

## **STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE**

**WEDNESDAY 15 JUNE 2011  
7.00 PM**

**Bourges/Viersen Room - Town Hall**

### **AGENDA**

	<b>Page No</b>
<b>1. Apologies for Absence</b>	
<b>2. Declarations of Interest and Whipping Declarations</b>	
<i>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.</i>	
<b>3. Minutes of Meeting Held on 9 March 2011</b>	<b>1 - 12</b>
<b>4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions</b>	
<i>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.</i>	
<b>5. Strong and Supportive Communities: Introduction, Overview and Work Programme</b>	<b>13 - 14</b>
<b>6. Review of 2010/2011 and Work Programme for 2011/2012</b>	<b>15 - 44</b>
<b>7. Forward Plan of Key Decisions</b>	<b>45 - 62</b>
<b>8. Date of Next Meeting</b>	

Wednesday, 20 July 2011



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

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### **Committee Members:**

**Councillors: M Todd (Chairman), S Day (Vice Chairman), G Casey, C Burton, G Simons, J R Fox and M Jamil**

**Substitutes: Councillors: D Over, B Saltmarsh and Martin**

**Co-opted member when Committee Acting as Crime and Disorder Scrutiny Committee:  
Ansar Ali – Police Authority Representative**

**Further information about this meeting can be obtained from Paulina Ford on telephone 01733 452508 or by email – [paulina.ford@peterborough.gov.uk](mailto:paulina.ford@peterborough.gov.uk)**

**MINUTES OF A MEETING OF THE  
STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE  
HELD IN THE  
BOURGES & VIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

**9 MARCH 2011**

**Present:** Councillors Todd (Chairman), S Day, Burton, Simons,

**Co-Opted Member:** Ansar Ali – Cambridgeshire Police Authority

**Also Present:** Kevin Tighe Chief Executive, Vivacity  
Shelagh Smith Chairman, Vivacity  
Pam Whitbread Head of Finance, Vivacity  
Councillor Seaton Cabinet Member for Resources

**Officers in Attendance:** Paul Phillipson Executive Director - Operations  
Adrian Chapman Head of Neighbourhood Services  
John Harrison Executive Director, Strategic Resources  
Sharon Malia Housing Programmes Manager  
Sean Evans Acting Housing Options Team Leader  
Sarah Hebblethwaite Acting Housing Prevention Manager  
Gary Goose Community Safety Strategic Manager  
  
Karen Kibblewhite Safer Peterborough Manager – Cutting Crime  
Paulina Ford Performance Scrutiny and Research Officer  
Amy Brown Solicitor

**1. Apologies**

Apologies had been received from Councillor JR Fox and Councillor Goldspink.

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

There were no declarations of interest.

**3. Minutes of the meeting held on 19 January 2011**

The minutes of the Strong and Supportive Communities Scrutiny Committee meeting held on 19 January 2011 were approved as a correct record subject to the correction of the job title of David O'Connor Long which should have read Lawyer.

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

There were no requests for Call-in to consider.

**4. Vivacity Progress Report and Draft Business Plan**

Kevin Tighe, Chief Executive for Vivacity accompanied by Shelagh Smith, Chair of Vivacity and Pam Whitbread, Head of Finance introduced the report and gave a short presentation on the progress that had been made during the first 18 months of operation. Members were

updated on the progress of priorities from the original business plan. Those priorities had been to:

- *Deliver a single "Passport to Culture", one card, many opportunities in sport, libraries, heritage and the arts.* This was reported as on target and to be delivered before Christmas 2011.
- *Seek to reopen and revitalise Flag Fen as a quality visitor attraction.* This was reported as on target.
- *Refresh the Regional Pool with a new gym and changing facilities.* This was reported as completed on time and on budget and was opened to the public on 22 December 2010.
- *Double the number of opportunities for volunteers.* Progress had been reported as good and 80% of the target had been reached.
- *Generate sponsorship of £100,000.* There had been problems generating the targeted sponsorship due to difficult economic times.
- *Start work on a £3,000,000 redevelopment of the Museum.* This was reported as on time and due to be concluded December 2011 / January 2012.
- *Secure improved sports and library facilities at the Bushfield Academy and Orton Longueville School.* Reported as on hold due to a change in Government priorities.
- *Deliver two micro-libraries.* The first micro library had opened at Perkins Engines and the second was to be opened at the pharmacy in Newborough in a week's time.
- *Expand the Festival to include a greater variety of arts events.* An extra investment of £50,000 from the Arts Council had been confirmed for this year's festival.
- *Deliver more holiday activities for young people.* A range of extra holiday activities had been delivered.

Kevin Tighe went through the business plan and highlighted the objectives for the next five years:

- Increase the number and range of people who enjoy Vivacity's services
- Deliver services of greater quality
- Improve the value for money for all customers and for Peterborough City Council as the primary funder
- Bring new financial resources and skills to the city through providing new and improved services supported by regional, national, European and international bodies
- Support and encourage other organisations and charities working in Peterborough who contribute to the sport, arts and heritage life of the city
- Transform the style of working

Members were advised that a single "passport to Culture" card would capture information on the type of customers using Vivacity's services. There would be an investment of £150,000 on software to capture this information. The management information would enable Vivacity to provide proper marketing and business analysis which would be delivered before Christmas 2011.

