of flood risk in the area and beyond through the layout and form of the development, and the appropriate application of sustainable drainage techniques in accordance with Core Strategy policy CS22 (see chapter 5).

Zone 2 - Medium Probability

- 4.2.5 This zone comprises land assessed as having between a 1 in 100 and 1 in 1000 annual probability of river flooding (1% – 0.1%) or between a 1 in 200 and 1 in 1000 annual probability of sea flooding (0.5% – 0.1%) in any year.
- 4.2.6 In this zone, developers and the council should seek opportunities to reduce the overall level of flood risk in the area through the layout and form of the development, and the appropriate application of sustainable drainage techniques in accordance with Core Strategy policy CS22 (see chapter 5).

Zone 3a - High Probability

- 4.2.7 This zone comprises land assessed as having a 1 in 100 or greater annual probability of river flooding (>1%) or a 1 in 200 or greater annual probability of flooding from the sea (>0.5%) in any year.
- 4.2.8 The more vulnerable and essential infrastructure uses identified in Table 1 (and defined in Appendix A) should only be permitted in this zone if the Exception Test is passed. Essential infrastructure permitted in this zone should be designed and constructed to remain operational and safe for users in times of flood.
- 4.2.9 In this zone, developers and the council should seek opportunities to:
- reduce the overall level of flood risk in the area through the layout and form of the development and the appropriate application of sustainable drainage techniques;
 - relocate existing development to land in zones with a lower probability of flooding; and
 - create space for flooding to occur by restoring functional floodplain and flood flow pathways and by identifying, allocating and safeguarding open space for flood storage.

Zone 3b - The Functional Floodplain

- 4.2.10 This zone comprises land where water has to flow or be stored in times of flood. The SFRA's identify areas of functional floodplain and its boundaries.
- 4.2.11 In this zone, developers and the council should seek opportunities to:
- reduce the overall level of flood risk in the area through the layout and form of the development and the appropriate application of sustainable drainage techniques; and
 - relocate existing development to land with a lower probability of flooding.
- 4.2.12 Table 1 summarises the types of development that can be compatible in the flood zones in Peterborough. This table does not show the application of the Sequential Test which guides

development to Flood Zone 1 first, then Flood Zone 2, and then Flood Zone 3; FRA requirements; or the policy aims for each Flood Zone.

Table 1: Flood Risk Vulnerability and Flood Zone 'Compatibility'

Flood risk vulnerability classification	Essential infrastructure*	Water compatible*	Highly vulnerable*	More vulnerable*	Less vulnerable*
Zone 1	✓	✓	✓	✓	✓
Zone 2	✓	✓	Exception Test required	✓	✓
Zone 3a	Exception Test required	✓	x	Exception Test required	✓
Zone 3b 'functional flood plain'	Exception Test required	✓	x	x	x
Key: ✓= Development is appropriate x = Development should not be permitted					
* See Appendix A for definitions					

4.3 Preparing a Planning Application for Sites in Areas of Flood Risk

4.3.1 Landowners have the primary responsibility for safeguarding their land and other property against natural hazards such as flooding. Individual property owners and users are also responsible for managing the drainage of their land in such a way as to prevent, as far as is reasonably practicable, adverse impacts on neighbouring land. Those proposing development are responsible for:

- demonstrating that it is consistent with Core Strategy CS22 flood risk and national guidance;
- providing a flood risk assessment demonstrating:
 - whether any proposed development is likely to be affected by current or future flooding from any source;
 - that the development will be safe and where possible reduces flood risk overall;
 - whether it will increase flood risk elsewhere; and
 - the measures proposed to deal with these effects and risks. Any necessary flood risk management measures should be sufficiently funded to ensure that the site can be developed and occupied safely throughout its proposed lifetime;
- designs which reduce flood risk to the development and elsewhere, by incorporating sustainable drainage systems (see chapter 5) and where necessary, flood resilience measures.
- identifying opportunities to reduce flood risk, enhance biodiversity and amenity, protect the historic environment and seek collective solutions to managing flood risk.

4.3.2 These matters can affect the value of land, the cost of developing it and the cost of its future management and use. They should be considered as early as possible in preparing development proposals.

- 4.3.3 The process for completing a planning application with Flood Risk Assessment is illustrated in Appendix B. Applicants will be expected to follow this process to meet the requirements of Core Strategy policy CS22. The process includes application of the sequential test and exception test, where necessary. Please see national planning policy for guidance on what they are and how to apply them.
- 4.3.4 In order to confirm whether your site requires a Flood Risk Assessment, please refer to national guidance or contact the council and/or the Environment Agency.

The Sequential Test

- 4.3.5 The risk based Sequential Test should be applied at all stages of planning. The aim of the Test is to steer development to areas at the lowest probability of flooding. The following advice should be read in conjunction with any national guidance which is in force at the time of applying the Test.
- 4.3.6 The Flood Zones are the starting point for the sequential approach. Zones 2 and 3 are shown on the Environment Agency Flood Map with Flood Zone 1 being all the land falling outside Zones 2 and 3. These Flood Zones refer to the probability of sea and river flooding only, ignoring the presence of existing defences.
- 4.3.7 If your site is within Zone 2 or 3 and not allocated in the Site Allocations Development Plan Document or City Centre Development Plan Document, and therefore has not already been subject to a sequential test, you should follow the process as set out in Environment Agency's Standing Advice available at:
<http://www.environmentagency.gov.uk/static/documents/Research/SequentialTestProcess.pdf>.

The Exception Test

- 4.3.8 For the Exception Test to be passed:
- (a) it must be demonstrated that the development provides wider sustainability benefits to the community that outweigh flood risk, informed by a SFRA where one has been prepared;
 - (b) the development should be on developable previously-developed land or, if it is not on previously developed land, that there are no reasonable alternative sites on developable previously-developed land; and
 - (c) a flood risk assessment must demonstrate that the development will be safe, without increasing flood risk elsewhere, and, where possible, will reduce flood risk overall.

The Sequential Approach

- 4.3.9 If a site is already allocated in the Site Allocations DPD or City Centre DPD or if it 'passes' the Sequential and Exception Tests, then a sequential approach to flood risk should be used in designing the site layout, locating development in the lowest areas of flood risk within the site.

4.4 Key Flood Risk Consultees

- 4.4.1 The council recognises the importance of sharing expertise and information to be able to deliver effective and timely decisions. Flood risk should be factored into the earliest stages of applications and decisions.
- 4.4.2 The Environment Agency (EA) is a statutory consultee for planning applications. At the pre-application stage guidance from the EA will generally involve provision of relevant flood

risk information and advice, as well as comments on the scope of site-specific Flood Risk Assessments (FRA).

4.4.3 The Environment Agency has Standing Advice available on its website (<http://www.environmentagency.gov.uk/research/planning/82584.aspx>) including, which provides advice to developers and their agents on the types of application which will need to be accompanied by a FRA and guidance on householder and other minor extensions.

4.4.4 It is also advised that internal drainage boards (IDBs) are consulted in the process. IDBs have a high level of expertise in their local area and can be a very valuable source of information. Consult the map in appendix C to see the IDB catchment area your site falls within; and appendix D to see who you should consult. It is likely that the internal drainage boards will be consulted on the following (if in doubt, please contact the council's Flood and Water Management Officer):

- major developments in Flood Zone 1 that are within, or will drain into their Internal Drainage District;
- all non-householder developments in Flood Zones 2 and 3; and
- any applications that affect an Internal Drainage Board-controlled watercourse.

4.5 What is a Rapid Inundation Zone?

4.5.1 In Peterborough the eastern part of the unitary authority is currently protected by defences along the River Nene. A rapid inundation zone is an area which is at risk of rapid flooding should a flood defence structure be breached or overtopped. The zones at highest risk of rapid inundation are typically located close behind the defences. For specific detail on whether or not a site is in this zone, please contact the Environment Agency.

4.5.2 When considering whether it is possible to design a new development, which is safe and which does not increase flood risk elsewhere, surface water management must also be considered. Guidance on this is provided in chapter 5.

5. Guidance on Surface Water Flooding and Sustainable Drainage Systems to assist delivery of Core Strategy Policy CS22

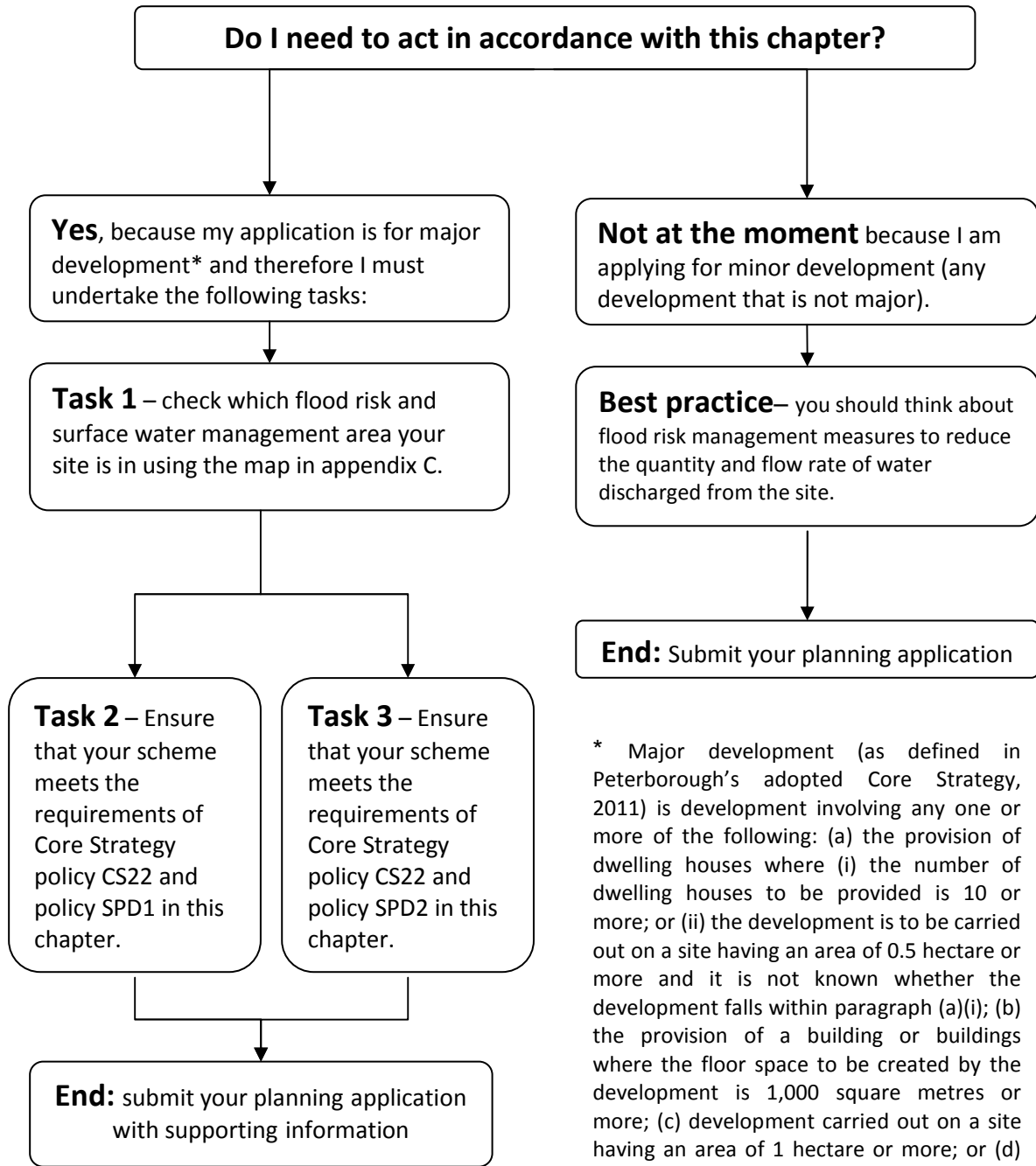
5.1 Introduction

- 5.1.1 The expected increase in intense rainstorms (as a predicted result of climate change) and the nature of traditional drainage systems¹ means that the likelihood of surface water flooding will increase over time in Peterborough, with or without development. Any loss of permeable (porous) ground will potentially increase the risk. Therefore the city council encourages sustainable drainage for all scales of development.
- 5.1.2 The Flood and Water Management Act (2010) will create a significant change in the way that development comes forward. When fully enacted, it will put in place a system that allows developers to build sustainable drainage systems (SuDS) knowing that they can be adopted by the council in the same way that, for example, roads currently are. The Act sets out a system of approval whereby drainage strategies for sites should be submitted for review to a body known as the SuDS Approving Body (in Peterborough this will be the city council). If the system is approved, the council will then vet the construction of the SuDS as they are built, with a view to ultimately adopting a safe and fully functioning system. If approval is not given for the drainage strategy then development is not allowed to start on site, regardless of whether or not the site has planning permission.
- 5.1.3 The relevant sections of the Act are expected to be enacted during 2012 following the release by Defra of National Standards. SuDS Approving Bodies must use these Standards to determine whether drainage strategies meet requirements and, if they do, such systems should be approved. The Standards are expected to leave some design or process elements open to local interpretation. In order to ensure a smoother transition to this new process, it is therefore the city council's intention to use this SPD to explain any relevant local criteria or issues.
- 5.1.4 In the meantime it is acknowledged that there is a gap between the requirements of policy CS22, future Government guidance and council processes which need to be in place to enable an effective adoption system for SuDS. The intention of this chapter is therefore to develop a framework that can be used before the relevant provisions of the Act are brought into effect, but can also be easily supplemented for use afterwards. It is likely that updates will be made to this chapter over the coming years as Defra reveals more information about its intentions for the future of sustainable drainage systems.
- 5.1.5 It is expected that Defra will choose to phase the introduction of the requirement for different types of development to have SuDS approval, starting with larger developments first. In planning for this, the information in the following pages is currently aimed at major developments, as defined in Figure 4 below. The type of development to which the guidance in this chapter applies will change with Defra guidance, to gradually incorporate more and more types and sizes of development. Ultimately the Flood and Water Management Act intends for all development that has drainage implications to require SuDS approval. Construction that has 'drainage implications' is defined in the Flood and Water Management Act as: *"Anything done by way of, in connection with, or in preparation for, the creation of a building or other structure" that "will affect the ability of the land to absorb rainwater"*.

¹ Public sewers are designed to cater for rainfall events of an annual probability of more than 33.3% (1 in 30). Larger, less common events are likely to result in surface run-off when the rainfall is very intense, as sewers cannot cope with those volumes of water in such a small period of time.

5.2 Application of Chapter 5

Figure 4: Application of chapter 5



5.3 Sustainable Drainage Systems

- 5.3.1 Sustainable drainage means managing rainwater (including snow and other precipitation) with the aim of²:
- (a) reducing damage from flooding;
 - (b) improving water quality;
 - (c) protecting and improving the environment;
 - (d) protecting health and safety; and
 - (e) ensuring the stability and durability of drainage systems.
- 5.3.2 The primary function of SuDS is to provide effective drainage. SuDS replicate as closely as possible the natural drainage of the site before development. This reduces the risk of flooding downstream of the development caused by the increased impermeable area of the new development, helps to replenish ground water and remove pollutants gathered during run-off, benefiting local wildlife. To achieve this, guidance³ advises the use of a 'management or treatment train' (see Figure 5 below). SuDS schemes should be based on a hierarchy of methods. Different drainage techniques should be used in series to reduce pollution, flow rates and volumes.
- 5.3.3 Guidance recommends that the management of surface water runoff should use a combination of site specific and strategic SuDS measures, encouraging source control where possible to reduce flood risk and improve water quality.
- 5.3.4 The inclusion of green infrastructure in development is of huge benefit with regards to improving on site drainage due to the increased infiltration of water, as well as the possibility of creating flood storage areas. Likewise SuDS can also provide an amenity for the local community when incorporated as part of well designed green infrastructure. SuDS also provide opportunities to create wildlife habitats and improve local biodiversity.

Figure 5 – SuDS treatment train (source: Peterborough Surface Water Management Plan Strategic and Intermediate Assessment Report).



² Definition taken from Schedule 3 of the Flood and Water Management Act 2010.

³ The SuDS Manual, Ciria, London 2007.

5.3.5 The type of provision required throughout the hierarchy of treatment will depend on which surface water management unit(s) the site falls within, as explained in policy SPD 1 in section 5.4 below.

5.3.6 Table 2 sets out types of SuDS and how they fit with the SuDS treatment train; how they store and remove water; their suitability to improve water quality; and the environmental benefits including aesthetics, amenity and ecology.

Table 2: Capability of different SuDS techniques (adapted from the CIRIA SUDS manual, table 1.7)

SuDS technique / component ⁴	Management train suitability						Water quantity				Water quality	Environmental benefits		
	Prevention	Conveyance	Pre-treatment	Source control	Site control	Regional control	Conveyance	Detention	Infiltration	Water harvesting	Water quality improvements ⁵ processes	Aesthetics	Amenity	Ecology
Water butts, site layout & management	✓	•		✓			•	•	✓	•	•	•	•	
Permeable pavements	✓			✓	•			✓	✓	•	✓	•	•	•
Filter drain		✓		✓	•		✓	✓			✓			
Filter strips			✓	✓			•	•	•		✓	•	•	•
Swales		✓		✓	✓		✓	✓	•		✓	•	•	•
Ponds					✓	✓		✓	•	✓	✓	✓	✓	✓
Wetlands		•			✓	✓	•	✓		✓	✓	✓	✓	✓
Detention basin					✓	✓		✓			✓	•	•	•
Soakaways				✓					✓		✓			
Infiltration trenches		•		✓	✓		•	✓	✓		✓			
Infiltration basins					✓	✓		✓	✓		✓	•	•	•
Green roofs	✓		✓	✓				✓			✓	✓	•	✓

⁴ See Appendix C for description of each type of SuDS component

⁵ CIRIA, C697 - The SUDS manual, 2007

SuDS technique / component ⁴	Management train suitability						Water quantity				Water quality	Environmental benefits		
	Prevention	Conveyance	Pre-treatment	Source control	Site control	Regional control	Conveyance	Detention	Infiltration	Water harvesting	Water quality improvements processes ⁵	Aesthetics	Amenity	Ecology
Bioretention areas				✓	✓			✓	✓		✓	✓	✓	✓
Sand filters			✓		✓	•		✓	•		✓			
Silt removal devices			✓								✓			
Pipes, subsurface storage		✓			✓		✓	✓			•			

✓ = High/primary process • = Some opportunities subject to design

5.3.7 For more details on water quality and pollutant removal mechanism in SuDS please refer to the CIRIA SUDS manual, section 1.3.4 and table 1.7, which can be downloaded from:

http://www.ciria.org/service/AM/ContentManagerNet/Default.aspx?template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=19&ContentID=10559&TPPID=4334&AspNetFlag=1&Section=content_by_themes.