Members were advised that customer care was very important and a customer care training programme was being designed for Vivacity staff.

The Head of Finance went through the financial aspects of the business plan. The forecast in January had predicted a year end deficit of £102K. However due to an increase in 317 new sports memberships and a good attendance at the Panto the prediction had changed to a forecast of break even for the year end.

Observations and questions were raised around the following areas:

- What impact would the opening of the Broadway have on the Key Theatre? *The Broadway was a competitor but did not see it as a threat and it could be a complimentary venue to the Key. The Key was a more bijoux venue and through the better marketing the aim was to attract more people to the venue.*
- Is it possible for the Council to run the restaurant at the Key Theatre? *Vivacity licenced the restaurant out and had cash return on the income from the restaurant. It would be retendered in 2011 and would look to get better value and quality from the space.*
- How are you monitoring the profile of users and volunteers to ensure different sectors of the community are being covered?
- Can people order books from the micro libraries. *Yes.*
- The business plan had mentioned providing transport to Flag Fen by boat during the summer months. What would happen for the 8 months of the year when the boat service was not provided? Are you going to have a travel plan in place and work closely with the bus company so that people can get a bus from Queensgate to Flag Fen? *Members were advised that there was no travel plan in the business plan and this would need to be explored.*
- What is the relationship between the Cathedral and Vivacity? *Members were advised that there was a close working relationship. The Dean of the Cathedral sat on the Board of Vivacity and the events officer at the Cathedral had been keen to work closely with Vivacity. The Heritage festival was an example of their close working relationship.*
- How do you see the relationship with Enterprise and Vivacity working? *Vivacity and Enterprise would work closely together in a partnership relationship. The business plan mentioned re-commission of Woodlands and Enterprise would be the ideal partner for this project as there was a large area of green space.*

## **ACTION AGREED**

That the Chief Executive of Vivacity report back to Scrutiny in March 2012 to provide an update on the progress of the Trust including financial implications.

## **6. Homelessness Prevention**

Sharon Malia, Housing Programmes Manager introduced the report which gave an update on work being undertaken by the Strategic Housing Service in preventing homelessness in Peterborough. The report updated members on the activity around homelessness, rough sleeping, the mortgage repossession scheme and rent deposit scheme. The report focused on the key challenges to housing that the city faced which included:

- Changes to the local housing allowance and general welfare benefit reforms
- The end of the transitional arrangements for the A8 nationals as of the first of May
- The potential demand of university places and the impact on accommodation in the city
- General social housing reforms proposed by central government

Observations and questions were raised around the following areas:

- How many homes are vacant in the City and what is the churn. Do you think there should be more done to improve the situation? *There were approximately 2000 empty properties across the city with approximately 700 long term (vacant for more than six months). A key focus of the new housing reforms would be to bring empty homes back into use.*
- Can you give examples of why properties are empty and for so long? *There were many reasons. An example that was being dealt with at the moment was a home where the owner has died, there was no will, and it was currently going through probate. The solicitors had found a beneficiary but he was a fugitive in America. Some cases could take a long time to resolve.*
- What action is being taken with regard to registration of Private Landlords and ensuring the accommodation is not sub standard. *There was no statutory requirement for*

*landlords to register. A lot of work had been done around the city with regard to identifying houses of multiple occupation and measures had been introduced to identify the landlords of these properties. It was hoped that the landlord accreditation scheme would be relaunched and this would help to engage with landlords and identify good landlords. In the Housing Options service there was a tenant's relations officer who worked on behalf of the council where landlords were harassing or exploiting their tenants.*

- Councillor Todd congratulated Sarah Hebblethwaite on the excellent work completed with Boarder Control and the homeless.
- From May 2011 the A8 nationals will have the same rights as the rest of the European Union nationals. Have you made any estimates on the impact this will have. *People would still be dealt with on an individual basis and it would be weather they pass the habitual residency test as to weather they are passported through to welfare benefits. Those who had worked continuously for a year while registered on the welfare workers registration scheme would probably be eligible.*

Members congratulated officers on presenting a comprehensive and informative report.

#### **ACTION AGREED**

That a further progress report be brought back to Scrutiny in March 2012.

### **7. Section 75 Pooled Funding Agreement**

Karen Kibblewhite introduced the report and advised members that the report was in response to a request from the Committee for more detail about the Section 75 arrangements. Members were advised that a Cabinet Member Decision Notice had been published to extend the existing agreement for 12 months which had been in place for three years. The money encapsulated in the agreement was drug specific funding from the Department of Health and came through the PCT to the Local Authority. This funding would be moved next financial year into public health within the PCT and public health would then be moved into the Local Authority therefore in twelve months time there would not be a need for a Section 75. By pooling the funding it allowed joint commissioning and much better value for money.

The Committee were satisfied with the officer's update on the Section 75 arrangements and extension of the agreement for a further twelve months.

#### **ACTION AGREED**

The Committee noted the report.

### **CRIME AND DISORDER SCRUTINY COMMITTEE ITEM 8 ONLY**

### **8. Safer Peterborough Partnership Plan 2011 – 2014**

Gary Goose, Community Safety Strategic Manager introduced the report and went through the details of the Safer Peterborough Partnership Plan for 2011 – 2014. He advised Members that the plan set out the direction of travel for making Peterborough Safer over the next three years. The plan would be flexible and adaptive to the changing political landscape. The most significant change to the plan would be the introduction of the new Policing and Crime Commissioners who would be elected next year and would bring about changes to funding arrangements. The removal of central reporting via the Local Area Agreement and National Indicator set would free the partnership to determine what was important locally and decide on local priorities.

In 2010 there had been a 9% overall reduction in crime and the priority area of serious acquisitive crime had fallen by 26% which had equated to more than 280 fewer offences. This had equated to savings of £5.2M. The three priorities for the coming year would be:

- Reducing Crime which would be delivered by reducing re-offending by the development of Integrated Offender Management.
- Tackling Anti-Social behaviour and Hate Crime which would be delivered by the creation of a single city-wide anti-social behaviour system.
- Building Stronger and more supportive communities which would be delivered by embedding the neighbourhood management process into core Safer Peterborough Partnership work.

Work would take place to embed the 'broken window theory' enabling people to feel confident in reporting problems when they happen and know that action would be taken.

Observations and questions were raised around the following areas:

- Members felt that most people did not feel that crime was being reduced. It was a difficult social issue and this might be because people saw more of the minor crime like graffiti, damage and anti social behaviour. Therefore a focus that tackled those issues would help people to understand that crime was being reduced.
- What have been your key successes and have you done any research on what impact the possible reduction in police officers on the front line would have. *Successes had been a reduction of 26% in crime which in real terms had meant 343 fewer house burglaries. This had equated to nearly £900,000 in economic costs. There had also been a reduction in serious violence and fewer victims of serious violence. The integrated offender management programme had made a positive effect on the reduction in crime. The reductions in police numbers would be mitigated by the restructuring of police forces but would not affect front line policing in Peterborough.*
- How up to date is the data in the report on vulnerable neighbourhoods. The data shows East Ward as a very vulnerable area but it is not. *The data in the report was still relevant but the Joint Strategic Needs Assessment was still being completed and once complete may change the data.*

Adrian Chapman advised the Committee that a workshop would be held for Community Safety Partnership members to update them on the significant changes concerning Community Safety. This would include the role of the new Policing and Crime Commissioner, changes around anti social behaviour powers and the role of public health. He felt that it would be useful for members of the committee to attend and that it would take place early in the new municipal year. The Chair agreed that this would be useful and asked that members be invited once arrangements had been confirmed.

## **RECOMMENDATION**

The Committee:

- (i) Endorsed the Safer Peterborough Partnership Plan 2011-14; and
- (ii) Recommended the approval of the Safer Peterborough Partnership Plan to Cabinet.

## **ACTION AGREED**

That the Committee receive an invitation in the new Municipal Year to attend a workshop on the significant changes taking place in Community Safety.

## **9. Review of the Citizen's Power Programme**

Adrian Chapman, the Head of Neighbourhood Services introduced the report and advised members that the report was in response to the recommendation made by the Committee at its meeting on 19<sup>th</sup> January. The recommendation was:

*That following consideration by the Committee of the Citizen's Power Programme it is recommended to the Project Sponsor, Adrian Chapman that the Citizens Power Programme, which is a joint venture between the Royal Society of Arts, Peterborough City Council and the Arts Council, be immediately disbanded.*

In preparing the response to the recommendation Adrian Chapman had concluded that an in depth review of the Citizens Power Programme would be required and therefore requested that time be allowed to complete the review. The conclusions of the review would be brought back to the Committee early in the new Municipal Year.

Observations and questions were raised around the following areas:

Members were in agreement with the course of action being taken and agreed that a report containing the findings of the review be brought back to the committee in the new Municipal Year.

### **ACTIONS AGREED**

That the Head of Neighbourhood Services carry out an in-depth review of the Citizens Power Programme in response to the recommendation made at its meeting on 19 January 2011 to disband the Citizens Power Programme. The report to be presented early in the new Municipal year when the review has been completed.

## **10. Response to Recommendations**

The purpose of the report was to inform the Committee of the response from Cabinet to the recommendations made by the Committee at their meeting on 19 January 2011 on Part One of the Neighbourhood Council review.

Observations and questions were raised around the following areas:

Members advised that they would continue to monitor the outcomes of the recommendations made from the Neighbourhood Council review over the next Municipal Year.

### **ACTION AGREED**

That the Committee continue to monitor the progress of the recommendations made from the Neighbourhood Council Review.

## **11. Neighbourhood Council Review – Part 2**

Councillor Burton Chair of the review group introduced the report and thanked the Officers Paulina Ford and Adrian Chapman who had supported the review group for their help in achieving the final report. He also thanked the people who had taken part in various interviews and those people who had contributed to the review with their comments and suggestions. Adrian Chapman advised Members that an in-depth review had been conducted and that the report was the second stage of the review which had covered attendance, delegated powers, logistical arrangements and decision making powers. Extensive consultation had been carried out with approximately 100 key groups and key individuals across the city. Every city councillor had been contacted for their comments and there had been specifically targeted consultation with rural Members. The group had also

interviewed senior officers in the authority and there had been a visit from a colleague at Luton Borough Council who had extensive knowledge regarding Area Committees. The recommendations were set out in the report. There would be an overall implementation plan to include all of the recommendations from part one and part two of the review and the review group would continue to monitor these.