5.3.8 Appendix E provides an overview of what SuDS are and the types available and examples of best practice in Peterborough. In addition, detailed information on SuDS can also be found on the Environment Agency's website:

<http://www.environment-agency.gov.uk/business/sectors/36998.aspx>.

5.4 The Policies

Policy SPD 1 - Flood and Water Management Measures

To meet the requirements of policies set out in Peterborough City Council's Local Development Framework, applications for major development should provide the relevant management measures (set out in appendix D) that correspond with the 'policy unit' in which the site falls (see map of policy units in appendix C).

For all sites, soakage tests to BRE365 (BRE [1991] *Digest 365 – Soakaway Design Building Research Establishment*) or equivalent standard must be carried out to help determine the scope for infiltration on site. For large sites, several such tests may be necessary to provide a reasonable understanding of possibilities for infiltration across the whole site. The results of the tests must accompany a planning application or, in the future, the drainage strategy submitted to the SuDS Approving Body.

Drainage strategies must accompany all applications to demonstrate clear consideration (in order) of options for discharge to ground and discharge to watercourse, before discharge to public sewers will be considered by the council (as the Local Planning Authority or, in future, as the SuDS Approving Body).

Where there are site constraints limiting the implementation of recommended management techniques, other SuDS options such as permeable paving, green roofs and rainwater harvesting tanks must be provided. If conventional piped drainage is proposed, adequate justification must be provided to show why no SuDS measures are deemed feasible. However, in accordance with the specific requirements in appendix D, SuDS should be provided on all developments where run-off or flash floods may threaten the integrity of any international or European site of nature conservation importance.

A drainage strategy and SuDS plan should be submitted with planning applications or, in the future, a SuDS application, to assess the implications of proposed development on the receiving environment and identify any infrastructure required to enable development. Applicants should consult the relevant stakeholders identified in the table in appendix B before and during the drainage strategy design process. Applicants with sites requiring a Flood Risk Assessment (FRA) are encouraged to submit their drainage strategy and SuDS designs at the same time as the FRA, preferably in one document.

- 5.4.1 The Checklist at Appendix F provides the basis for the information that needs to be submitted for any SuDS proposal, indicating at which stage information should be provided (Pre-application, Outline, full and reserved matters). Policy SPD 1 requires that the FRA and drainage strategy are submitted as an integrated document, in order to ensure that flood risk and drainage schemes are developed together. Site drainage is a key part of flood risk management.
- 5.4.2 It is important that the cumulative impact on surface water drainage systems of development across the city is considered holistically considering the local constraints, catchment response, flood risk, strategic opportunities and other wider benefits as opposed to assessing each case on a site by site basis.
- 5.4.3 The Surface Water Management Plan (SWMP) process confirms the benefits of clearly setting out the most appropriate approaches to flood risk and surface water management in Peterborough. The SWMP recommends that Peterborough be divided up into specific surface water management units that account for local conditions such as ground conditions, catchment response, proximity to major watercourses and localised drainage issues. The city council, as local planning authority, endorses this approach and gives such an approach a statutory bonus as part of this SPD. The types of measures required vary

across Peterborough, depending on the policy unit that a site is in. Each management unit is defined in Table 3 below. The map in appendix C shows the policy unit areas allowing the public, stakeholders and partners to see clearly which parts of Peterborough fall into which units.

Table 3: Description of the policy units

Policy Unit	Policy Unit Name	Description
1	Undefended Lower Nene Corridor	Fluvial Nene Flood Zone 3b, functional floodplain
2	Stanground Lode System	Surface water sewers catchment draining to the Stanground Lode
3	Padholme Catchment	Catchment to the east of Peterborough's urban area and as defined within the Padholme Catchment Strategy
4	Thorpe Meadows System	Catchment west of the railway line, draining south towards Thorpe Meadows and the River Nene
5	Fletton Spring System	Surface water sewers catchment draining to Fletton Spring
6	Orton Dyke System	Surface water sewers catchment draining to Orton Dyke
7	Peterborough Brooks Catchment	Surface water sewers catchment draining north to the Peterborough Brooks (Marholm Brook, Werrington Brook, Brook Drain) and ultimately into the Welland.
8	City Centre System Draining to the Nene	Combined and surface water sewers catchment in the City Centre and the urban area to the north draining into the River Nene
9	City Centre System Draining to the Car Dyke	Fengate area draining east into the non main Car Dyke
10	Nene South System	Combined and surface water sewers catchment south of the City Centre draining into the River Nene
11	Upper Nene	River Nene rural catchment upstream of Peterborough
12	Welland	Rural area of Wothorpe and Burghley Park
13	North Level District Internal Drainage Board	Catchment drained by the North Level District Internal Drainage Board
14	Welland and Deeping Internal Drainage Board	Catchment drained by the Welland and Deeping Internal Drainage Board
15	Middle Level Commissioners Internal Drainage Board	Catchment drained by the Middle Level Commissioners Internal Drainage Board
16	Whittlesey and District Internal Drainage Board	Catchment drained by the Whittlesey and District Internal Drainage Board

5.4.4 The partners outside the city council that should be consulted for pre-application discussions and which must be consulted for planning applications, are also listed for each unit in appendix D.

5.4.5 The policy units have been designed so that where an IDB catchment area overlaps with another policy area, the policies in the non IDB catchment prevail, on the understanding that the relevant IDB is consulted on any planning proposals falling within their area or impacting on systems which eventually outfall in their network.

- 5.4.6 Where a proposed development site overlaps two or more policy units, the applicant would need to consult the council to determine the best approach to drainage and flood risk management.

Padholme Catchment

- 5.4.7 The Padholme Catchment Strategy (2004) was devised based on Local Plan allocations. The Strategy is currently under review to ensure that a clear and appropriate site discharge solution is agreed by all partners for the development proposed in the Core Strategy, Site Allocations and City Centre DPDs. Developers with non-allocated sites coming forward within the Padholme boundary should contact Peterborough City Council for advice. This SPD is as applicable to development proposed within the Padholme catchment as it is to any other area of the city.
- 5.4.8 The city council encourages all parties wishing to develop within this defined catchment to engage in early discussion with the council.

Policy SPD 2 - Sustainable Drainage Design Principles

In addition to the requirements set out in Policy SPD1, the following will also be required to meet Policy CS22 of Peterborough's Core Strategy:

- (a) The design of all schemes must follow the 'treatment train' approach as illustrated in figure 5 of this SPD; and**
- (b) All schemes must protect and enhance water quality by reducing the risk of diffuse pollution; and**
- (c) If the site is brownfield, options for use of SuDS must be demonstrated ahead of discharge to existing surface water sewer connections; and**
- (d) If the site is brownfield and in an area of combined sewers, it is expected that the site discharge to sewerage system will be at an absolute minimum. Alongside source control measures, sites will be expected to use infiltration measures including green roofs, on-site water re-use and recycling measures and consider discharge to watercourse before any discharge to sewers will be permitted.**
- (e) If the site is greenfield, the design of SuDS must take into account original greenfield drainage patterns and the rate of run-off must be no greater than the greenfield rate; and**
- (f) All SuDS schemes must be designed to ensure that the health and safety of people and animals is not put at risk. The environment created by SuDS must be a safe one. One of the council's key SuDS objectives is to move away from the use of barriers, and for the schemes to be inherently safe due to being shallow with very gradual slopes. A health and safety statement/risk assessment must be submitted with all schemes to demonstrate that this principal has been applied; and**
- (g) All SuDS schemes must create good quality spaces, have a positive impact on the landscape and where possible, provide amenity value for residents; and**
- (h) Biodiversity, wildlife and ecology must be taken into account. PCC recognises that not all types of SuDS provide wildlife and ecological benefits. However, the applicant is required to show that where practicable, the SuDS scheme has been designed to benefit biodiversity, wildlife and ecology; and**

Policy SPD 2 – Sustainable Drainage Design Principles (Continued)

- (i) Where possible, schemes should allow for connection to the Peterborough Green Grid; and
- (j) Applications for all new development must incorporate permeable areas into the scheme. This applies to all of the surface water management units; and
- (k) If an application site adjoins a watercourse, development must be set back from it to allow for access. It will also be expected that the development will drain to this watercourse subject to approval from the relevant water management authority; and
- (l) If an application site adjoins the River Nene, the council will consider allowing rapid discharge of surface water to the River where it can be demonstrated that this does not increase flood risk from it; and
- (m) Where applicable, previously culverted watercourses should be opened up to create more natural drainage and reduce the likelihood of bottlenecks that can occur and cause flooding in localised areas.

5.4.10 The layout and design of SuDS and other flood risk management measures must be considered at the beginning of the development process using the design principles set out in this document. A key element to successful SuDS is integrating the design into the development master plan/site layout at an early stage, whilst also considering how SuDS will be maintained. Good SuDS design also requires early and effective consultation with all parties that are involved in the approval process including the city council, the Environment Agency and the relevant stakeholders identified in the table in appendix D.

5.5 Related Drainage Measures

Rapid Discharge

5.5.1 Rapid discharge to the River Nene is a method that might be appropriate from riverside sites (as shown in the management measures table in appendix D), although source control is likely to still be required. It is recognised that for riverside sites slowing down the discharge of water to the River Nene through the normally required attenuation measures might not be the best thing for wider flood risk management. In the event of large river flows coming down the River Nene from storms in Northampton, it might be better if Peterborough's surface water is removed from the system before these higher flows arrive. Peterborough City Council is willing to consider this as an option for riverside sites subject to the developer undertaking modelling to justify that flood risk from the River Nene will not be increased under certain rainfall conditions if rapid discharge is allowed. If developers wish to pursue this route they should jointly contact the council's Flood and Water Management Officer and the Environment Agency to allow discussion about modelling work required.

Removal of Surface Water from Combined Sewers

5.5.2 This measure applies to brownfield redevelopment sites where surface water has historically drained into combined surface water and foul sewers. Appendix G provides a map of the location of combined sewers in Peterborough.

5.5.3 Where sewers take rain water as well as foul, this puts significant pressure on the network in the event of heavy downpours. In an environment where urbanisation has increased the

amount of surface run-off entering the sewers, the risk of both foul and surface water flooding is increased as capacity in the system is reduced. The long term aim of the council and the local water company is therefore to reduce, as much as possible, the amount of surface water discharging to combined sewers (leaving these to transport just foul water from existing and future developments).

- 5.5.4 Applicants will be expected to provide SuDS appropriate to the policy unit to ensure that surface water run off from the new development drains as sustainably as possible. Where it can be demonstrated that infiltration to the ground is not possible, green roofs and water recycling measures will be expected in order to reduce the quantity of surface water.

5.6 Permeable Paving

- 5.6.1 If an area of proposed hard standing at the front of a dwelling house exceeds 5 square metres, it is required to be permeable (made of porous materials) or provision made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the dwelling (part F of the General Permitted Development Order http://www.legislation.gov.uk/ukxi/2008/2362/pdfs/ukxi_20082362_en.pdf)
- 5.6.2 Under Parts 8, 32, 41 and 42 of the 2010 amendments to the General Permitted Development Order, it is possible for Warehouses/Industrial, Schools, Offices and Shops/Retail to implement certain floor areas of hard standing without planning permission. Please refer to the 2010 amendments: <http://www.legislation.gov.uk/ukxi/2010/654/contents/made>.

5.7 Current submission requirements in Peterborough⁶

- 5.7.1 The Council requires planning applications for major development to be accompanied by a drainage strategy following the checklist in appendix F. If a Flood Risk Assessment (FRA) is required, it is encouraged that the drainage strategy be prepared and submitted at the same time. Developers are also strongly encouraged to include the drainage strategy as part of the FRA. Due to the close links between the two, this approach will reduce the time required for partners to review these elements of the application.
- 5.7.2 Major development not requiring a FRA must still submit a drainage strategy.

5.8 Adoption

- 5.8.1 Once the Flood and Water Management Act is enacted Peterborough City Council will adopt SuDS built in accordance with National Standards and approved by the SuDS Approval Body. The council is actively working to put effective systems in place ready for the change in legislation. In the meantime the council recognises the difficult situation developers are in with adoption of SuDS.
- 5.8.2 The responsibility for the future maintenance of drainage systems lies with the developer and hence it is likely that management companies will need to be established. The council is however keen to support developers in finding alternative adoption arrangements. Where site discharge can flow to Internal Drainage Board systems this is supported by the council. The water and sewerage provider in Peterborough will also consider adoption of certain systems and developers may wish to enter discussions on this matter⁷.

⁶ These will be updated once the SuDS Approval Body (SAB) process becomes law as the SuDS approval process will run alongside but effectively be separate from the planning process.

⁷ <http://www.anglianwater.co.uk/developers/sewer-connection/suds.aspx>

5.8.3 The council and all of Peterborough's flood risk management partners encourage early discussion, preferably at pre-application stage, with any potential drainage partners. This will ensure that a suitable drainage system is agreed without abortive work or avoidable delays to the planning process.

6. Guidance on Water Quality, Aquatic Habitats and River Naturalisation to assist delivery of Policy PP14

6.0.1 This section provides guidance to assist implementation of point (d) of policy PP14 -The Landscaping and Biodiversity Implications of Development (see chapter 3 for the policy text).

6.1 The Water Framework Directive in Peterborough

6.1.1 Part d) of policy PP14 is effectively driven by the Water Framework Directive (WFD). This European Directive came into force in December 2000 and was enacted into UK law in December 2003. The WFD uses river basin districts as a base for managing the water environment and its ecological potential. Different water bodies, defined as groups of watercourses within each river basin, are categorised based on four elements which together determine the overall ecological potential of the specific water environment:

- Biology
- Chemical water quality
- Physical structure
- Water quantity

6.1.2 The WFD requires Member States to achieve 'good ecological status' in all surface freshwater bodies by 2015. **The Directive therefore also sets out the need for there to be 'no deterioration' in the ecological potential of the water environment.** Any modifications or measures which would put a water body at risk of failure to meet WFD are unlikely to be permitted.

6.1.3 The majority of watercourses in Peterborough are not in their natural state. Modifications such as channel straightening or dredging have taken place over centuries for reasons such as transport, urbanisation, land drainage and flood defence. These have resulted in reductions in the ecological potential of the region's watercourses.

6.1.4 Where rivers still serve these important purposes, channels cannot just be returned to a more natural state. There are, however, actions that can be taken to mitigate against the detrimental impacts that these changes have on the ecology of the watercourses.

6.1.5 Table 4 shows the 2009 status of the local water bodies.

6.1.6 Most development near a river or watercourse will have the potential to impact on the water quality and, in turn, on the biodiversity of the water body.

Table 4 A summary of the classification of water bodies within Peterborough.

Water Body Group	Status	2009 Ecological Quality	2009 Chemical Quality	2015 Predicted Ecological Quality	2015 Predicted Chemical Quality
Folly River	Heavily Modified	Moderate Potential	Does Not Require Assessment	Moderate Potential	Does Not Require Assessment
Maxeys Cut	Heavily Modified	Moderate Potential	Does Not Require Assessment	Moderate Potential	Does Not Require Assessment

Water Body Group	Status	2009 Ecological Quality	2009 Chemical Quality	2015 Predicted Ecological Quality	2015 Predicted Chemical Quality
Nene	Heavily Modified	Moderate Potential	Fail	Moderate Potential	Fail
Stanground Lode	Heavily Modified	Moderate Potential	Good	Moderate Potential	Good
Old River Nene	Heavily Modified	Good Potential	Does Not Require Assessment	Good Potential	Does Not Require Assessment
Welland	Artificial	Moderate Potential	Good	Moderate Potential	Good
Brook Drain	Heavily Modified	Moderate Potential	Does Not Require Assessment	Moderate Potential	Does Not Require Assessment

6.2 What Factors Influence the WFD Status of Rivers?

6.2.1 The following factors can influence the WFD status of rivers:

- **New development (housing, employment, retail etc.)** – for example through factors such as water supply, demand, abstraction; wastewater discharge; site drainage; and location of development.
- **Highway provision** – in considering how highways interact with the water bodies. Can pollutants enter the river where roads cross watercourses, and do the highways eventually drain to a watercourse, for example?
- **Minerals and waste planning** - contamination from works and restoration of land.
- **Tourism, recreation and navigation** – for example, the effects of uses on the river and whether changes have been made to the river for these uses; potential for contamination; how aesthetically pleasing the environment is.
- **Community engagement** – how people and businesses interact with their rivers and voluntary action to improve habitats.

6.2.2 The council is keen that local policy supports the implementation of the European Directive and that development in Peterborough does not compromise (but in fact aids) achievement of WFD requirements. The following section gives further guidance on how new development can do this.

6.3 How does new development influence the WFD status of rivers in Peterborough?

Water supply, demand, abstraction & wastewater discharge

6.3.1 Issues of water supply, demand, abstraction and wastewater discharge are normally dealt with by the Environment Agency dealing directly with the local water company or industrial

organisations. However, should the water supply or wastewater discharge needs of any future development be likely to cause deterioration in WFD status, local authorities and developers will need to take this into consideration.

Site drainage and sustainable drainage systems

- 6.3.2 Improving the quality of discharge from sites is one of the key aims of sustainable drainage systems. There are known surface water sewer outfalls to the following main rivers in Peterborough; the Brook Drain; Werrington Brook; River Nene; and Stanground Lode. Consequently any changes to contributions to the network upstream of these outfalls should take due account of the WFD targets. In the long term, drainage related issues will be dealt with by the SuDs Approving Body (SAB) as part of Defra's intended SuDS approval process which will run alongside the planning process. This may therefore become a SAB issue in future, rather than strictly a planning issue.

Development location

- 6.3.3 Riverside development is likely to want to make the most of the river to enhance the aesthetics of the location. When landscaping measures are carried out these should be co-ordinated with the Environment Agency so that methods also provide ecological benefits or to help facilitate a locally desired partner project. Part d) of policy PP14 in the Planning Policies DPD seeks to encourage river naturalisation using measures such as those listed in Appendix H. These methods are examples of those currently used (where appropriate to individual sites) by the Environment Agency to improve the ecological potential of Main Rivers.

7. Implementation and Monitoring

7.0.1 Those that will help to deliver this SPD and put flood risk and water management policies into action are:

- Peterborough City Council
- Applicants and their agents
- The Environment Agency
- Anglian Water
- North Level District Internal Drainage Board
- Middle Level Commissioners
- Welland and Deeping Internal Drainage Board
- Whittlesey and District Internal Drainage Board

7.0.2 Appropriate indicators and targets have been identified to monitor the effectiveness of Core Strategy policy CS22 and Planning Policies policy PP14, which are set out in Table 5 below. An additional indicator has been developed on surface water flows into sewers. The results of annual monitoring will identify which policies are succeeding, and which need revising or replacing because they are not achieving the intended effect.

Table 5: Indicators and targets for policies CS22 and PP14

Indicator	Target
Number of brownfield development reducing surface water flows into sewers.	All developments should seek a reduction of surface water discharge into public sewer and incorporate SuDS.
Number of planning permissions granted contrary to the advice of the Environment Agency on flood risk and water quality grounds.	No planning permissions granted contrary to the advice of the Environment Agency.
Percentage of new dwellings in flood risk zones 2, 3a and 3b.	None in 3b.
The number of new dwellings on Greenfield sites in flood risk zones 3a and 3b.	None.
Number of permissions that are contrary to the SuDS guidance contained in this SPD.	None.

8. Glossary

Amenity - a general term used to describe the tangible and intangible benefits or features associated with a property or location that contribute to its character, comfort, convenience or attractiveness.

Biodiversity – all species of life on earth including plants and animals and the ecosystem of which they are all part.

Defra – Department for Environment, Food and Rural Affairs

Greenfield land – land which has not been developed before, other than for agriculture or forestry buildings or buildings associated with parks, recreation grounds and allotments.

Green Infrastructure – a network of protected sites, nature reserves, green spaces, waterways and greenway linkages (including parks, sports grounds, cemeteries, school grounds, allotments, commons, historic parks and gardens and woodland). It offers opportunities to provide for a number of functions, including recreation and wildlife as well as landscape enhancement.

Local Development Framework - the collective term for the whole package of planning documents which are produced by a local planning authority to provide the planning framework for its area.

Ordinary Water Course - An Ordinary Watercourse is defined as any watercourse not identified as a Main River on maps held by the Environment Agency and Defra. Main Rivers are watercourses designated as such on Main River maps (held by the Environment Agency) and are generally the larger arterial watercourses.

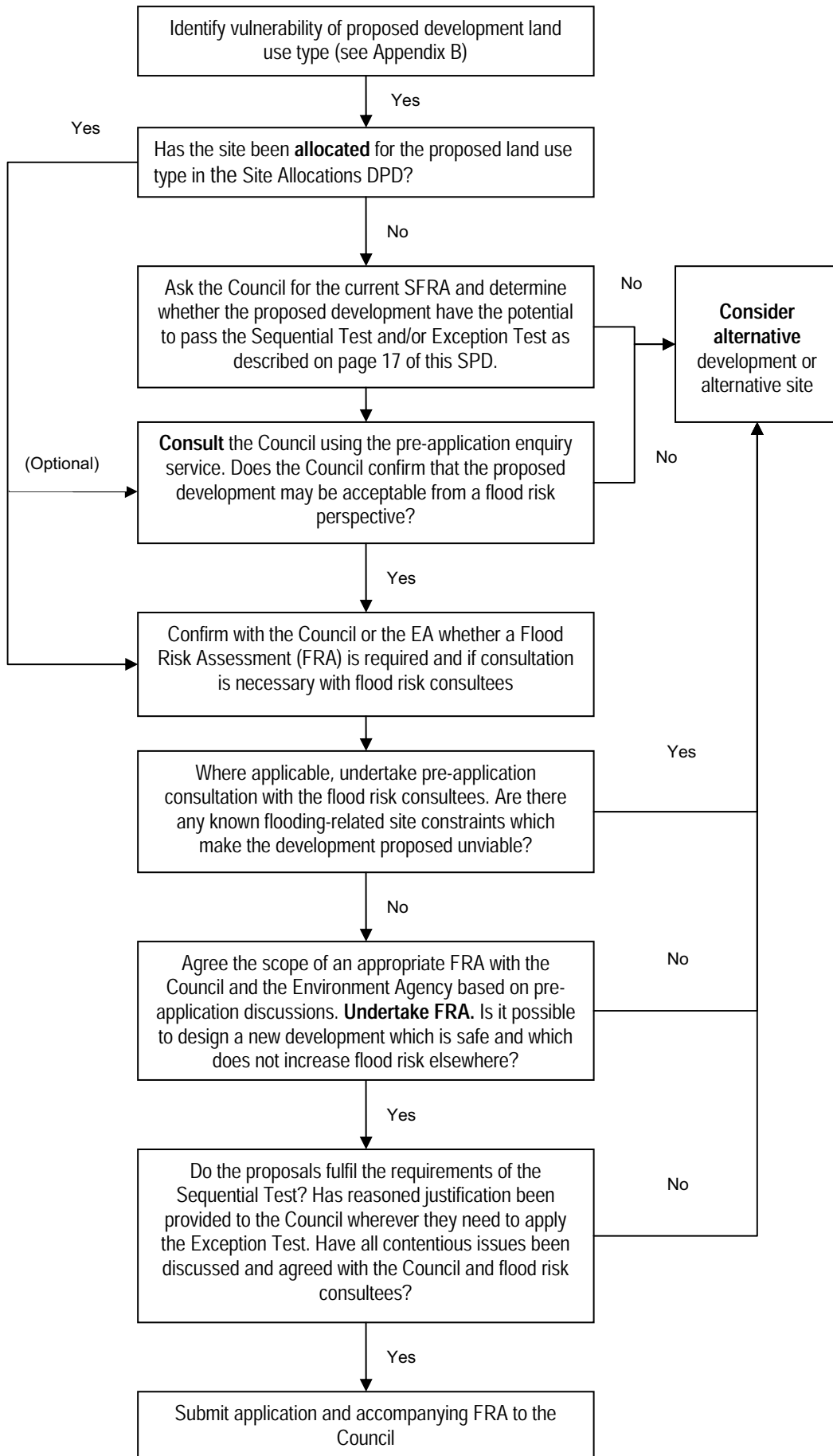
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Appendix A - Flood Risk Vulnerability Classification

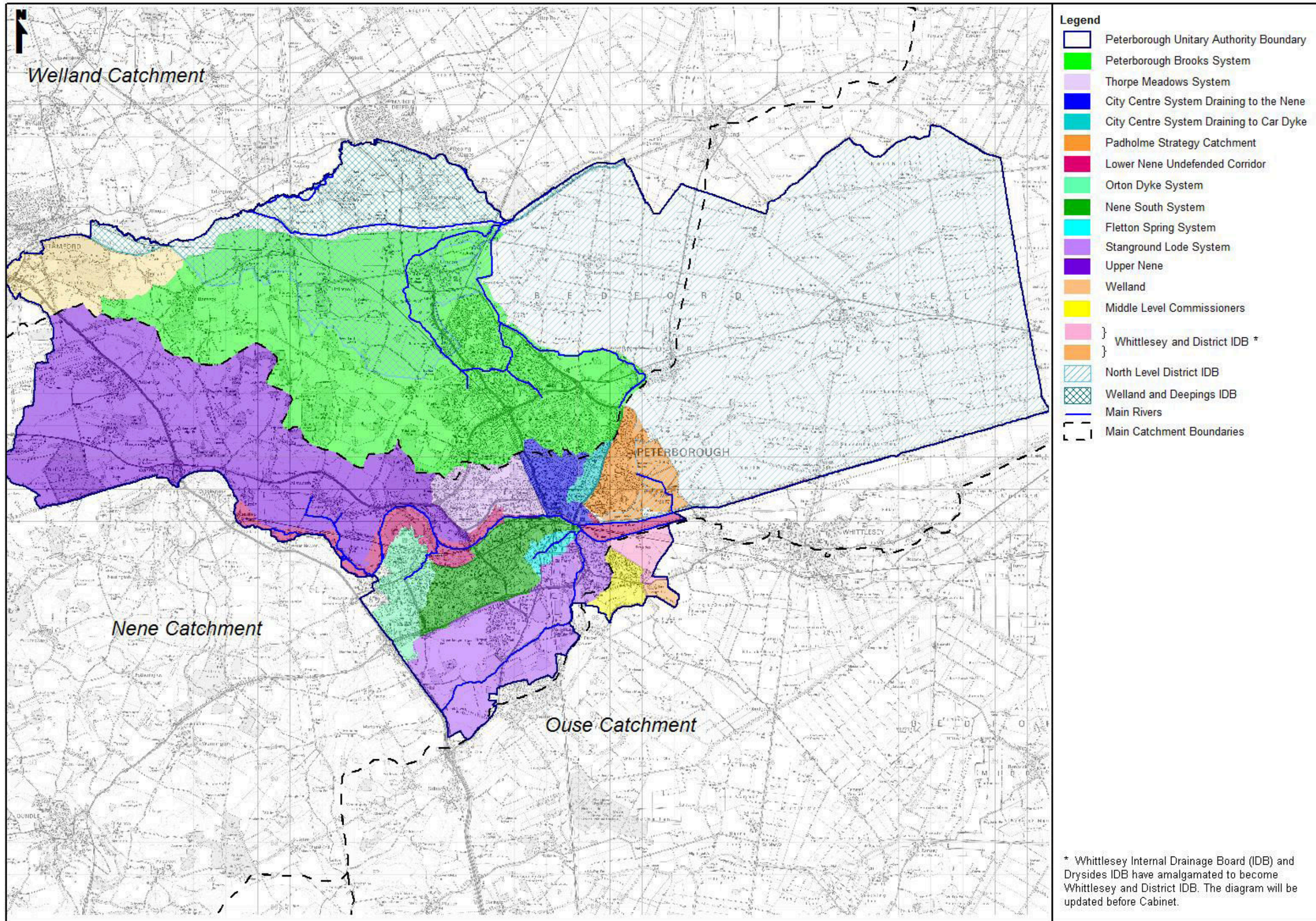
Essential Infrastructure	<ul style="list-style-type: none"> • Essential transport infrastructure (including mass evacuation routes) which has to cross the area at risk. • Essential utility infrastructure which has to be located in a flood risk area for operational reasons, including electricity generating power stations and grid and primary substations; and water treatment works that need to remain operational in times of flood. • Wind turbines.
Highly Vulnerable	<ul style="list-style-type: none"> • Police stations, Ambulance stations and Fire stations and • Command Centres and telecommunications installations required to be operational during flooding. • Emergency dispersal points. • Basement dwellings. • Caravans, mobile homes and park homes intended for permanent residential use. • Installations requiring hazardous substances consent. 19 (Where • there is a demonstrable need to locate such installations for bulk • storage of materials with port or other similar facilities, or such installations with energy infrastructure or carbon capture and storage installations, that require coastal or water-side locations, or need to be located in other high flood risk areas, in these instances the facilities should be classified as 'Essential Infrastructure').
More Vulnerable	<ul style="list-style-type: none"> • Hospitals. • Residential institutions such as residential care homes, children's homes, social services homes, prisons and hostels. • Buildings used for: dwelling houses; student halls of residence; drinking establishments; nightclubs; and hotels. • Non-residential uses for health services, nurseries and educational establishments. • Landfill and sites used for waste management facilities for • hazardous waste. • Sites used for holiday or short-let caravans and camping, subject to a specific warning and evacuation plan.

Appendix B

The process to submission of a planning application and FRA assessment for those developments which are potentially vulnerable to flooding.



Appendix C – Map of Policy Areas in Peterborough



Appendix D – Flood and Water Management Measures

The table below shows the management measures that must be considered within each management area.

R = required

P = potential for – must be discussed with the relevant water management partners

Unit #	Policy Unit	Source control	Attenuation	Removal or significant reduction of surface water draining to combined sewers	Rapid discharge to the Nene (subject to evidence)	Discharge point	Partners that must be consulted on proposals.
		The control of the quality and, where appropriate, quantity of run-off at or close to its source, through site layout and management.	Attenuation reduces the rate and quantity of run-off reaching water courses. By providing passive treatment, these SuDS techniques can also improve water quality.	This measure applies to brownfield redevelopment sites where surface water has historically drained into combined sewers. Applicant will be expected to use SuDS and water reuse techniques to ensure that surface water runoff from the new development does not drain into the existing sewerage system, if at all possible. See appendix E for map of combined sewer locations. * = where the drainage pathway would be into a combined sewer.	Evidence must be submitted to demonstrate that there will be no negative impacts, especially during flood events, of the site's discharge going into the Nene without attenuation (but with source control for water quality).	In order to reduce the amount of surface water flowing to sewer systems, sites along the edge of either the urban area or village envelopes are encouraged to work with the local drainage boards to consider discharge into the IDB system as a more sustainable alternative to discharging into sewers.	
1	Undefended Lower Nene Corridor	R	P	R*	P	-	Peterborough City Council, The Environment Agency, North Level Internal Drainage Board, Anglian Water.
2	Upper Nene	R	R	-	-	-	Peterborough City Council, The Environment Agency, Anglian Water.
3	Welland	R	R	-	-	P	Peterborough City Council, The Environment Agency, Anglian Water.
4	Peterborough Brooks Catchment	R	R	-	-	P	Peterborough City Council, The Environment Agency, Welland and Deeping IDB; North Level IDB, Anglian Water.
5	Welland and Deeping IDB area	R	P	-	-	P	Peterborough City Council, The Environment Agency, Welland and Deepings Internal Drainage Board, Anglian Water.
6	Thorpe Meadows system	R	R	R*	-	-	Peterborough City Council, The Environment Agency, Anglian Water.
7	City Centre System draining to the Nene	R	R	R*	-	-	Peterborough City Council, The Environment Agency, Anglian Water.

Unit #	Policy Unit	Source control	Attenuation	Removal or significant reduction of surface water draining to combined sewers	Rapid discharge to the Nene (subject to evidence)	Discharge point	Partners that must be consulted on proposals.
		The control of the quality and, where appropriate, quantity of run-off at or close to its source, through site layout and management.	Attenuation reduces the rate and quantity of run-off reaching water courses. By providing passive treatment, these SuDS techniques can also improve water quality.	This measure applies to brownfield redevelopment sites where surface water has historically drained into combined sewers. Applicant will be expected to use SuDS and water reuse techniques to ensure that surface water runoff from the new development does not drain into the existing sewerage system, if at all possible. See appendix E for map of combined sewer locations. * = where the drainage pathway would be into a combined sewer.	Evidence must be submitted to demonstrate that there will be no negative impacts, especially during flood events, of the site's discharge going into the Nene without attenuation (but with source control for water quality).	In order to reduce the amount of surface water flowing to sewer systems, sites along the edge of either the urban area or village envelopes are encouraged to work with the local drainage boards to consider discharge into the IDB system as a more sustainable alternative to discharging into sewers.	
8	City Centre System draining to the Car Dyke	R	R	R*	-	-	Peterborough City Council, The Environment Agency, Anglian Water.
9	Padholme Strategy Catchment	R	R	-	-	P	Peterborough City Council, The Environment Agency, North Level Internal Drainage Board, Anglian Water.
10	North Level District IDB area	R	P	-	-	P	Peterborough City Council, The Environment Agency, North Level Internal Drainage Board, Anglian Water.
11	Whittlesey and District IDB area	R	P	-	-	P	Peterborough City Council, The Environment Agency, Middle Level Commissioners, Whittlesey and District IDB, Anglian Water.
12	Middle Level Commissioners area	R	P	-	-	P	Peterborough City Council, The Environment Agency, Middle Level Commissioners, Anglian Water.
13	Stanground Lode System	R	R	R*	-	P	Peterborough City Council, The Environment Agency, Middle Level Commissioners, Anglian Water.
14	Fletton Spring System	R	R	R*	-	-	Peterborough City Council, The Environment Agency, Anglian Water.
15	Orton Dyke System	R	R	-	-	-	Peterborough City Council, The Environment Agency, Anglian Water.
16	Nene South System	R	R	R*	-	-	Peterborough City Council, The Environment Agency, Anglian Water.

Appendix E – SuDS Information

A wide range of different SuDS approaches exist which can be used in combination or individually to suit the circumstances of different development sites. They can be split into several broad categories:

Approach to SuDS	Description
Prevention	This involves the prevention of run-off through the sensitive design and management of development sites. Preventative measures include limiting the extent of hard surfaces, rainwater harvesting and sweeping roads and car parks to remove pollutants.
Source Control	The control of run-off at or close to its source, through the use of SuDS including permeable paving or green roofs, can limit negative impacts associated with run-off.
Site Control	SuDS approaches can be development at a site scale, for example for an industrial estate, where run off from the entire site is directed into basins, soakaways, filter strips and filter drains allowing infiltration and passive treatment of the contaminated run-off.
Regional Control	Run-off from several sites, for example an industrial estate, retail park and housing development, can be directed into a pond or wetland site where it can filter into the ground which also enables its pollution load to be lessened. (NB the term 'regional' should not be confused with administrative regions, which are much larger).

Source: National SuDS Working Group (2004) Interim Code of Practice for Sustainable Drainage Systems.