Observations and questions were raised around the following areas:

- Councillor Sandford highlighted recommendation 17 which was to provide free transport to vulnerable residents. He felt that it should be expanded to include all residents who were unable to attend the meetings. Paul Phillipson acknowledged what was trying to be achieved and felt that it would be better to put the wording in a different way. Suggested wording was:  
*Officers should explore transport initiatives as and where appropriate for each of the Area Committee meetings to support attendance from residents.*  
Members agreed to the change in wording.
- Members discussed the lack of attendance at neighbourhood council meetings and felt that this was an ongoing issue which needed to be resolved.
- The Chair of Park Farm Neighbourhood Watch came forward from the public gallery to make a statement about his concerns regarding the proposed joint meetings of the Neighbourhood Police Panels and Neighbourhood Councils and felt that the Neighbourhood Watch should have been consulted. The Chair of the Review Group informed him that a Senior Police Officer had been consulted on the proposal and he had supported the recommendation.

## **ACTION AGREED**

To endorse the recommendations made in the Review of Neighbourhood Councils – Part Two report from the Strong and Supportive Communities Scrutiny Task and Finish Group and refer them to Cabinet with the exception of recommendation 17 where the wording would be changed to the following:

### *Recommendation*

*Officers should explore transport initiatives as and where appropriate for each of the Area Committee meetings to support attendance from residents.*

## **RECOMMENDATION**

That Cabinet consider the following recommendations for approval at their meeting on 21 March 2011.

### Recommendation 1:

Change the name of Neighbourhood Councils to Area Committees

### Recommendation 2:

Adopt the following as the vision statement for Area Committees:

“Area Committees will deliver improvements for the local area by identifying, overseeing, monitoring and driving actions to support all issues relevant to the area, including service delivery, service improvements, and area developments”

### Recommendation 3:

Amend the Procedure Rules contained in the Constitution to reflect these recommendations, and to ensure that Area Committees are supported by similar procedures that support other

Council committees (for example, agenda setting meetings with Area Committee members, and provision of full committee reports)

Recommendation 4:

Replace the existing terms of reference for Area Committees with the following:

- (i) Area Committees are established in Peterborough in accordance with the provisions set out in Local Government Act 2000
- (ii) Area Committees will require the proactive support of all elected Councillors, officers, and partner organisations to ensure their full and positive success

Area Committees should:

- (iii) Make decisions within the remit of the terms of reference and the formally delegated responsibilities, or make recommendations to the Executive as appropriate on issues which affect the area
- (iv) Be the committee where members of the Area Committee and members of the community can discuss issues of concern or interest, including those that are not the direct responsibility of the Council as well as those that are
- (v) Set the standards for services to meet local needs which are outside the immediate responsibility or budget of the Area Committee, and seek agreement for any changes from the Executive
- (vi) Be the primary focus for public involvement and consultation within the area, working closely with other public, private and voluntary agencies, and advising and/or making recommendations that arise to the Executive as appropriate on issues which affect the area
- (vii) Develop community action plans, and monitor their implementation, to ensure the promotion of economic, environmental, cultural and social wellbeing of the area, that service delivery improvements are made and that better outcomes are achieved
- (viii) Carry out any non-Executive functions delegated by the council, and any Executive functions delegated by the Leader, in accordance with the Scheme of Delegations set out in Part 3 sections 1 and 3 of the Constitution
- (ix) Be directly responsible for any delegated funding identified by the Council and invest that money in ways that support the priorities identified through the community planning process.

Recommendation 5:

For the Municipal Year commencing May 2011, replace the existing Delegations to Neighbourhood Councils with those set out below. Keep this under review during that year, with a view to expanding the delegations from the start of the Municipal Year commencing May 2012:

- (i) The Leader retains responsibility for functions delegated and may exercise those functions in person, regardless of further delegation. Further, the Area Committees must act with due regard to all other Council policies and procedures

- (ii) To promote the Council's role as a community leader in its area, giving a meaningful voice to the community and fostering good and productive working relationships with the Council's partner organisations, including Parish Councils, Police, Fire, Probation, criminal justice agencies, health and social care agencies, education agencies, young peoples' services, community associations, residents associations and voluntary sector agencies
- (iii) To take a leading role in promoting the economic, environmental, cultural and social wellbeing of the area, and develop community action plans to achieve this that improve service delivery and achieve better outcomes
- (iv) To set the standards for all former City Services operations now contracted to Enterprise to ensure effective delivery of all services, including making decisions on the maximum amount of any delegated budgets allowable within the terms of the contract to be deployed on local priorities (*to be confirmed subject to details of the contract*)
- (v) To agree the annual programme of works contained within the Highways Capital Programme for 2012/13 onwards
- (vi) To act as consultees on all major or significant Executive and Council proposals that affect the area, including those affecting both capital and revenue spend
- (vii) To act as consultees in respect of Major Planning applications relevant to the area, and report views to the relevant Committee
- (viii) To carry out any actions that the Executive authorises in addition to those set out above, until such time as that authorisation is revoked

Recommendation 6:

Create a job description for the roles of Chair and Vice Chair of the Area Committee that reflects the changes of emphasis and focus set out in these recommendations, and the role these posts will play in support of the broader neighbourhood management structure referred to in section B below

Recommendation 7:

Deliver the recommendations set out in the report from the sub-group of the Neighbourhood Council Task and Finish Group which has focussed on rural/parish issues, specifically:

- (i) create a new committee to replace the Rural North Neighbourhood Council, that comprises rural Ward Councillors and one co-opted representative from each of the 23 rural Parish Councils
- (ii) appoint a rural Ward Councillor as the Chair of this committee
- (iii) hold all meetings at a rural location within any of the 23 rural Parish Council areas
- (iv) decisions relating to non-financial matters or those that are not formally delegated responsibilities will be debated by all members of the committee, with all members having a single vote each
- (v) matters relating to financial or delegated responsibilities will be decided solely by elected City Councillors

### Recommendation 8:

Create a lead officer role within the Neighbourhoods division to co-ordinate and facilitate the entire Neighbourhood Management meeting and engagement structure, including:

- Developing, co-ordinating and monitoring delivery of action plans at Area Committee, Neighbourhood Panel, Ward Forums, and locality tour levels, holding Members, officers and partners to account as necessary
- Liaising with key PCC departments, notably Democratic Services and Communications, to ensure all required actions are delivered
- Arranging agenda setting and planning meetings for Area Committees in accordance with the Constitution
- All logistical arrangements for Area Committees, Neighbourhood Panels, Ward Forums, Neighbourhood Management Delivery Team meetings and any other related forums, including venues, refreshments, access, transport etc
- Liaising with Council departments and partners regarding information to be made available at each meeting (e.g. literature or a staffed information stand)
- Managing the agenda plan for each Area Committee containing items for future discussion
- Developing, managing and co-ordinating a full contacts database of residents, community groups, officers and partners to ensure maximum awareness of all relevant meetings and opportunities for engagement

### Recommendation 9:

Create a single, seamless approach to neighbourhood engagement by creating a structure which enables the following to be delivered in each Area Committee area during the same session:

- Ward Forum: a ward-specific informal forum where ward councillors can engage with their constituents and discuss informal issues or issues which may require escalation to the Area Committee. During these forums, key officer representation should also be available, including from the Neighbourhood Management team, Trading Standards, Community Safety, Police, and Enterprise
- Neighbourhood Panel: formally Police-led but now partner-wide meetings during which three local priorities are identified for resolution
- Area Committee: re-launched former Neighbourhood Council meetings, focussing on more strategic or impactful issues affecting the area

For example, the Ward Forums may run from 6pm until 6.50pm, and the Area Committee meeting may run from 7pm until 9.00pm with the first 30 minutes given over to the business of the Neighbourhood Panel

### Recommendation 10:

Alongside formal minutes from the Area Committee, comprehensive action plans should be created from (i) every Ward Forum and (ii) every Area Committee meeting, setting out clearly what actions have been agreed, and naming a lead officer (with the consent of the officer named) and a lead councillor jointly responsible for ensuring the action is achieved

### Recommendation 11:

Ensure the broader neighbourhood management framework shown at appendix 6 is in place and is able to respond to the opportunities provided in the Localism Bill and other relevant emerging legislation. Further, ensure that monthly Neighbourhood Management Delivery

Team meetings are in place for all Area Committee areas, that there is full commitment from all councillors, and that the role of community partnership organisations is firmly established

Recommendation 12:

Formalise the seating arrangements at Area Committee meetings so that all Members sit at the front of the audience in a horseshoe arrangement, making it clear who has voting rights, how those rights are used, and who is not in attendance

Recommendation 13:

Identify a different member of the Corporate Management Team to act as champion and advocate for each of the seven Area Committees, and to ensure that the principles of Area Committees are given the appropriate status amongst all officers

Recommendation 14:

Organise a minimum of two Area Committee locality 'tours' per annum, during which ALL members of the Committee, the nominated CMT member, key PCC officers, key officers from partner organisations, key community leaders/representatives and the local media explore the area in more depth focussing on particular problems, hotspots and successes

Recommendation 15:

- (a) Develop a single media and communications strategy, supported by an action plan, which proactively promotes Area Committees and Ward Forums and their achievements in a timely manner
- (b) To help achieve this assign an officer within the Communications team to have responsibility for coordinating publicity and marketing for Area Committees and Ward Forums

Produce a publicity 'pack' of template materials and formats that promote Area Committees, including 'soft' formats (via the use of the web, social networking etc) and 'hard' formats (posters, leaflets etc)

Recommendation 16:

Be creative and flexible with the logistical arrangements for neighbourhood engagement activities set out in recommendation 9, providing they follow the Access to Information rules. For example, vary the start and end times of the meetings to ensure engagement with different residents, and ensure venues have enough space and capacity to cope with the requirements of both formal and informal forums during the same session

Recommendation 17:

Officers should explore transport initiatives as and where appropriate for each of the Area Committee meetings to support attendance from residents