The table above indicates that SuDS can be used in individual developments or as part of a strategic network involving a range of different SuDS techniques across a larger area. SuDS techniques perform one or more of four key functions which help to address water resource challenges and problems associated with conventional drainage in a different way (British Water, 2005):

1. Infiltration: Examples of infiltration SuDS techniques include permeable surfaces and soakaways such as trenches. By allowing water to drain into the soil, the quantity of run-off reaching water courses is reduced, and contaminated run-off can be treated.
2. Storage and attenuation: Examples of storage and attenuation SuDS techniques include green roofs and permeable pavements. They reduce the quantity of run-off reaching water courses, and also lessen the speed at which the water is transferred to water courses. By providing passive treatment, these SuDS techniques can also improve water quality.
3. Flow Control: Examples of flow control SuDS techniques include filter strips and swales. These help to slow the velocity of run-off water and

therefore reduce the risk of flash flooding. Moreover, they can encourage infiltration and the settlement of pollutants.

4. Treatment: Examples of treatment SuDS techniques include filter drains and wetlands that include reed beds. These work by improving water quality through promoting sedimentation, filtration, biodegradation and the absorption of pollutants by plants.

SuDS techniques, which often perform several of the four SuDS function, include:

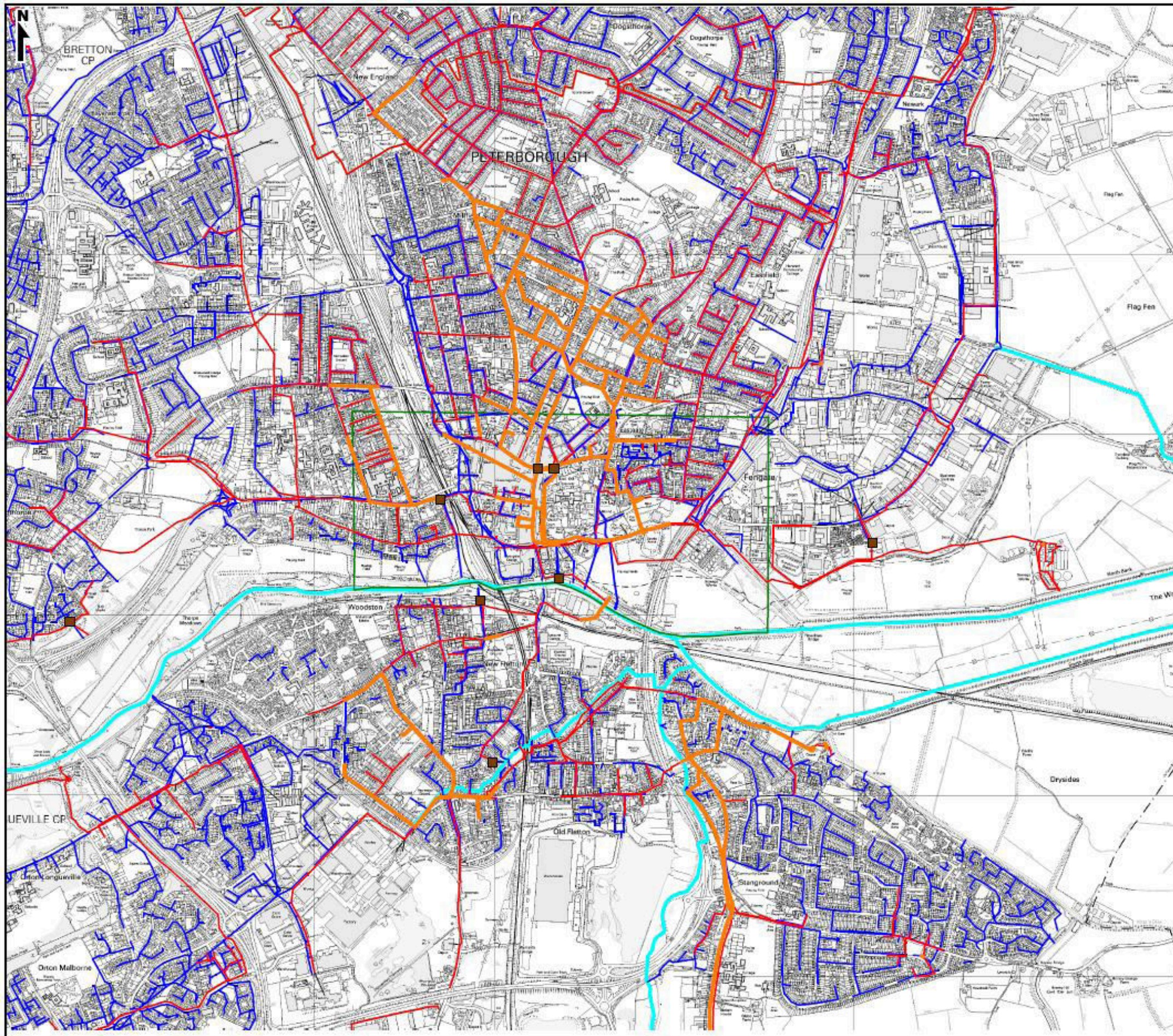
Technique	Description
Basins, ponds and wetlands	These devices, which are a key technique for site and regional control, receive and store surface run-off from other SuDS schemes within the surrounding area. They offer the benefits of attenuating the flow of surface water, providing a storage function, and improving water quality through filtration, sedimentation and biodegradation (for example, through the use of reed beds). Ponds and wetland, which usually retain water (in contrast to basins which are usually dry), can act as a wildlife habitat (for pollution tolerant species) and a focus for recreation activities.
Filter drains	Often linear drains filled with permeable material, these are a form of source control that can be used to improve the quality of water directed into them. They can also help to attenuate flow of run-off before it reaches a sewer or watercourse.
Filter strips	These are generally sloping areas of land, planted with grass and /or shrubs, and usually lie between a hard surface and a water body such as a stream or lake. Surface run-off is directed through the filter strip, thereby attenuating the flow, allowing for infiltration and the removal of pollutants. Filter strips and drains can be used in individual developments or as an element of a SuDS approach covering a larger site.
Green roofs	Roofs covered by turf can intercept rainwater at source, thus reducing run-off rates. They can also provide a treatment function by absorbing pollutants. Moreover, green roofs can encourage biodiversity.
Infiltration trenches and soakways	Where ground conditions are suitable, infiltration devices such as trenches or soakaways in urban parks can be used to facilitate the absorption of run-off generated across a development site. In doing so, they also improve water quality via filtration and by encouraging the breakdown of organic matter.
Permeable surfaces	Permeable surfaces act as a form of source control and can be used in urban areas for car parks and pavements. They are made from materials that allow infiltration, and also help to filter out pollutants and aid the biodegradation of organic matter.
Rainwater harvesting	Rainwater harvesting, such as collecting run-off from roofs in water butts, can provide water for non-potable uses such as flushing toilets and watering vegetated areas. It is a preventative measure as run-off volumes are directly reduced.
Swales	Swales are a form of source control. They consist of grass verges or channels designed to convey rainwater run-off allowing for infiltration, attenuation of flow and a reduction in sediment load and pollution levels.

Appendix F – Information required to support an application

For outline applications, the information required is set out in criteria 1 to 3. The information required in criteria 4 to 9 must be submitted for reserved matters applications. For full applications, all of the information detailed in the checklist must be submitted.

Criteria
<p>1. Understanding SuDS Provide a clear explanation of the SuDS proposal.</p>
<p>2. Planning for SuDS Provide information on how the proposal meets the requirements of Core Strategy Policy CS22 'Flood Risk' and policies SPD1 and SPD2 of this SPD (including an initial data review of existing conditions, natural drainage, location of discharges, infiltration potential).</p>
<p>3. Outline proposals Provide information on how the scheme includes all of the following:</p> <ul style="list-style-type: none"> • Prevention – minimise runoff, prevent pollution, contain spillages and manage silt • Source Control – show attenuation and pollution control sequence on site • Conveyance – describe flow routes, low flow recurrence intervals, extreme flood route • Site or regional control – based on catchment rather than at source
<p>4. Detailed drainage design Process – demonstrate that quality, quantity and amenity design criteria have been considered equally Detail – demonstrate that drainage pathways reflect natural drainage patterns; and that maintenance can be carried out easily.</p>
<p>5. Critical elements Demonstrate that the following have been taken into account: Prevention: minimise run-off, prevent pollution, contain spillages, and manage silt. Quality: pre-treatment features to contain site and pollution, 'treatment stages' required, the management train principle, 'first flush', containment and treatment, groundwater protection. Amenity: evaluate community value, resource management (e.g. rainwater use), multi-use of space, education, water features, habitat creation, biodiversity action plans.</p>
<p>6. Health and Safety Statement Provide a risk assessment that considers collection devices, inlets and outlets, storage features, wetlands and ponds.</p>
<p>7. Construction: Site control measures through construction Provide the contractor method statement that outlines control of silt and other contamination during construction.</p>
<p>8. Management The following management information is required: Management plan, landscape maintenance schedule to include all SuDS features, review details e.g. inlets and outlets, provide site information sheet.</p>
<p>9. Sustainability Audit Review design components, scheme design life, resilience in use and future management.</p>

Appendix G – Combined Sewers in Peterborough



- Legend**
- Hotspot Boundary
 - Combined Sewer <1000mm Diameter
 - Combined Sewer >1000mm Diameter
 - Surface Water Sewer
 - Foul Sewer
 - Main River
 - Combined Sewer Overflow

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Appendix H – River Naturalisation Measures

Potential mitigation measures	How river is used / reason for previous modifications	Modification or issue that requires management	Effect of mitigation measure
Re-opening of existing culverts and alteration of channel bed within culvert.	Urbanisation, land drainage, flood protection	Culverts i.e. closed channels	Improvements in diversity of habitat and species, better connectivity for wildlife.
Removal of hard bank reinforcement / revetment or replacement with softer engineering solution	Recreation, inland navigation, flood protection, land drainage, urbanisation	Hard bank protection e.g. steel piling, vertical walls. Includes hard bank protection in state of disrepair.	Return of marginal habitat ¹ ; better riverside connectivity for wildlife; reoccurrence of natural sediment movement – input at edges and build up in centre (might not be possible where channel used for navigation); return of wave energy absorption.
Preserve, and where possible, restore historic aquatic habitats	Recreation, inland navigation, flood protection, land drainage, urbanisation	Hard bank protection e.g. steel piling, vertical walls. Includes hard bank protection in a state of disrepair.	Return of marginal habitat ¹ ; better riverside connectivity for wildlife; reoccurrence of natural lateral sediment movement – input at edges and build up in centre (might not be possible where channel still used for navigation); return of wave energy absorption.
Remove obsolete structure	Flood protection, land drainage, urbanisation	Dams, sluices, weirs and gravel traps	Return of natural longitudinal sediment movement where sediment moves downstream.
Re-engineering of the river where the flow regime cannot be modified	Water storage and supply	Managed flows (including compensation flows, regulation of flow, strategic water transfer)	Reduction in the adverse impacts on downstream river flows that have been created by the modification. Mitigation is necessary to maintain river habitats and their associated plants and animals.
Create or increase variation in channel shape e.g. by installing in-stream features such as riffles ²	Inland navigation, flood protection, land drainage, urbanisation	The realignment, re-profiling and/or re-grading that has taken place e.g. to straighten channels.	Increase in the range of habitats due to different channel conditions
Bank rehabilitation / reprofiling	Recreation, inland navigation	Boat movement, disturbance and turbulence of surface waters created by passage of hull.	Less bank erosion and return of marginal and bankside vegetation.
Replacing flood walls with flood bunds (earth banks) to serve the same flood related purpose; setting back embankments, improving floodplain connectivity	Flood protection, land drainage, urbanisation	Flood walls, river being disconnected from its natural floodplain.	Regain of bank-side land habitat, of marginal habitat, of lateral connectivity for wildlife and of natural sediment input.
Enable fish to access waters upstream and downstream of current impoundment ³	Water storage and supply, inland navigation, flood protection, land drainage, urbanisation	Locks, weirs dams, sluices and gravel traps	Return of connectivity up and down stream for plants, wildlife and habitats, less interference with fish migration
Measures to prevent fish being entrained (sucked) into the intakes of pumps/ e.g. addition of a screen in front of the pump.	Water storage and supply. Flood protection, land drainage, urbanisation	Pumping station operations	Entrapment and/or death of fish
Preserve and where possible enhance ecological values of marginal aquatic habitat, banks and bank-side habitat	Recreation, inland navigation, flood protection, land drainage, urbanisation	Hard bank protection e.g. steel piling, vertical walls. Includes hard banks protection in a state of disrepair, trampling and erosion of bank-side vegetation.	Regain of marginal and bank-side habitat; connectivity; sediment input; wave energy absorption; lateral sediment continuity (might not be possible where channel still used for navigation).
Sediment management, site selection for dredged material disposal. Manage disturbances (dredging and disposal)	Inland navigation	Sediment management	Prevent dredgings from being deposited on banks and creating an unnatural source of fine sediment in this location. Prevent smothering of floral and faunal habitats.
Appropriate vegetation control regime e.g. alternating bank vegetation clearance so there is always some	Inland navigation, flood protection, land drainage, urbanisation	Vegetation control methods or timings	Reduced physical disturbance of bed and banks. Reduction in the sediment input to the river that occurs when vegetation is disturbed.
Appropriate techniques to prevent transfer of invasive species	Inland navigation, land drainage, urbanisation, flood protection	Vegetation control	Prevent transfer and establishment of alien invasive species.

¹ Marginal habitats are the reed and grass areas along the edges of rivers, which are only partly in the water.

² A riffle is a bank of sediment installed across a river from bank to bank in order to recreate the natural variation in a river bed. This would for example provide somewhere for fish to spawn behind.

³ An impoundment is something blocking the flow of the river for a specific reason such as sluice, lock, dam or even a reservoir etc.

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SUSTAINABLE GROWTH SCRUTINY COMMITTEE	Agenda Item No. 5
8 NOVEMBER 2011	Public Report

Report of the Cabinet Member for Growth, Strategic Planning, Economic Development and Business Engagement

**Contact Officer(s) – Andrew Edwards, Head of Growth and Regeneration
Simon Machen, Head of Planning, Transport and Engineering Services**
**Contact Details – 01733 452303
01733 453475**

FACILITATING GROWTH IN PETERBOROUGH – PORTFOLIO PROGRESS REPORT FOR CABINET MEMBER FOR GROWTH, STRATEGIC PLANNING, ECONOMIC DEVELOPMENT AND BUSINESS ENGAGEMENT

1. PURPOSE

- 1.1 This report is being brought to committee to provide an outline on how the Growth Agenda for Peterborough is being taken forward at the present time.

2. RECOMMENDATIONS

- 2.1 Sustainable Growth Scrutiny Committee are asked to note the contents of this report.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 This report supports the sustainability community strategy by:

- Creating opportunities and tacking inequalities
- Creating strong and supportive communities
- Creating the UKs environmental capital
- Delivering substantial and truly sustainable communities

4. BACKGROUND

- 4.1 As a previous report to the Committee explained (“Facilitating Growth in Peterborough, 6 September 2011), the growth agenda is delivered by the work of three separate groups: the Council’s Growth and Regeneration and the Strategic Planning functions, and Opportunity Peterborough. These three areas focus on separate aspects of growth delivery, working together to secure the Peterborough’s physical and economic growth.

4.2 Growth and Regeneration

Growth and Regeneration are responsible for enabling and facilitating physical growth activity on specific sites in the city, with a focus on the regeneration of the city centre. Current activity is targeted towards the following sites:

- **Station Quarter**, which aims to be regenerated to form a new central office district for the city. Activity here has aimed to bring key land-owners and stakeholders together to create an appetite for comprehensive redevelopment.
- **North Westgate**, which aims to be regenerated into a revitalised mixed-use quarter of the city centre. Activity here has focused on determining what, in the current economic climate, is a commercially viable mix of activities for the site and how best the authority

- might work to encourage regeneration with existing land owners and partners.
- **Southbank Phase 1** involves the delivery of the Government backed 295 Code for Sustainable Homes Level 6 Carbon Challenge Scheme being administered by the Homes and Community Agency (HCA). PCC has a variety of roles including landowner, co- funders, planning authority and project owner for the overall comprehensive development of Southbank area of which this scheme forms one of the 3 phases listed here.
- **Southbank Phase 2** - London Road Frontages and Stadium project aims to redevelop 3 of the 4 stands of the existing Stadium into a vibrant multi functional community stadium as part of a comprehensive scheme to regenerate the balance of the land south of the Nuneaton to Felixstowe rail line not covered by the Phase 1 project. This includes seeking to deliver substantial redevelopment of the eastern side frontages to London Road, an important gateway to the city centre.
- **Southbank Phase 3** - Fletton Quays – a comprehensive regeneration of this key river frontage site east of the Town Bridge around a mixture of uses with the main activities potentially “higher end” residential uses and leisure

4.3 **Planning, Transport and Engineering Services**

Planning, Transport and Engineering Services are leading on a series of initiatives including:

4.3.1 • **Planning For Future Growth**

The Council’s Core Strategy is already in place and this has set:

- The quantity of new growth
- The distribution of that growth
- The general location of the urban extensions

The implementation of the Core Strategy is being implemented through the Site Allocations and Planning Policies documents. The former (which identifies specific parcels of land to housing and employment development) has, following extensive consultation, reached the stage where is being considered by an Independent Inspector who should report his findings before Christmas. The latter (which sets out the policies to be used to decide planning applications) will be the subject of a final round of consultation in January 2012 prior to being submitted to an Independent Inspector for consideration. The remaining ‘gap’ in planning policy coverage will be the City Centre Area and work is due to start on this in the New Year.

This means that Peterborough is in a strong position in respect of having an up to date development Plan as set down in the Government’s emerging National Planning Policy Framework.

4.3.2 • **Long Term Transport Strategy (2011-2026) and the Local Transport Plan (2011-2016)**

The City Council has recently adopted Peterborough's Long Term Transport Strategy (2011-2026) and the Local Transport Plan (2011-2016)

The Long Term Transport Strategy (2011-2026) and the Local Transport Plan (2011-2016) sets out the Council’s transport strategy to 2026 and detailed plans / proposals for the period to 2016. LTP3 has been prepared with Council’s growth and environment aspirations firmly in mind. A number of specific transport schemes have been identified for implementation over the next 5 years that will support the planned growth, which are identified in Annex 1.

A number of other schemes and projects required to support growth required in the longer term up to 2026 are identified in the Long Term Transport Strategy. As the pace

and pattern of developed outlined in the Core Strategy develops it is worth noting that some schemes may required earlier or later than suggested in these documents.