Recommendation 18 (already agreed):

That the recommendations, when agreed, form part of an overall implementation plan for Neighbourhood Councils alongside the recommendations that emerge from stage one of the review. This implementation plan should be overseen by the cross-party working group formed from the task and finish group, and become a standing item at all Strong and Supportive Communities Scrutiny Committee meetings, with regular updates also provided to Cabinet and Group Representatives

Recommendation 19:

Re-brand and have a major re-launch of Neighbourhood Councils as Area Committees. This should include raising awareness to all councillors, PCC officers, external partners, and residents to actively promote their purpose including the vision set out in recommendation 2 along with the new delegations and terms of reference

**12. Forward Plan of Key Decisions**

The Committee received the latest version of the Council's Forward Plan, containing key decisions that the Leader of the Council anticipated the Cabinet or individual Cabinet Members would make during the course of the following four months. Members were invited to comment on the Plan and, where appropriate, identify any relevant areas for inclusion in the Committee's work programme.

**ACTION AGREED**

The Committee noted the Forward Plan and agreed that there were no items for further consideration.

*The meeting began at 7.00 and ended at 9.00pm*

CHAIRMAN

<b>STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 5</b>
<b>15 JUNE 2011</b>	<b>Public Report</b>

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

**Contact Officer(s) – Adrian Chapman, Head of Neighbourhoods**  
**Contact Details – 863887**

### **STRONG AND SUPPORTIVE COMMUNITIES: INTRODUCTION, OVERVIEW AND WORK PROGRAMME**

#### **1. PURPOSE**

- 1.1 This report sets out the approach to be taken at the first Scrutiny Committee of the municipal year, during which Members will be presented with a comprehensive overview of the issues, opportunities, priorities and challenges in connection with the strong and supportive communities theme, with the aim of establishing a scrutiny work programme for the year.

#### **2. RECOMMENDATIONS**

- 2.1 To discuss the detail contained in the presentation that will be given during the meeting, and to agree a scrutiny work programme for the year.

#### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY**

- 3.1 Adopting this approach for the first Scrutiny meeting of the year will ensure that a scrutiny work programme is developed and agreed which directly contributes to the objectives and outcomes contained in the Sustainable Community Strategy.

This committee in particular most directly contributes to the 'Creating Strong and Supportive Communities' priority in the Sustainable Community Strategy.

#### **4. BACKGROUND**

- 4.1 The presentation that will be given at the committee meeting will serve to consolidate progress made in the previous year, current and forthcoming issues, and national and local policy changes to create an overall framework against which members will be able to identify and agree those aspects of the theme that they wish to scrutinise during the year.

#### **5. KEY ISSUES**

- 5.1 The presentation that will be given at the committee meeting will:
- Provide a detailed overview of the strong and supportive communities theme, including what it entails and what progress has been made
  - Provide a summary of the legislative framework within which aspects of this theme operate
  - Provide up to date information and intelligence to help identify priorities
  - Suggest aspects of the theme that members may wish to scrutinise throughout the year

## **6. IMPLICATIONS**

- 6.1 Members will be provided with sufficient information and evidence to enable them to be confident about their role on this scrutiny committee, and to identify a work programme for the year.

## **7. CONSULTATION**

- 7.1 Information provided during the meeting will be drawn from a range of sources, including from across the Council and our partners.

## **8. NEXT STEPS**

- 8.1 Following the committee meeting, a work programme will be produced, lead officers identified and timescales set to ensure maximum effectiveness of the scrutiny process.

## **9. BACKGROUND DOCUMENTS**

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

- 9.1 N/A

## **10. APPENDICES**

- 10.1 N/A

<b>STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 6</b>
<b>15 JUNE 2011</b>	<b>Public Report</b>

## Report of the Solicitor to the Council

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

#### 1. PURPOSE

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

#### 2. RECOMMENDATIONS

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

#### 3. REVIEW OF 2010/11

- 3.1 The Strong and Supportive Communities Scrutiny Committee was established by Council at its annual meeting on 18 May 2009. During the year 2010 -2011, the Committee considered the following issues:

- Cessation of the Comprehensive Area Assessment
- The Big Debate - How has the economic downturn had an effect on the amount and type of crime in Peterborough?
- Citizen Power Programme:
  - Making Social Media Social
  - Arts and Social Change
  - Peterborough Curriculum Strand
  - Civic Health Audit Strand
  - Project Implementation Document
- Community Cohesion Strategy 2010
- Portfolio Progress Report from Cabinet Members relevant to the Committee
  - Cabinet Member for Housing, Neighbourhoods and Planning
  - Cabinet Member for Business Engagement
  - Cabinet Member for Community Cohesion, Safety and Women's Enterprise
- Neighbourhood Councils – Progress Report
- Budget 2011/12 and Medium Term Financial Plan
- Establishment of Neighbourhood Council Scrutiny Review
- Homelessness Prevention
- Section 75 Pooled Funding Arrangements for Substance Misuse Services
- Cultural and Leisure Trust
- Neighbourhood Council Review

As the Council's designated Crime and Disorder Committee the Committee considered the following issues:

- Designated Public Place Order (DPPO)
- Integrated Offender Management Programme
- Adult Drug Treatment Plan
- Safer Peterborough Partnership Plan

3.2 For the information of the Committee, copies of the recommendations made during the year are attached at Appendix 1.

#### **4. WORK PROGRAMME 2011/12**

4.1 In accordance with the Constitution, the Committee is responsible for setting its own programme in line with the Council's key priorities and the Committee's remit.

4.2 The Committee's remit is:

To review and scrutinise the delivery of the Sustainable Community Strategy priority of creating strong and supportive communities. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of the Single Delivery Plan targets.

Hold the Executive to account for the discharge of functions in the following ways:

- by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer.
- by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan
- by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.

To review and scrutinise the planning, decisions, policy development, service provision and performance relating to the following service areas:

- Cohesion
- Cultural Services
- Neighbourhood Services
- City Centre

To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues in relation to the terms of reference of the committee.

Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.

Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Committee on a time-limited basis.

To undertake all of the Council's statutory functions in accordance with Sections 19 & 20 and associated regulations of the Police and Justice Act 2006, relating to scrutiny of crime and disorder matters, including acting as the Council's crime and disorder committee.

4.3 A draft work programme which shows the items which are currently scheduled along with items carried over from last year is attached at Appendix 2.

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

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

- 5.1 Minutes of the Strong and Supportive Communities Scrutiny Committee held on 16 June, 21 July, 15 September, 10 November 2010 and 6 January, 19 January, and 9 March 2011.
- 6. **Appendices**
- 6.1 Appendix 1 - Responses to recommendations made during 2010/2011  
Appendix 2 – Draft Work Programme 2011/12

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ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
<p><b>Meeting 16 June 2010</b></p> <p><b>Designated Public Places Order</b></p>	<p>The Committee:</p> <p>(i) Endorsed the proposed Designated Public Places Order; and</p> <p>(ii) Recommended the adoption of the Designated Public Places Order to Full Council.</p>	<p>Full Council</p>	<p>Council <b>AGREED</b> to the recommendations in the report at its meeting on 26 July 2010.</p>
<p><b>Meeting 21 July 2010</b></p> <p><b>The Development of Integrated Offender Management (IOM)</b></p>	<p>The Committee whole heartedly supported the continued development of the Integrated Offender Management Programme and recognised the valuable impact the IOM Programme had already made on the reduction of serious acquisitive crime and burglary in the City.</p> <p>The Committee therefore recommend that following their consideration of the Integrated Offender Management (IOM) Programme it is recommended that Councillor Lee and Councillor Fitzgerald as the Councils representatives on the Cambridgeshire Police Authority:</p> <p>i. support the views of this Committee in relation to IOM, and</p> <p>ii. on the Committees behalf champion the programme for continued resourcing to sustain its ongoing future development.</p>	<p>Councillor Lee and Councillor Fitzgerald</p>	<p>Response from Police Authority to Strong and Supportive Communities Scrutiny Committee recommendations</p> <p>The Integrated Offender Management (IOM) approach in Peterborough has been borne out of a refresh of both our Prolific and Priority Offender Schemes and our Drugs Intervention Schemes. Both schemes play a vital role in getting to the root of offending behaviour and either changing that behaviour or increasing the authority's ability to catch offenders who continue to commit crime. It is clear that this focus on offenders, coupled with better internal police procedures for dealing with crimes, has led to the substantial reductions in crime across Peterborough in the last year.</p> <p>In October 2009 the force supplemented the two schemes described above with a wider initiative called the Keys Project. This aimed to use the same principles but widen the net out to the next group of offenders who sit just beneath the prolific level but who can cause almost as much crime. This initiative is led by probation with a police officer added to the team.</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
			<p>All of these schemes work on the basis that if offenders play by the rules then they will be helped to change and if they do not the resources will be aimed at them to catch them 'in the act'.</p> <p>In October of this year it is hoped the schemes will be merged together under one IOM banner and team approach at Peterborough to ensure the most efficient use of resources.</p> <p>The Authority has been reassured that the IOM approach is not under threat as a result of the Council's proposed restructure of its operations directorate. Any move that reduces Peterborough's capacity to tackle its most active offenders and thus maintain community safety is of concern to the Police Authority. The teams currently function wholly on a partnership basis and the Authority is mindful that any proposal to reduce commitment to community safety will have an impact on those partners.</p> <p>The Police Authority will continue to ensure that this situation is effectively scrutinised over the coming months to ensure that the considerable progress made with the IOM and community safety in Peterborough can be maintained, especially as all partners are facing significant budget shortfalls.</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
<b>Meeting 18 November 2010</b>  <b>Designated Public Place Order (DPPO) – Proposed New Orders</b>	The Committee:  1. Endorsed the proposed Designated Public Places Orders for; and  a. Church Drive, Orton Waterville b. Millfield and New England c. Dogsthorpe d. Eastfield Road  2. Recommended the adoption of the Designated Public Places Orders to Full Council.	Full Council	Council at its meeting on 8 December 2010 <b>RESOLVED</b> to:  Adopt the Designated Public Place Orders as set out in this report subject to references to Church Drive, Orton Longueville in the report being amended to Church Drive, Orton Waterville.
<b>Meeting 19 January 2011</b>  <b>Citizens Power Programme – Project Initiation Document (PID)</b>	That following consideration by the Committee of the Citizen’s Power Programme it is recommended to the Project Sponsor, Adrian Chapman that the Citizens Power Programme, which is a joint venture between the Royal Society of Arts, Peterborough City Council and the Arts Council, be immediately disbanded.	Adrian Chapman	Adrian Chapman reported back to the Committee at 9 March 2011 meeting advising that he would be conducting an in depth review of the Citizens Power Programme. The conclusions of the review would be brought back to the Committee early in the new Municipal Year.
<b>Meeting 19 January 2011</b>  <b>Neighbourhood Council Review – Part One</b>	Cabinet is requested to:  1. Agree that the principle of delegating as much revenue and capital funding as possible is a driving principle behind Neighbourhood Councils, in line with the spirit of the new Localism Bill, and that this principle is agreed by	Cabinet	Following amendments to some of the proposed recommendations, Cabinet <b>RESOLVED</b> to:  1. Agree that the principle of delegating as much revenue and capital funding as possible is a driving principle behind Neighbourhood Councils, in line with the spirit of the new Localism Bill, and that this principle is agreed by Councillors and shared with officers.