4.3.3 • **Education**

The City Council has an ambitious school building programme and new schools being built for Bushfields Academy, Stanground College and Nene Park Academy all set to open in the next year. Rising academic achievement and the growth of the University have the effect of enhancing the reputation of City as a place to live, learn and work.

4.3.4 • **New Development**

Many investors, developers and operators have continued to come forward with and implement schemes in the City and recently completed developments include the new Morrisons store in South Stanground (their greenest store in the country), Dobbies Garden Centre (Hampton) and a host of new food outlets in the prestigious Cathedral Square. Construction has just started at the Queensgate Centre for a new Primark store and major make over of the Queengate car parks in nearing completion. The 'go ahead' has recently been given for a new call centre building in Hampton and permission will shortly be given for:

- a major warehouse and distribution centre at Alwalton Hill
- a retail / office development in the Station Quarter adjacent

This demonstrates that there is still significant confidence in developing in the Peterborough area.

4.4 **Economic Development**

A separate report from Opportunity Peterborough on the Committees agenda will provide an update on economic development.

5. **KEY ISSUES**

5.1 The Committee need to consider and note progress and activity on projects detailed above.

6. **IMPLICATIONS**

6.1 This report is for information only and therefore does not have any direct implications. However the activities outlined in this report will have a Council wide impact.

7. **CONSULTATION**

7.1 To date there has been no internal or external consultation

8. **NEXT STEPS**

8.1 It is anticipated that committee members will receive updates on progress when applicable.

9. **BACKGROUND DOCUMENTS**

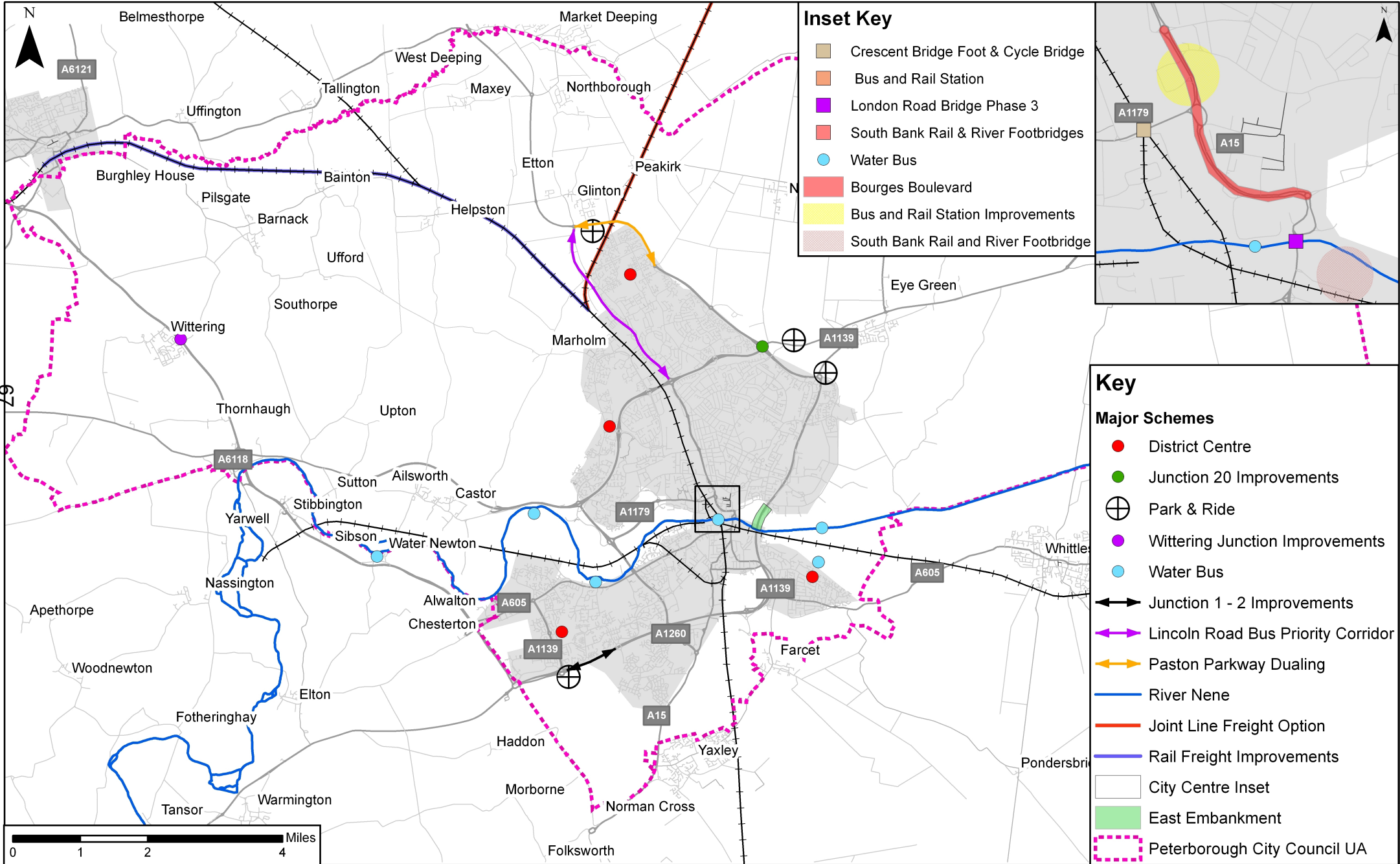
Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 None

10. **APPENDICES**

10.1 Major transport schemes map

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Inset Key

- Crescent Bridge Foot & Cycle Bridge
- Bus and Rail Station
- London Road Bridge Phase 3
- South Bank Rail & River Footbridges
- Water Bus
- Bourges Boulevard
- Bus and Rail Station Improvements
- South Bank Rail and River Footbridge

Key

- Major Schemes**
- District Centre
 - Junction 20 Improvements
 - Park & Ride
 - Wittering Junction Improvements
 - Water Bus
 - Junction 1 - 2 Improvements
 - Lincoln Road Bus Priority Corridor
 - Paston Parkway Dualing
 - River Nene
 - Joint Line Freight Option
 - Rail Freight Improvements
 - City Centre Inset
 - East Embankment
 - Peterborough City Council UA



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SUSTAINABLE GROWTH SCRUTINY COMMITTEE	Agenda Item No. 6
8 NOVEMBER 2011	Public Report

Report of the Director of Economic Development, Opportunity Peterborough

Contact Officer(s) – Neil Darwin

Contact Details – Director of Economic Development, Opportunity Peterborough (01733) 317488 neil.darwin@opportunitypeterborough.co.uk

OPPORTUNITY PETERBOROUGH – UPDATE REPORT

1. PURPOSE

- 1.1 To provide update report on the work of Opportunity Peterborough.

2. RECOMMENDATIONS

- 2.1 To note and comment on the work of Opportunity Peterborough in delivering economic development support to the local business community.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The work of Opportunity Peterborough strongly links to the ‘Bigger and Better’ theme contained in the Sustainable Community Strategy. Opportunity Peterborough play a key role in attracting new business to the city and in working with existing Peterborough Business to grow further.

Opportunity Peterborough also lead Programme 1 within the Single Delivery Plan – Creating new jobs

4. BACKGROUND

- 4.1 Opportunity Peterborough restructured during 2010, in doing so the organisation has taken on more focused role around economic development. The past year has also seen Peterborough City Council become sole funder of the organisation following the demise of the East of England Development Agency and a withdrawal of the Homes and Communities Agency following a change in their corporate priorities.

- 4.2 Over the last year, Opportunity Peterborough and the Council have been working together to re-establish a strong economic development approach which encourages private sector growth through the attraction of new businesses to the city and reinvestment from local companies.

- 4.3 The result of this work has been a very strong and positive response by the City’s private sector – with over 650 companies signing up to the Bondholder Scheme. Inward Investment has progressed well, not least with a new range of facilities being attracted around Cathedral Square. All of which has been underpinned by a visible marketing campaign that has set to establish the City as a viable, cost effective location with fast links to London and with a good quality of life.

5. KEY ISSUES

- 5.1 OP was refocused to deliver key economic development services in 2010. This was followed by a change in operational leadership within the company. The 2011/12 business plan sets out how the company will focus its activities during 2011/12 and builds upon the success achieved in 2010. The objectives to deliver this are:

- Ensuring that Peterborough is visible to investors
- Support local business ambitions
- Create conditions to increase skills level across our communities
- Increase our knowledge of the local economy and utilise intelligence effectively
- Support the Greater Cambridge Greater Peterborough Local Enterprise Partnership

5.2 Recent successes

Over the last year OP has delivered a number of successes, these include;

- A bondholder scheme that has approaching 600 businesses as members – providing strong networking opportunities and web facilities that enable companies to promote their good news. This relationship also helps OP shape new programmes and packages of support
- A bi-monthly breakfast meeting that now regularly sees over 175 attendees and continues to grow
- OP worked with over 200 companies during 2010 providing advice, guidance and support, assisting local companies overcome barriers, such as providing smaller grants to support business growth, advising on procurement and supporting discussions on planning matters all of which support job growth
- OP has attracted TK Maxx, Nandos, Patisserie Valerie and in directly provides information to local property agents which results in the attraction of companies such as Kelway IT and Dobbies Garden Centre. This support is underpinned by a prolonged and consistent programme of support. We have other strong discussions on-going. This work complements the investment made in Cathedral Square which in turn will drive footfall and subsequent independent investment. This is our strategy to support the city centre.
- Launched a national campaign, receiving cost-effective editorial coverage in all daily broadsheets. This has helped positioned Peterborough as a serious business destination, and enabled OP to become a strong commentator in key trade and national publications.
- Delivered a ‘restaurant facing campaign’ which has enabled wide ranging coverage in trade press, daily papers and local press around the country. All covering Peterborough and highlighting the strengths of the city.
- Delivered a London based advertising campaign ‘the right environment to do business’ to help raise visibility and drive up enquiries. The campaign has helped reposition the city and has produced good quality new enquires which we anticipate will convert over the year.
- Supported the development of the Peterborough Model which has seen global coverage, we have recently drafted a case study in partnership with IBM which will be published in a global report in the next couple of months.
- We have launched the Peterborough Skills Vision which has seen over 400 companies see sign up and strong support from our secondary schools community. This programme is continuing to build, we are currently launching a Skills Brokerage service that will help connect businesses and schools more coherently. This will help raise aspiration and enable business to develop a pipeline of talent for their businesses.
- OP is working closely with a number of the city’s largest companies to help define the new multiversity University provision in partnership with University Centre Peterborough
- We have introduced a range of companies to Cranfield, and have provided new leads with nationally recognised companies such as Siemens.

5.3 Priorities

The priorities for Opportunity Peterborough over the next twelve months have been developed with the current economic climate, and strategic objectives above in mind. There are a number of key priorities that have been set out in the business plan.

a) Ensuring that Peterborough is visible to investors

- Continue to build the Peterborough Bondholders scheme
- Encourage partners to own and promote the City's brand via eg. weblinks, corporate literature and in the media.
- Deliver visible marketing campaigns to attract prospective investors
- Support the delivery of the Cities environmental ambitions across the media
- Work with local businesses to reinforce their 'successes' within the media
- Use multimedia and social media to promote Peterborough effectively

b) Support local business ambitions

- Work with existing businesses to resolve 'growth blockages'
- Proactively attract new business – targeting on growth sectors and companies
- Work with potential investors to ensure that they commit to Peterborough
- Take forward the business engagement framework that will guide the range of agencies that interact with business

c) Create conditions to increase skills level across our communities

- Take forward the Peterborough Skills Vision; building a strong, visible programme of activity with business and the provider community
- OP to gain a firm understanding of the skills agenda; both current and future needs
- Champion 'skills' with local business to increase partners knowledge of future needs
- Work with providers to encourage targeted delivery that meets business demand
- Support partners in delivering improved access higher/further education

d) Increase our knowledge of the local economy and utilise intelligence effectively

- Use economic data to drive decision making
- Work with local businesses to ensure OP understands wider economic activity

e) Support the Greater Cambridge Greater Peterborough Local Enterprise Partnership

- Provide operational support to the LEP
- Ensure the LEP focuses on issues that support economic growth in Peterborough
- Broker new relationship that enable Peterborough to benefit from the LEP

The priorities identified above seek to encourage private sector growth and in essence are private sector facing. Thereby ensuring that OP offers local companies positive support and helps stimulate new activity. However this approach does not work in isolation. Peterborough's growth agenda needs several different delivery approaches. Including where OP will lend support where necessary, to other partners such as the Council in supporting physical growth delivery.

6. IMPLICATIONS

- 6.1 Financial: the implications for the Council are a contribution to OP of £380k for 2011/12. As a result of these structural changes OP have addressed associated governance issues to ensure the Council has appropriate control of OP policy and decision-making.

Human resource: OP has a headcount of 8 staff following reductions during 2010/11. Seven of the staff are on OP contracts, the Director of Economic Development is on secondment from the Council.

Legal: Opportunity Peterborough operates as a company limited by guarantee. PCC has two designated Directors on the OP Board – this is currently the Leader and Deputy Leader of the Council.

Opportunity Peterborough services are available to any company within Peterborough while also focuses further afield on potential investors.

7. CONSULTATION

7.1 Senior Council staff has been involved in drafting this year's business plan. The Council is represented on the Board of Opportunity Peterborough by the Leader and Deputy Leader of the Council and have been instrumental in the company's decision to approve the OP business plan.

Opportunity Peterborough is in regular contact with the business community via a range of events, such as the Bondholder Breakfast which now has over 175 attendees on a bi-monthly basis.

8. BACKGROUND DOCUMENTS

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

Opportunity Peterborough Business Plan 2011-12

9. APPENDICES

9.1 Appendix 1 - Opportunity Peterborough Business Plan 2011-12

Opportunity Peterborough

Delivering economic growth

2011/12

Executive Summary

Opportunity Peterborough (OP) has made positive steps in supporting economic growth during 2010. OP has now been refocused to deliver key economic development services. This business plan sets out how the company will focus its activities during 2011/12 and builds upon the success of 2010. This financial year signals the beginning of a new governance model for the company. With the changes to the regional landscape we have seen the withdrawal of our two longstanding regional partners; we are now singularly supported by Peterborough City Council, as a result OP's forward budget reflects wider issues being faced within the public sector. However a smaller budget will not preclude OP from making a difference to the city's economy.

During 2010 the OP Board agreed that operationally the company needed to focus on a limited number of priorities. Following a successful period this business plan seeks continuation of this approach. Within each of these priorities are projects that OP will lead, and provide support to the local economy.

1. Background

OP is increasingly respected within Peterborough. Going forward we need to maintain our pro-business focus and assist city business while also attracting new enterprise. OP will continue to be a strong partner for the city's private sector. We have begun to demonstrate that there is a critical need to build a respected, visible, proactive economic development service. We are now keen to take this to the next level. OP is now able to assist the private sector more professionally and with more credibility. This relationship is central to generating the growth Peterborough is seeking.

The company has a clear remit, and with strong leadership is beginning to deliver high quality economic development support. OP has had a positive response from the business community following the refocusing of its objectives. OP is fortunate that there is significant goodwill and support from the private sector, however, we have only just begun to demonstrate the leadership and commitment our business community are seeking. In the short term OP has made considerable progress. We now need to maintain consistency and become a trusted and reliable partner.

During 2010 OP began to 'do the basics' well. There is great expectation and encouragement from around the city. Partners are seeking visible leadership and consistent delivery. Looking ahead there is a need to concentrate staff resource so that we continue to enable delivery. The key priorities identified in this business plan have been developed to ensure that OP provides strong leadership and enables Peterborough to deliver its economic potential.

2. Our priorities

During 2011/12 OP will focus on the following five priorities:

- a) Ensuring that Peterborough is visible to investors
- b) Support local business ambitions
- c) Create conditions to increase skills level across our communities
- d) Increase our knowledge of the local economy and utilise intelligence effectively
- e) Supporting the Greater Cambridge Greater Peterborough Local Enterprise Partnership

Section 5 of this business plan sets out the key metrics assigned to each of area.

3. Advancing OP's role

OP is now playing a credible role alongside local businesses. We have begun to meet the expectations there is around the city. However as this expectation and engagement increases, the impact of landscape changes mean that OP will have to reduce the resources it has available to support the wider agenda. This means we will have to be creative, and develop stronger relationships to carry out our role.

Greater focus has enabled OP to gain credibility with stakeholders, partners and local media. On the basis that this formula has worked successfully, this plan advocates a continuation of the same priorities.

4. OP's key priorities

Taking each area of focus in turn, there are a clear number of priorities that OP needs to take forward successfully during 2011/12. This section seeks to identify key priorities that will be taken forward.

a) Ensuring that Peterborough is visible to investors

- Continue to build the Peterborough Bondholders scheme
- Encourage partners to own and promote the City's brand via eg. weblinks, corporate literature and in the media.
- Deliver visible marketing campaigns to attract prospective investors
- Support the delivery of the Cities environmental ambitions across the media
- Work with local businesses to reinforce their 'successes' within the media
- Use multimedia and social media to promote Peterborough effectively

b) Support local business ambitions

- Work with existing businesses to resolve 'growth blockages'
- Proactively attract new business – targeting on growth sectors and companies
- Work with potential investors to ensure that they commit to Peterborough
- Take forward the business engagement framework that will guide the range of agencies that interact with business
- Support key sectors – OP will deliver/facilitate support measures via the Cambridgeshire Enterprise Service legacy grant

c) Create conditions to increase skills level across our communities

- Take forward the Peterborough Skills Vision; building a strong, visible programme of activity with business and the provider community
- OP to gain a firm understanding of the skills agenda; both current and future needs
- Champion 'skills' with local business to increase partners knowledge of future needs
- Work with providers to encourage targeted delivery that meets business demand
- Support partners in delivering improved access higher/further education

d) Increase our knowledge of the local economy and utilise intelligence effectively

- Use economic data to drive decision making
- Work with local businesses to ensure OP understands wider economic activity

e) Support the Greater Cambridge Greater Peterborough Local Enterprise Partnership

- Provide operational support to the LEP
- Ensure the LEP focuses on issues that support economic growth in Peterborough
- Broker new relationship that enable Peterborough to benefit from the LEP

5. Delivering economic growth for Peterborough: Deliverables 2011/12

This appendix sets out the key aspects of the work OP will take forward during 2011/12. Specifically the paper seeks to capture the metrics identified against the four key areas of focus.

a) Ensuring that Peterborough is visible to investors

Ref	Activities	How?	Milestones	Dependencies	Outcomes (2011/2)	Budget 11/12
1.1	Encourage partner's to own and promote the City's brand	<p>Continue to build the Peterborough Bondholder Scheme to enhance business engagement</p> <p>Build upon the Bondholder section on the OP Website to encourage greater interaction with and between local businesses</p> <p>Create Suite of marketing materials that can be utilised to promote Peterborough</p>	<p>Successful uptake and utilisation of the city brand by Peterborough businesses</p> <p>Business support for city marketing by local partners</p>	<p>'Benefits' need to be secured to ensure that Bondholder looks attractive to business.</p> <p>Bondholders engaged to help drive marketing campaign for the city.</p> <p>Business use of the City's logo will broaden Peterborough's visibility, particularly to supply chains.</p>	<p>800 bondholders by July 2011</p> <p>100 bondholders uploading news to the OP website</p> <p>Use OP website as one stop portal for Bondholders to promote news and information about investment in the city</p>	From existing budgets

1.2	Deliver visible marketing campaigns to attract prospective investors.	By delivering targeted Marketing Campaigns	<p>Three marketing Campaigns during 2011/12</p> <p>First: Target growth sectors using web and utilizing material developed in 2010. Delivered by July 2011</p> <p>Second: Campaign to build on the general awareness: 'why Peterborough' delivered Nov/Dec 2011</p> <p>Third: Restaurant operators – to enhance Cathedral Square offer by September 2011</p>	<p>Key media relationships being developed with trade and national press</p> <p>Provision of marketing information, support and background information from partners and businesses to provide testimonials and materials to generate campaign material</p>	<p>Each Campaign will seek to:</p> <p>Generate: 100 Enquiries 10 business engagements</p> <p>Result: 8 investments 11/12</p> <p>Increase perception of Peterborough and the City's economic vitality.</p> <p>Generate 2,000 hits to the OP website</p>	<p>First campaign – from existing resources</p> <p>Second campaign: using existing resource</p> <p>Third campaign: from existing resources</p>
1.3	Work with local businesses to reinforce their 'successes' within the media	<p>Promote Bondholder member successes</p> <p>Promote sectoral forums and successes</p>	Continue OP's 'e bulletin' - to provide an outlet for OP to promote key messages and enable local business to highlight successes.	<p>Effective use of new website and communications channels with Bondholders</p> <p>Excellent relationships with local, trade and national media</p>	<p>100 companies promoting successes by July 2011</p> <p>Increased media coverage of Bondholder members and their successes</p>	Staff resources

b) Support local business ambitions

Ref	Activities	How?	Milestones	Dependencies	Outcomes (2011-12)	Budget 11/12
2.1	Support businesses to resolve 'growth blockages' – such as planning, funding and skills	Identify alternative funding streams to support growth; act as advocate and broker for planning, infrastructure & skills issues; support Skills Vision	Bi-monthly agents' forum to identify and resolves blockages; regular liaison (planning, highways, CFU etc); skills vision achieve 100-in-100 apprenticeships.	PCC statutory teams - planning control & policy; infrastructure funding; skills vision; FE/ HE providers plans.	10 businesses directly supported per quarter; 3 funding schemes (eg. Euro) in place by end F/Year <i>Skills / apprenticeships see Section C</i>	Staff Time Bondholder breakfasts £6k *
2.2	Proactively attract new business – targeting growth sectors and companies	Liaise with partners/agencies; Sector study work to identify growth opportunities. Attendance at trade fairs etc.	Regular engagement with EEIDB/UKTI etc;	UKCEED activities; Enviro-Capital campaign; shape and engage evolving LEP; success of the city marketing campaigns.	Develop 6 new serious enquiries per Qtr. Achieve 5 conversions of enquiries over year through direct engagement.	FOCUS database - £5k; Sector studies £20k (funds to be sought from LEP Capacity fund).
2.3	Secure investment to improve the attractiveness of the City, in particular around Cathedral Square	Identify target 'investors'; develop property initiatives; marketing collateral; on-site advocacy.	Serious enquiry conversations with 5 operators per quarter.	Management plan for Cathedral Square; events programme and cultural development; city living initiatives; marketing collateral.	4 new operators active in city centre over B/Plan period.	Promotion, engagement
2.4	Ensure collaborative & consistent approach to business engagement.	Develop framework with partner organisations; monitor and influence wider engagement strategy; structured approach to Top 100 companies.	Bespoke OP database with options for external interaction (Jun11); establish engagement board (May 11); engage with Top	Commitment of partner organisations; national organisation of Business Link and other services; future options for RBSIS or other proprietary CRM/database systems.	Concise, user-friendly database with potential for roll-out (Jun 2011); Partners engaged with business programme; Visit 15 Top 100	Database development £7,500

Ref	Activities	How?	Milestones	Dependencies	Outcomes (2011-12)	Budget 11/12
			100.		companies per Qtr.	

* Note: sponsorship being sought – figure likely to be ‘underwriting’ by OP only

c) Create conditions to increase skills level across our communities

Ref	Activities	How?	Milestones	Dependencies	Outcomes (2011/12)	Budget
3.1	OP will lead the local Skills Vision. Ensuring that Skills issues have a high profile	By building a visible 'Skills Vision' programme through proactive partnership with partners/providers and in close partnership with the private sector	Continued growth of the skills vision – through company signing up Build understanding via Annual Skills Survey	Willingness of the private sector to engage with the Skills Vision Establishing support from stakeholders and provider community	OP will broker 2 major companies to sponsor HE provision in Peterborough during 2011/12	Staff resource
3.1	OP will gain a firm understanding of the skills agenda and champion 'skills' with local business to increase knowledge of future demand	Conduct Annual Skills Survey in June 2011 With partners promote 'business skills' in local media.	200 companies participating in the survey OP recognised as hub for business skills support	Close working with PCC Education and Skills team to ensure connection between 14-19 agenda and 'business needs'. Business need to provide their long term view of skills needs.	250 companies committed to the Skills Pledge by September 2011 Under Skills vision umbrella OP will promote employing Apprentices through 'Challenge Peterborough 100 in 100'.	Staff resource (funded by PCC Children's Services)
3.2	Work with providers to encourage targeted delivery that meets business demand	By understanding business needs OP can help providers shape future provision	OP facilitating links between local companies and providers to enable bespoke delivery	Workstream is reliant on business providing evidence Provider community needs to engage without fear of funding loss.	40 businesses supported by March 2012. 10 providers bringing forward new training by March 2012	Staff resource
3.3	Support partners in delivering improved access higher/further education	Support University College Peterborough/ Peterborough Regional College/ PCC develop provision	Support the UCP model and assist PCC in developing the Multiversity concept	OP will continue to provide support capacity and advise on issues relating to the private sector.	Enhance course take up by 25 local businesses by March 2012 and, support formation of the	Staff resources

Ref	Activities	How?	Milestones	Dependencies	Outcomes (2011/12)	Budget
					Multiversity	

d) Increase our knowledge of the local economy and utilise intelligence effectively

Ref	Activities	How?	Milestones	Dependencies	Outcomes (2011-12)	Budget
4.1	Use economic data to drive decision making and marketing	By using national data and intelligence from local sources OP will produce key economic data relating to local economic performance	On-going sourcing of intelligence from key sources such as ONS, generally quarterly	OP is dependent on information/intelligence from third parties	Quarterly economic snapshots produced and circulated to partners and bondholders	Staff resources
4.2	Work with local businesses to ensure OP understands wider economic activity	Through business engagement activities OP will develop a clear understanding of issues facing key sectors/individual businesses.	On-going conversations which are documented and fed in to the database to ensure knowledge sharing across public sector partners	OP needs to play strong role in information sharing to encourage other partners to reciprocate.	6 bondholder breakfasts per annum 100+ attendees at each session	£6,000 against sponsorship of £5,000

6. OP budget 2011/12

This budget sets a new course for OP, the organisation will now be funded by a single partner, Peterborough City Council. In addition the organisation will need to become more entrepreneurial in sourcing funds (eg European) and contributions (eg private sector).

This year's budget will also enable OP to finally simplify its financial operation and trim core costs to a more manageable level.

Income

OP can anticipate the following contributions in 2011/12.

Source	Contribution	Note
Peterborough City Council	£380,000	
Private sector	£15,000	Discussions underway to deliver joint marketing with local agents
Regional Cities East	£15,000	Contribution to Directors salary
PCC/English Heritage	£25,000	£15k from EH and 10k from PCC
GCGP LEP	TBC	With ND taking over Operations Director position for the LEP there are opportunities for income via the LEP.
OP Breakfast sponsorship	£5,000	
Total	£440,000	

Contingency

Following discussions at the January Board it was agreed that OP should carry forward the balance of the 2010/11 contingency, which currently stands at £75,000. This figure is not represented in the above budget.

Expenditure

The table below sets out the costs facing OP during 2011/12.

Item	Costs	Notes
Salaries (including all on costs)	£382,000	Includes NI at 11% and Pension at 6%.
Rent	£0	Rent stands at £15k per annum. OP rental payment of £36,000 in 2010/11 used to offset 2011/12 requirement
IT/Telephony	£8,000	To be confirmed
Insurance	£4,000	OP currently seeking improved deal (current level of cost - £10,000)
Photocopier	£5,000	Shared cost with PCC – 3rd of 5 year deal
Office costs	£7,000	Includes finance software, stationery, other miscellaneous office costs
External auditor	£2,500	
Payroll admin	£1,500	
Pension admin	£3,720	
OP breakfast costs	£6,000	
Total expenditure	£419,720	
Excess/(Deficit)	£20,280	

7. Opportunity Peterborough: Risk Register 2010/11

To ensure that OP handles the transition period we are currently in the following risks have been identified.

a) High level risks

Risk	Risk Description	Owner	Likelihood (L) 1 = low 5 = high	Severity (S) 1 = low 5 = high	Risk rating (L x S)	Impact on OP	Mitigation
Funding 2011/12	PCC withdraw or reduce funding mid funding period	ND/PM	1	5	5	OP would need to cease operation. Utilising contingency funds to resolve outstanding issues	No action required
Staff turnover/capacity	Uncertainty over longer term funding may lead to key staff leaving and difficulties in replacing them	ND	2	4	8	Key activities would have to be cancelled or curtailed severely impacting on achievement of deliverables.	1 Communicate well with staff. 2. Resolve delivery structures, eg.LEP's and funding going forward as soon as possible.

b) Operational Risks

Risk	Risk Description	Owner	Likelihood (L) 1 = low 5 = high	Severity (S) 1 = low 5 = high	Risk rating (L x S)	Impact on Workstream	Mitigation
Marketing	Insecure funding results in limited marketing activity	ND/TM	3	5	15	Key activities will have to be scaled back.	Carefully planning of campaigns to ensure fit against budget profile
	Local activity by informal groups compromises OP's marketing activity	ND/TM	2	4	8	Significant impact on the City's brand, undermines the activities OP and partners are taking forward.	Proactive marketing to ensure business sees OP as the primary brand, reducing the visibility of others. Ensuring Local MP aligns to activity
Economic development	Enquiry numbers below required levels	ND/SB	2	4	8	Significant reduction in economic confidence in city, which could undermine existing businesses.	Close collaboration with all strands of OP & PCC growth activity – particularly marketing campaigns, new development – to generate genuine interest.
Skills	Lack of professional skills support within the OP team	ND	4	4	16	Skills is a significant focus for OP. At present we do not have direct capacity to provide support to the skills area of activity	Identify a short term resource to ensure that OP can grow the skills programme.
Economic Intelligence	Loss of key data sources due to removal of regional tier	ND/BK	5	3	15	It is likely that as the regional tier retracts key data sources will become scarce.	Seek to identify alternative datasets and seek guidance from ONS on future provision.

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

Report of the Executive Director of Strategic Resources

Contact Officer(s) – Steven Pilsworth, Head of Corporate Services

Contact Details – (01733) 384564

USE OF CONSULTANTS – RECOMMENDATIONS MONITORING REPORT

1. PURPOSE

- 1.1 This is a progress report on the recommendations of the Consultancy Review endorsed by Cabinet in June 2011.

2. RECOMMENDATIONS

- 2.1 Note the progress made on implementing the Consultancy Review recommendations (see Appendix 1).

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 This report links to the Single Delivery Plan and its commitment to the following:

- Using our resources more efficiently, effectively and innovatively

4. BACKGROUND

- 4.1 In March 2010, the Sustainable Growth Scrutiny Committee requested a review into Peterborough City Council's use of consultants. A cross-party review group was established to undertake this work on behalf of the Sustainable Growth Scrutiny Committee.

The scope of the review focused on the following objectives:

- To examine the cost of consultants and whether that provides value for money.
- To review the processes for engaging and monitoring the work of consultants.
- To look at the relationship between consultants and staff of the council.
- To examine the likely future use of consultants by the council.

The approach taken by the Review Group consisted of three phases:

- Desk-top research to gather relevant publications, papers and documents to establish Terms of Reference and request the detailed information needed from officers to conduct the review against the established methodology.
- Interview Council officers and other key people and integrate interview findings into the final report.
- Interview a number of additional key witnesses with particular focus on written questions around the use of consultants, interim managers and skills transfer.

The report from the Consultancy Review Group was issued in March 2011 and contained 33 recommendations: 27 of these recommendations were endorsed by Cabinet in June 2011.

In broad terms, the recommendations related to policy and process changes. The recommendations are listed in Appendix 1 along with a progress update on each one. A few

key statements from the report are highlighted below for the purposes of context setting:

“The review group was made aware of several awards which the council had received as a result of the approach it had taken to its business transformation programme through the Amtec contract and noted that this partnership continued to achieve success. The review group also heard from several officers about the positive benefits for council employees working alongside those consultants....”

“The group also noted the considerable advantages in employing consultants who bring additional skills and knowledge not available in house, allow for flexibility within the workforce by permitting officers to terminate contracts swiftly for non performance and do not carry the risk of redundancy costs or unfair dismissal claims”

“The council has very carefully monitored the return on its investment in consultancy services. The overall return on investment on consultancy spend has continued to increase with savings doubling in the last financial year.

The overall transformation programme has been delivering savings since 2006. The cumulative repeatable savings (excluding one-off savings delivered in each year) achieved over this period are:

<i>Year</i>	<i>Cumulative Total Savings</i>
2007/2008	£5.779m
2008/2009	£12.987m
2009/2010	£21.649m
2010/2011	£27.735m
2011/2012	£29.158m (excluding 2011/12 savings target)

The cumulative savings figures shown above are all recurring savings. That means we do not now need to take additional cost to achieve them in future years so the return on investment improves significantly every year.”

Alongside these comments, the Review Group made the recommendations referred to above. A common theme in the Consultancy Review recommendations is the need to consider available internal resources before external resources are deployed. In most instances where external resources are appointed, they work alongside internal resources in order to facilitate the sharing of skills and knowledge. A few recent examples of this approach are highlighted below:

Manor Drive Managed Service:

A combined team of internal and external resources was used to undertake the successful procurement of a partner to deliver Manor Drive/Strategic Resources back office services such as transactional services, business support, business transformation, operational procurement and strategic property. Led by internal resources, the team contains the capacity, skills and knowledge to oversee the transfer of Manor Drive into an externally managed service..

Adult Social Care:

Following the decision to transfer Adult Social Care to the Council, a team of external resources was established to manage and deliver the transfer of services. The external resource consist mainly of individuals with experience of Adult Social Care, who will work alongside Council staff including HR and legal expertise. Again, the team brings specific capacity, skills and experience with Adult Social Care services, as well as the ability to focus on the delivery of cashable savings targets outlined in the Medium Term Financial Plan.

Children’s Services:

Children’s Services have brought in a team of external sector-led resources to assist in the delivery of the OFSTED improvement plan. The external team has substantial experience and skills in delivering improvement plans in other local authorities, with a particular focus on safeguarding. Again, the external team is working along the principles of supporting and

strengthening internal resources to deliver front-line services.

5. KEY ISSUES

- 5.1 The Committee should note the progress achieved on the recommendations and provide any comments, as appropriate.

6. IMPLICATIONS

- 6.1 Where appropriate, Appendix 1 outlines implications for areas such as Human Resources, Procurement and Finance.

This report does not have implications for specific wards.

7. CONSULTATION

- 7.1 The following were consulted in the preparation of this report:

- Head of Corporate Services
- Head of HR
- Cabinet Member for Resources

8. NEXT STEPS

- 8.1 The Committee is requested to advise on how often they would like to see further updates on progress with this item.

9. BACKGROUND DOCUMENTS

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

- 9.1 Consultancy Review Report, March 2011

10. APPENDICES

- 10.1 Appendix 1 – Consultancy Review Recommendations: Progress Report
Appendix 2 – Consultancy and Interim Policy
Appendix 3a-3c – Data for Q4 2010-11 and Q1 2011-12

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APPENDIX 1: CONSULTANCY REVIEW RECOMMENDATIONS - PROGRESS REPORT

Recommendation	Progress Update	Timescales	Owner
1 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.	Implemented for all projects using consultancy over £5,000 in cost. Each project is required to produce a business case that is submitted to the Executive Director Strategic Resources for approval.	Completed	Ramnit Bassi
2 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.	We are in the process of establishing Member access to Verto and we will be hosting a training session for Members on using Verto during Q4 2011-12.	December 2011 - March 2012	Ramnit Bassi
3 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.	<p>1) The Qlikview reporting technology has been checked and no inconsistencies were found which would serve to explain why the Committee received differing data sets. Due to the nature of the data in question, valid differences might arise between reports for the same period, which were produced at different times. There is no evidence of a technical problem with the Oracle or QlikView reports used to supply the information to the Committee. However, we recognise that the differences confuse analysis and that the Committee requires a report which has no such issues. To avoid this problem arising in future, we suggest that we move to a cash based view rather than including the accrual concept in the reports. This will ensure that data is consistent at all times since it would represent money actually spent in the period / outturn by supplier. New reports have been supplied to the CPU on this basis.</p> <p>2) This is provided in Appendix 3.</p> <p>3) This is addressed in Recommendation 1.</p> <p>4) This is addressed in Recommendation 2.</p> <p>5) We are undertaking some development work in Verto to improve recording of spend on consultants. Essentially, this development work will create an interface between Verto and Oracle which means that purchase orders will be linked and we will have accurate, automated, data on consultancy spend.</p> <p>6) Where consultancy projects are delivering cashable savings, this is recorded on Verto. However, there are other projects which are not focused on the delivery of savings, but on the along with their benefits, are also recorded on Verto.</p>	December 2011	Steven Pilsworth
4 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.	Policy drafted and attached as Appendix 2. This will be launched following this Committee	Completed	Ramnit Bassi

	Recommendation	Progress Update	Timescales	Owner
5	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.	Meeting held with Cllr North to clarify expectations. In practice, senior managers consult each other regarding internal resources and availability to take on work/opportunities for secondments. E.g. the establishment of the Business Transformation team is an illustration of this approach as the majority of internal officers were secondees from other departments. This cross-fertilisation of ideas amongst senior managers is common practice and evident in scenarios such as the Heads of Service network meetings. A proposed matrix of professional skills is being considered by HR.	December 2011	Colin Wilson
6	The council should review its further business transformation needs and assess whether the procurement of project and performance management skills will be required when consultancy contracts next comes up for renewal.	This will be reviewed in August 2012 when contract is due to end.	August 2012	John Harrison/Steven Pilsworth
7	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.	Verto report in development and on track to be sent to the Cabinet Member for Resources.	November 2011	Ramnit Bassi
8	For major projects (over £50k in value (original recommendation was £20k)):			
8a	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	Business cases containing consultancy costs of £50k+ are sent to the Cabinet Member for Resources for approval.	Completed	Ramnit Bassi
8b	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	We are happy to provide reports to these bodies, as and when requested, and this has been formally communicated to Diane Baker, Head of Governance. In response, Audit Committee has requested an update in February 2012 (Steven Pilsworth to present report).	Completed	Steven Pilsworth
9	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.	This recommendation is addressed via the response to Recommendation 4. In addition, it should be noted that departments employing a consultant/interim need to take responsibility for skills transfer and identify who skills are transferring to.	Completed	Ramnit Bassi
10	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.	We are happy to provide reports to these bodies, as and when requested, and this has been formally communicated to Diane Baker, Head of Governance. In addition, business cases and projects are tested internally by the Savings and Innovations Board and Project Governance Board	Completed	Ramnit Bassi
11	Where the council engages consultants under long term contracts there should be, only in appropriate circumstances, a requirement for managers to approach the consultant at fixed periods in the contract about filling a permanent role within the council.	This recommendation is addressed via the response to Recommendation 4. In addition, it should be noted that taking on a consultant in a fixed-term capacity could incur a finder's fee charge.	Completed	Ramnit Bassi
12	There should be improved scrutiny of the consultancy contract if it is renewed in 2012. The relevant scrutiny committee should be consulted prior to any decision being made to engage specific contractors.	This will be reviewed in August 2012 when contract is due to end.	August 2012	John Harrison/Steven Pilsworth
13	All consultants engaged at managerial level should be required to update Verto as a condition of payment.	Implemented.	Completed	Ramnit Bassi
14	Managers should negotiate fixed-price or incentive-based contracts where possible.	This recommendation is addressed via the response to Recommendation 4.	Completed	Ramnit Bassi
15	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.	This recommendation is addressed via the response to Recommendation 4.	Completed	Ramnit Bassi

	Recommendation	Progress Update	Timescales	Owner
16	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.	This recommendation is addressed via the response to Recommendation 3.	Completed	Steven Pilsworth
17	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.	Implemented.	Completed	Ramnit Bassi
18	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	This recommendation is addressed via the response to Recommendation 4.	Completed	Ramnit Bassi
19	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.	This recommendation is addressed via the responses to Recommendations 4 and 5.	December 2011	Colin Wilson
20	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.	This is addressed via the requirement for a business case when there is a need to use consultancy resources. The business case explains why external resources are required and why internal resources are not available. On behalf of the Chief Executive, business cases are submitted for approval to the Executive Director Strategic Resources and the Cabinet Member for Resources.	Completed	Ramnit Bassi
21	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.	The smart form for consultancy requisition requests that consultant/interim names are included. This information is then used to generate the centralised list from Oracle. There needs to be ongoing communication of the message that consultancy/interim names should be included on the smart form.	Completed	Andy Cox
22	The roll out of the HR Review should be expedited to ensure that all areas of the council have been assessed by Spring 2012.	Concept to be presented to CMT.	March 2012	Mike Kealey
23	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.	Monitoring of PDRs confirms no road block to roll out. 68% complete (953 completed PDRs). This is a higher level of completion than the previous year. To discuss next steps with Chief Executive at next 1-to-1	Completed	Colin Wilson
24	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.	Base document templates for review including succession chart prepared ready for roll out Linked to Recommendation 22	Completed	Mike Kealey
25	The contract management system should be made available for scrutiny by members, or reviewed by way of regular reports to a scrutiny committee.	We are happy to provide information to the appropriate committee, as and when requested, and this message has been formally communicated to Diane Baker, Head of Governance.	Completed	Andy Cox

	Recommendation	Progress Update	Timescales	Owner
26	That the council investigates whether to move away from OGC Solutions as a method of contracting.	<p>As part of the Council's Procurement Strategy, buying solutions frameworks (now administered by the Government Procurement Service) are considered as an optional procurement route alongside traditional tendering methods. The Strategy recommends that we consider procurement activity on a case-by-case basis in order to maximise efficiencies.</p> <p>There are many instances in which the Council has procured goods and services through frameworks such as ESPO, HCA, Midlands Highways Alliance, Government Procurement Service (OGC Buying Solutions) and Smarte East. As these frameworks have been confirmed as EU compliant, it reduces time and cost when procuring goods and services. The Council has used frameworks to procure contracts for services such as travel and accommodation, stationery, multi-functional devices, print and design, mail and government purchasing cards. Equally where appropriate, the Council uses both traditional methods of tendering through the Open and Restricted processes and more modern methods such as the Competitive Dialogue Procedure. Recent examples of the use of the restricted process include the Temporary and Agency Staff Contract, Cash Collection and Key Holding Contract and Drug and Alcohol Services Contract. The Competitive Dialogue Procedure has been used for the procurement of the 'Lot 3 Waste 2020' Contract with Enterprise Peterborough and the current procurement of the Manor Drive Managed Service Contract which has been recommended for award to Serco.</p> <p>A review of the use of publicly available frameworks is being included in the revision of the Council's contract regulations being undertaken by Legal Services.</p>	Completed	Andy Cox
27	That the council conducts a cost benefit review analysis on whether details of sub-contracting arrangements should be included in all contracts.	Where possible, information regarding subcontracting arrangements is requested at both PQQ and ITT stage. However, it should be noted that not all contractors are in a position to confirm their subcontracting arrangements at these stages of the process.	Completed	Andy Cox

Key:

Completed items

APPENDIX 2: CONSULTANCY AND INTERIM POLICY

1. Aim

The aim of this policy is to provide Peterborough City Council managers with guidance on the engagement of external consultants or interims.

The Council aims to ensure that value for money is received from consultants/interims and internal resources are used where they are available.

This policy does not apply to the engagement of temporary agency staff.

2. Definitions

The Sustainable Growth Scrutiny Committee's Consultancy Review report (March 2011) outlined the following definitions for consultant and interim:

Consultant

Consultants are external third parties, with expertise that is typically not available internally. Clients employ consultants for short-term projects, and usually specify an end point to their involvement in a project.

Interim

Interims fill permanent vacancies or temporary increases in operational workload. Interims are therefore contractors used as day-to-day operational resources to maintain departmental function, and are managed by client staff.

3. Objectives

The overall objectives of this policy are to:

- Ensure consistent application in the use of consultants/interims across the Council
- Ensure correct procedures are followed when sourcing a consultant/interim.
- Minimise the use of consultants/interims to reduce overall spend.

4. Policy Statement

The Consultancy Review report made a number of recommendations upon its publication in March 2011. These are set out below:

- Prior to entering into any contract a consultant must be asked to confirm that he does not have conflicts of interest in carrying out the contract. It will be a requirement of the contract that any conflicts of interest which arise during the course of the contract (including those of any sub-contractor engaged) will be

notified to an officer of the Council. Examples of conflicts of interest are included at Schedule 1 to this policy.

- 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.
- Where the Council engages consultants on a long-term contract, there should be, only in appropriate circumstances, a requirement for managers to approach the consultant, at fixed periods in the contract, about filling a permanent role within the Council.
- Managers should negotiate, where appropriate, fixed-price or incentive-based contracts. It is noted that incentive-based contracts contain an element of high risk: therefore, guidance and agreement should be sought from the Commercial and Procurement Unit before managers embark on this course.
- The Council should, wherever 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.
- Where appropriate, HR should be involved in the recruitment process for interims occupying managerial positions so that advice can be given on suitable candidates and in-house expertise, skills or knowledge.

CONSULTANCY OR INTERIM POLICY - PROCEDURE

1. Process for Engaging Consultants or Interims

- A business case must be written on Verto (the Council's project management system) outlining the need for a consultant/interim, the benefits and the cost. Business cases need to be approved within the department and those exceeding £5,000 in cost require approval from the Director of Strategic Resources. If you have any queries about this process, please contact Ramnit Bassi on (01733) 452388 or ramnit.bassi@peterborough.gov.uk
- If the cost of the consultant/interim exceeds £5,000, then Council procurement regulations also apply. These are explained on Insite and can be accessed via the following link:

<http://insite/Information%20Library2/InfoLibraryPages/CategoryDetails.aspx?CategoryId=173>

- The ordering process is also explained on Insite and can be accessed via the following link:

<http://insite/Information%20Library2/InfoLibraryPages/CategoryDetails.aspx?CategoryId=631>

2. Reporting and Monitoring

- A monthly report on consultancy/interim usage will be submitted to the Director of Resources and the Cabinet Member for Resources for their information and scrutiny.
- Regular reports will also be produced for the Sustainable Growth Scrutiny Committee.

3. Support for Managers

- Managers will be encouraged to source internal skills, expertise and resources before preparing a business case for consultancy/interim resources.
- HR will provide the necessary advice and support to test internal capacity before a decision is made to procure external assistance.

SCHEDULE 1

CONFLICTS OF INTEREST

The following are matters which could potentially give rise to a conflict of the consultant's interest with the Council's interest. This list is not exhaustive but it might assist in identifying whether any potential conflict of interest arises:

- The consultant's financial interests are affected by the outcome of the contract (this does not include the salary paid to the consultant).
- The consultant is a member of a body or holds a position of responsibility in a body whose interests may conflict with those of the Council.
- The consultant is personally known to the officer or member awarding the contract (this is not necessarily fatal to the contract if the contract has been obtained through fair competition but ought to be declared in any event).
- The consultant owns shares or has an interest in any company which is affected by the outcome of the contract.

APPENDIX 3 a)

Consultancy & Interim Spend by Supplier Q4 2010/2011 and Q1 2011/2012

Supplier	Consultancy	Interim	Grand Total
A G L Consulting	£ 1,673.80		£ 1,673.80
AMTEC Consulting Plc	£ 1,956,614.80	£ 153,076.50	£ 2,109,691.30
Anglia Support Partnership	£ 16,500.00		£ 16,500.00
Athene Communications	£ 24,423.88	£ 13,190.21	£ 37,614.09
Barker Storey Matthews	£ 1,220.00		£ 1,220.00
AN INDIVIDUAL	£ 5,880.00		£ 5,880.00
Building Research Establish. Ltd	£ 20,000.00		£ 20,000.00
Capita Business Services Ltd	£ 900.00		£ 900.00
Carter Jonas	£ 630.00		£ 630.00
CEN Services Ltd	£ 4,950.00		£ 4,950.00
Centre for Sustainable Engineering	£ 21,017.73		£ 21,017.73
AN INDIVIDUAL		£ 7,580.00	£ 7,580.00
AN INDIVIDUAL	£ 3,000.00		£ 3,000.00
Drivers Jonas Deloitte	£ 22,857.28		£ 22,857.28
ES4S Ltd	£ 4,899.88		£ 4,899.88
Experian Ltd	£ 4,475.00		£ 4,475.00
G V A Grimley	£ 3,000.00		£ 3,000.00
Ghislaine Miller Consultancy Ltd		£ 17,585.75	£ 17,585.75
AN INDIVIDUAL		£ 19,305.00	£ 19,305.00
Governetz Ltd	£ 13,650.65		£ 13,650.65
Halcrow Group Ltd	£ 8,547.00		£ 8,547.00
Headstuff Ltd	£ 450.00	£ 12,030.00	£ 12,480.00
Hyder Consulting (UK) Ltd	£ 43,938.34		£ 43,938.34
Innovative Solutions	£ 3,600.00		£ 3,600.00
J B Associates	£ 500.00		£ 500.00
AN INDIVIDUAL	£ 5,286.00	£ 16,412.00	£ 21,698.00
Kemp Muir Wealleans	£ 1,953.75		£ 1,953.75
AN INDIVIDUAL	£ 100.00		£ 100.00
AN INDIVIDUAL	£ 345.43		£ 345.43
AN INDIVIDUAL		£ 19,950.00	£ 19,950.00
Nene Construction Management Servs Ltd	£ 350.00		£ 350.00
Newscrews Ltd	£ 2,000.00	£ 1,000.00	£ 3,000.00
Ntrinsic Consulting Europe Ltd		£ 23,800.00	£ 23,800.00
Randstad CPE	£ 3,368.59		£ 3,368.59
AN INDIVIDUAL	£ 825.00		£ 825.00
Rider Levett Bucknall UK Ltd	£ 32,837.58		£ 32,837.58
Robert J Davis Associates	£ 330.00		£ 330.00
Sanham Agricultural Planning Ltd	£ 225.00		£ 225.00
AN INDIVIDUAL	£ 450.00		£ 450.00
Tavistock Institute	£ 4,950.00		£ 4,950.00
Terrier Management Services	£ 475.00		£ 475.00
The Carbon Trust	£ 4,500.00		£ 4,500.00
The Planning Inspectorate	£ 63,413.32		£ 63,413.32
Valuation Office Agency	£ 870.00		£ 870.00
Grand Total	£ 2,285,008.03	£ 283,929.46	£ 2,568,937.49

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APPENDIX 3b)**Spend by Directorate - Consultancy and Interim Spend Q4 2010/2011 Q1 2011/2012**

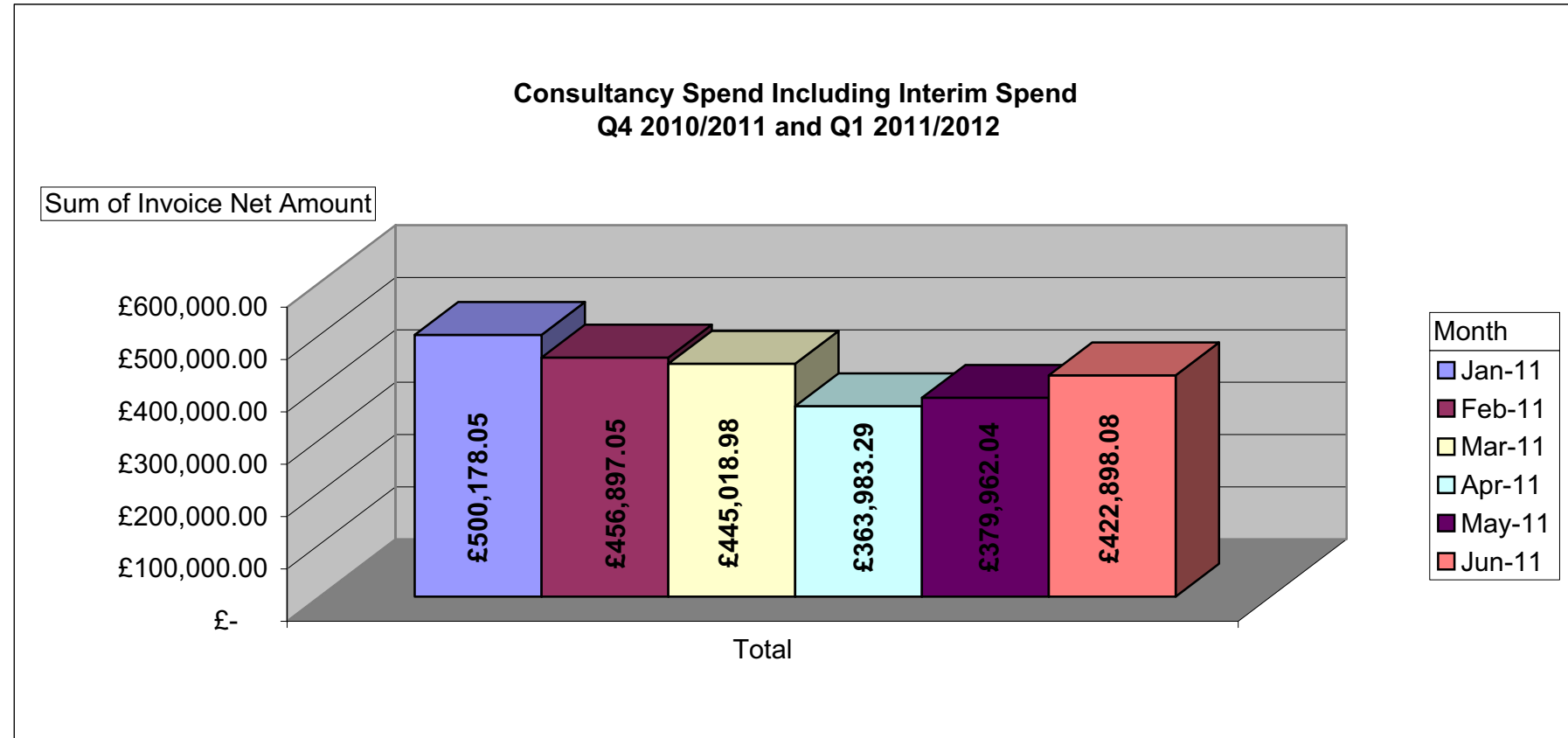
Directorate	Consultancy		Consultancy Total	Interim		Interim Total	Grand Total
	Q1 2011/2012	Q4 2010/2011		Q1 2011/2012	Q4 2010/2011		
Chief Executives	£ 120,215.08	£ 227,013.74	£ 347,228.82	£ 23,800.00	£ 17,850.00	£ 41,650.00	£ 388,878.82
Childrens Services	£ 43,207.91	£ 42,103.98	£ 85,311.89	£ 28,580.00	£ 52,252.75	£ 80,832.75	£ 166,144.64
City Services		£ 14,978.80	£ 14,978.80				£ 14,978.80
Operations	£ 77,325.48	£ 196,553.10	£ 273,878.58		£ 26,220.21	£ 26,220.21	£ 300,098.79
Strategic Resources	£ 781,998.94	£ 781,611.00	£ 1,563,609.94	£ 91,716.00	£ 43,510.50	£ 135,226.50	£ 1,698,836.44
Grand Total	£ 1,022,747.41	£ 1,262,260.62	£ 2,285,008.03	£ 144,096.00	£ 139,833.46	£ 283,929.46	£ 2,568,937.49

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APPENDIX 3 c)

Consultancy and Interim Spend Q4 2010/2011 and Q1 2011/2012

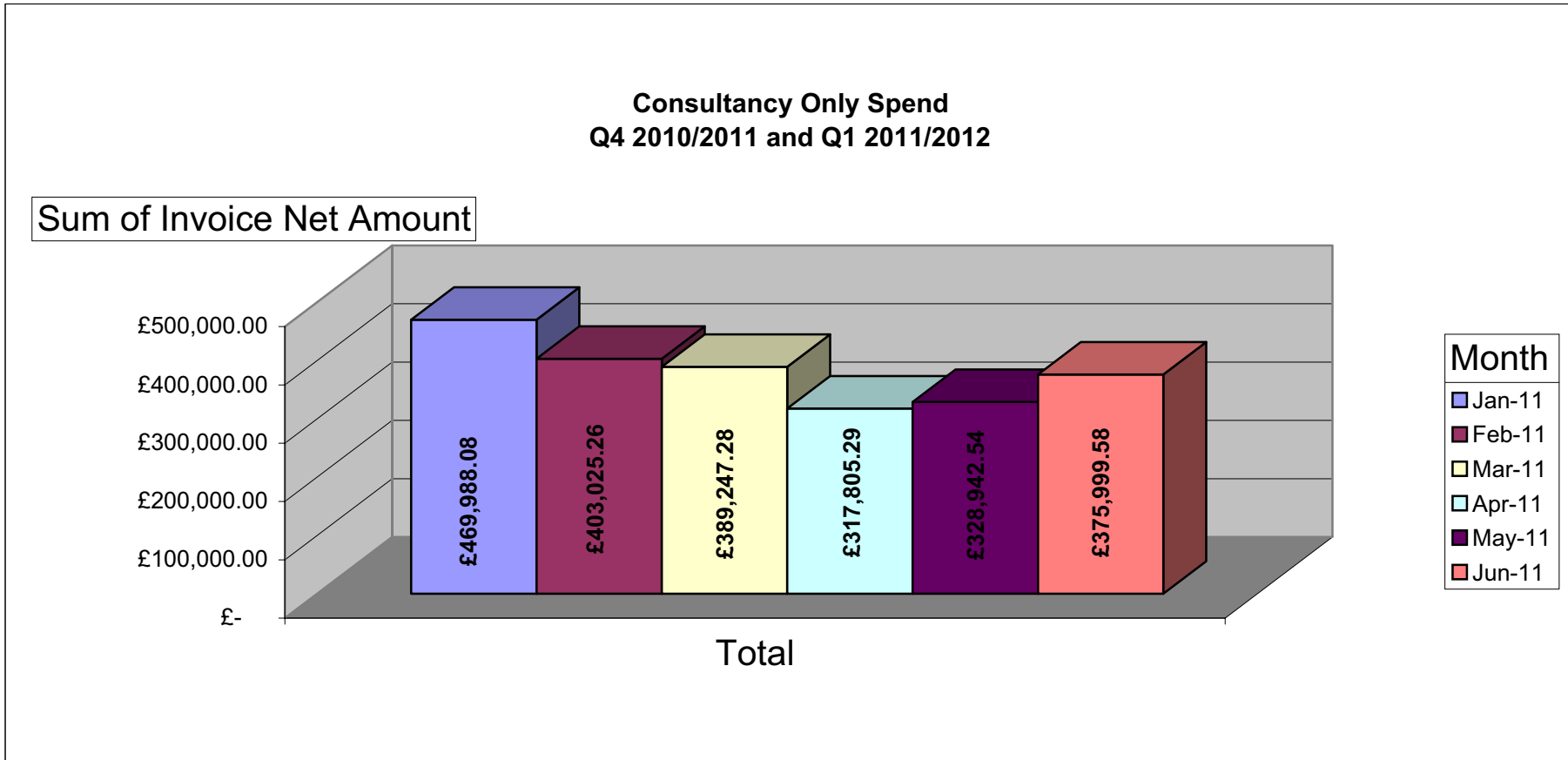
Sum of Invoice Net Amount	Month						Grand Total
	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	
Total	£ 500,178.05	£ 456,897.05	£ 445,018.98	£ 363,983.29	£ 379,962.04	£ 422,898.08	£ 2,568,937.49



APPENDIX 3 d)

Consultancy only Spend Q4 2010/2011 and Q1 2011/2012

Sum of Invoice Net Amount	Month						Grand Total
	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	
Total	£ 469,988.08	£ 403,025.26	£ 389,247.28	£ 317,805.29	£ 328,942.54	£ 375,999.58	£ 2,285,008.03



SUSTAINABLE GROWTH SCRUTINY COMMITTEE	Agenda Item No. 8
8 NOVEMBER 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 OF KEY DECISIONS

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 NOVEMBER 2011 TO 29 FEBRUARY 2012**

FORWARD PLAN OF KEY DECISIONS - 1 NOVEMBER 2011 TO 29 FEBRUARY 2012

During the period from 1 November 2011 To 29 February 2012 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:

War Memorial - KEY/02NOV/11

Budget 2012-13 and Medium Term Financial Strategy 2012-2023 - KEY/03NOV/11

Children's Centres Commissioning - KEY04/NOV/11

A1073 Eye Green Traffic Calming Scheme - KEY05/NOV/11

Section 75 agreement with NHS Peterborough - KEY/02DEC/11

NOVEMBER

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p>Delivery of the Council's Capital Receipt Programme through the Sale of Land and Buildings - Vawser Lodge Thorpe Road - KEY/04DEC/10</p> <p>To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Vawser Lodge</p>	<p>November 2011</p>	<p>Cabinet Member for Resources</p>	<p>Sustainable Growth</p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate</p>	<p>Andrew Edwards Head of Peterborough Delivery Partnership Tel: 01733 452303 andrew.edwards@peterborou gh.gov.uk</p>	<p>A public report will be available from the governance team one week before the decision is taken</p>

<p>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.</p>	November 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
<p>Draft Housing Strategy - KEY/04JUN/11 To approve the draft Housing Strategy 2011-2014 for the purposes of public consultation.</p>	November 2011	Cabinet	Sustainable Growth	Internal and External as appropriate	Richard Kay Policy and Strategy Manager richard.kay@peterborough.gov.uk	A public report will be made available from the governance team one week before the decision is made.
<p>Nene Park Academy Award of Contract - 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 Nene Park Academy</p>	November 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 Programme Manager - Secondary Schools Development 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

<p>Amendment to terms of the Affordable Housing Fund Allocation for Stanground South phases, 3E, 3F, 3G, 3H and 3I - KEY/02JUL/11 To approve conversion of the tenure of rented units to be provided on this site from 'social rented' tenure to 'affordable rented' tenure.</p>	November 2011	<p>Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development and Business Engagement</p>	Sustainable Growth	Relevant internal Departments and external stakeholders.	<p>Anne Keogh Housing Strategy Manager anne.keogh@peterborough.gov.uk</p>	A public report will be available from the Governance Team one week before the decision is taken.
<p>Energy Services Company - KEY/03JUL/11 To consider potential future developments of energy related products.</p>	November 2011	<p>Cabinet Member for Environment Capital, Cabinet Member for Resources</p>	Environment Capital	Internal and External Stakeholders	<p>John Harrison Executive Director-Strategic Resources Tel: 01733 452398 john.harrison@peterborough.gov.uk</p>	A public report will be available from the Governance Team one week before the decision is taken.
<p>Expansion to Hampton College - KEY/04JUL/11 To approve the forward build of phase 2 of Hampton College.</p>	November 2011	<p>Cabinet Member for Education, Skills and University, Cabinet Member for Resources</p>	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders	<p>Jonathan Lewis Assistant Director - Resources, Commissioning and Performance jonathan.lewis@peterborough.gov.uk</p>	A public report will be available from the Governance team one week before the decision is taken.

<p>Street Lighting Policy - KEY/04SEP/11 To agree the street lighting policy for PCC.</p>	November 2011	<p>Cabinet Member for Housing, Neighbourhoods and Planning</p>	Environment Capital	<p>Internal and External stakeholders as appropriate.</p> <p>With internal and external stakeholders as appropriate.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Sale of surplus former residential care home - Eye - KEY/01OCT/11 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member for Resources, to negotiate and conclude the sale of a former care home now surplus to requirement -The Croft, Eye.</p>	November 2011	<p>Cabinet Member for Resources</p>	Sustainable Growth	<p>Consultation will take place with the Cabinet Member, & Ward councillors, as appropriate</p>	<p>Simon Webber Capital Receipts Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk</p>	<p>A public report will be available from the Governance team one week before the decision is taken.</p>
<p>Section 75 agreement with Cambridge and Peterborough Foundation Trust - KEY/03OCT/11 To approve the section 75 agreement with CPFT for the provision of mental health services.</p>	November 2011	<p>Cabinet Member for Adult Social Care</p>	Health Issues	<p>Internal and external stakeholders as appropriate.</p>	<p>Denise Radley Executive Director of Adult Social Services Tel: 01733 758444 denise.radley@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p>Hampton Community School - KEY/07OCT/11 To vary the Ormiston Bushfield Academy (OBA) Design and Build Contract with Kier Eastern to allow for the design and build of Hampton Community School.</p>	November 2011	Cabinet Member for Education, Skills and University	Creating Opportunities and Tackling Inequalities	Public, ward councillors and internal departments	Brian Howard Programme Manager - Secondary Schools Development 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
<p>Review of Play Centres in Peterborough - KEY/09OCT/11 To approve recommendations for changes in play centre delivery.</p>	November 2011	Cabinet Member for Children's Services	Creating Opportunities and Tackling Inequalities	Officers and a Councillor Reference Group	Karen Moody Head of Early Intervention & Prevention and Strategic Lead for Adult L&S Tel: 01733 863938 karen.moody@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p>Single Equality Scheme - KEY/02SEP/11 To approve the final scheme following consultation</p>	November 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.

<p>Peterborough's Transport Partnership Policy for pupils aged 4-16 years - KEY/01NOV/11 To approve the new policy for September 2012.</p>	November 2011	Cabinet Member for Education, Skills and University	Creating Opportunities and Tackling Inequalities	Internal and public consultation	Rowena Sampson Transport Officer rowena.sampson@peterborough.gov.uk	A public report will be available from the Governance team one week before the decision is taken.
<p>War Memorial - KEY/02NOV/11 To approve the contract, installation and location for a new War Memorial in the city centre.</p>	November 2011	Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development and Business Engagement	Strong and Supportive Communities	Members of public and city councillors.	Jim Daley Principal Built Environment Officer Tel: 01733 453522 jim.daley@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p>Budget 2012-13 and Medium Term Financial Strategy 2012-2023 - KEY/03NOV/11 Draft budget proposals and Medium Term Financial Strategy to 2022/23 to be agreed as a basis for consultation.</p>	November 2011	Cabinet	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.

<p>Children's Centres Commissioning - KEY04/NOV/11 To approve the award of contracts for the management and operation of 12 Children Centres in Peterborough.</p>	November 2011	Cabinet Member for Children's Services	Creating Opportunities and Tackling Inequalities	Providers, Councillors, Staff,	Pam Setterfield Assistant Head of Children & Families Services (0-13) Tel: 01733 863897 pam.setterfield@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p>A1073 Eye Green Traffic Calming Scheme - KEY05/NOV/11 To award a contract for the A1073 Eye Green Traffic Calming Scheme</p>	November 2011	Cabinet Member for Housing, Neighbourhoods and Planning	Sustainable Growth	Members of public and ward councillors	Victoria Tyers Senior Engineer (Development) Tel: 01733 453440 victoria.tyers@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p>Stanground College - award of contract - KEY/06NOV/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 Stanground College</p>	November 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 Programme Manager - Secondary Schools Development 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.

DECEMBER

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p>Minerals and Waste: Waste Management Design Guide Supplementary Planning Document (SPD) - KEY/01DEC/11 To adopt the Waste Management Design Guide SPD</p>	December 2011	Cabinet	Sustainable Growth	Internal and External stakeholders as appropriate	Richard Kay Policy and Strategy Manager richard.kay@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p>Section 75 agreement with NHS Peterborough - KEY/02DEC/11 To approve the section 75 agreement with NHSP for the commissioning and provision of learning disability services.</p>	December 2011	Cabinet Member for Adult Social Care	Health Issues	Internal and external stakeholders as appropriate	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.

JANUARY

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p>Traffic Signals LED Project - award of contract - KEY/03SEP/11 Contract to replace all traffic signal head lamps in Peterborough with LED as LED Heads are more efficient brighter, safer and have a much longer life.</p>	<p>January 2012</p>	<p>Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>Environment Capital</p>	<p>Internal and external stakeholders as appropriate</p>	<p>Amy Wardell Team Manager - Passenger Transport Projects Tel: 01733 317481 amy.wardell@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

FEBRUARY

There are currently no Key Decisions scheduled for February.

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

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, Strategic Parking and Commercial CCTV, City Centre, Markets & Commercial Trading, Passenger Transport)

Neighbourhoods (Strategic Regulatory Services, Safer Peterborough, Strategic Housing, Cohesion, Social Inclusion)

Operations Business Support (Finance)

Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management)

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**SUSTAINABLE GROWTH SCRUTINY COMMITTEE
WORK PROGRAMME 2011/12**

Meeting Date	Item	Progress
7 June 2011 <i>Draft Report 19 May</i> <i>Final Report 26 May</i>	Preliminary Flood Risk Assessment To scrutinise Peterborough's Preliminary Flood Risk Assessment. Contact Officer: Richard Kay/Julia Chatterton	Recommendations to Cabinet meeting 13 June 2011.
	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	
29 June 2011	Call-In Meeting	
12 July 2011 <i>Draft Report 24 June</i> <i>Final Report 1 July</i>	CANCELLED	
6 September 2011 <i>Draft Report 18 August</i> <i>Final Report 25 August</i>	Facilitating Growth in Peterborough To receive and comment on a report on the operational overview of the growth and planning service areas. Contact Officer: Andrew Edwards/Simon Machen	
	Local Development Framework Scrutiny Group To consider the continuation of the Local Development Framework Scrutiny Group. Contact Officer: Paulina Ford	

Meeting Date	Item	Progress
	<p>Disposal of Vawser Lodge</p> <p>To receive an update on the progress of the sale of land and buildings at Vawser Lodge.</p> <p>Contact Officer: Andrew Edwards</p>	
<p>13 October 2011</p> <p><i>Draft Report 27 Sept</i></p> <p><i>Final Report 4 Oct</i></p>	<p>Enterprise Peterborough</p> <p>To scrutinize the Enterprise Contract and make any recommendations.</p> <p>Contact Officer: John Harrison</p>	
	<p>Manor Drive Managed Service</p> <p>To receive and comment on the Manor Drive contract and make any recommendations.</p> <p>Contact Officer: John Harrison</p>	
	<p>Planning Policies Development Plan Document</p> <p>To scrutinize and comment on the Planning Policies Planning Development Document and make any recommendations</p> <p>Contact Officer: Richard Kay</p>	
	<p>Draft Housing Strategy and Strategic Tenancy Policy</p> <p>To scrutinize and comment on the draft Housing Strategy and Strategic Tenancy Policy and make any recommendations.</p> <p>Contact Officer: Richard Kay/Anne Keogh</p>	
<p>8 November 2011</p> <p><i>Draft Report 21 Oct</i></p> <p><i>Final Report 28 Oct</i></p>	<p>Progress on the Delivery of the Growth, Strategic Planning and Economic Development Portfolio</p>	
	<p>Opportunity Peterborough – Update Report</p> <p>To scrutinise and comment on an update report on the work of Opportunity Peterborough and make any recommendations</p>	

Meeting Date	Item	Progress
	Contact Officer: Neil Darwin	
	Use of Consultants - Recommendations Monitoring Report To scrutinise and monitor the progress being made on the recommendations from the Use of Consultants Review. Contact Officer: Steven Pilsworth	
	Draft Flood and Water Management Supplementary Planning Document To scrutinise for future consultation and make any recommendations. Contact Officer: Emma Latimer / Julia Chatterton	
5 January 2012 (Joint Meeting of the Scrutiny Committees and Commissions)	Budget 2011/12 and Medium Term Financial Plan To scrutinise the Executive's proposals for the Budget 2011/12 and Medium Term Financial Plan. Contact Officer: John Harrison/Steven Pilsworth	
10 January 2012 <i>Draft Report 22 Dec</i> <i>Final Report 29 Dec</i>	Refresh of Statement of Community Involvement (SCI) Contact Officer: Richard Kay	
	Annual Human Resources Monitoring Report Contact Officer: Mike Kealey	
6 March 2012	Community Infrastructure Levy (CIL)	

Meeting Date	Item	Progress
	<p>Contact Officer: Richard Kay</p>	
	<p>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</p>	
	<p>City Centre Area Action Plan Contact Officer: Richard Kay</p>	