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>Councillors and shared with officers.</p> <p>2. Commit to reviewing the Constitutional delegations to Neighbourhood Councils in support of maximising funding delegated to them.</p> <p>3. Agree that the current level of £25,000 funding is guaranteed from 2011/12 onwards as a minimum sum available to each Neighbourhood Council to be offset by any POIS monies that become available to each Neighbourhood Council.</p> <p>4. Agree that the process for determining and allocating POIS monies be carefully assessed and agreed to ensure that all parts of Peterborough benefit from growth and new development.</p> <p>5. Agree that mainstream revenue budgets are disaggregated, wherever possible, feasible and legal, and delegated to Neighbourhood Councils. In agreeing to this a pilot programme to be implemented focussing on a specific part of Council activity before a more expansive roll-out programme.</p>		<p>2. Commit to reviewing the Constitutional delegations to Neighbourhood Councils in support of maximising funding delegated to them.</p> <p>3. Agree that the current level of £25,000 funding is guaranteed from 2011/12 for the medium term financial plan as a minimum sum available to each Neighbourhood Council to be offset by any POIS monies that become available to each Neighbourhood Council.</p> <p>4. Agree that the process for determining and allocating POIS monies be carefully assessed and agreed to ensure that all parts of Peterborough benefit from growth and new development.</p> <p>5. Agree that mainstream revenue budgets are disaggregated, wherever possible, feasible and legal, and delegated to Neighbourhood Councils. In agreeing to this a pilot programme to be implemented focussing on a specific part of Council activity before a more expansive roll-out programme.</p> <p>6. Agree that Neighbourhood Plans are produced for each of the Neighbourhood Council areas in line with the thinking articulated in the Localism Bill in order to help determine how all funding and other resources delegated to Neighbourhood Councils should be spent.</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>6. Agree that Neighbourhood Plans are produced for each of the Neighbourhood Council areas in line with the thinking articulated in the Localism Bill in order to help determine how all funding and other resources delegated to Neighbourhood Councils should be spent.</p> <p>7. Agree that the Community Leadership Fund is maintained at £10,000 per ward, but that 25% of that budget is allocated by Councillors to meet needs identified through the Neighbourhood Council Neighbourhood Planning process.</p> <p>8. Agree that the frequency of Neighbourhood Council meetings be maintained at four per year in each area and that any future change to this pattern should see an <i>increase</i> rather than <i>decrease</i> in the frequency of meetings.</p> <p>9. Agree that a thorough review be conducted of all other community-based meetings with a view to combining meetings wherever</p>		<p>7. Agree that the Community Leadership Fund is maintained at £10,000 per ward, but that 25% of that budget is allocated, if all ward members agree, to meet needs identified through the Neighbourhood Council Neighbourhood Planning process.</p> <p>8. Agree that the frequency of Neighbourhood Council meetings be maintained at four per year in each area and that any future change to this pattern should see an increase rather than decrease in the frequency of meetings.</p> <p>9. Agree that a thorough review be conducted of all other community-based meetings with a view to combining meetings wherever possible.</p> <p>10. Agree that the ongoing but separate review of the Rural North Neighbourhood Council be included in the overall review of Neighbourhood Councils to ensure shared learning and avoidance of confusion and misinformation.</p> <p>11. Agree that Neighbourhood Management Delivery meetings, led by the relevant Neighbourhood Manager, be created in all Neighbourhood Council areas as a means of engaging and progressing actions between Neighbourhood Council meetings.</p> <p>12. Agree that minimal staffing costs be maintained by ensuring only essential Council officers are present at each Neighbourhood Council meeting.</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>possible.</p> <p>10. Agree that the ongoing but separate review of the Rural North Neighbourhood Council be included in the overall review of Neighbourhood Councils to ensure shared learning and avoidance of confusion and misinformation.</p> <p>11. Agree that Neighbourhood Management Delivery meetings, led by the relevant Neighbourhood Manager, be created in <b>all</b> Neighbourhood Council areas as a means of engaging and progressing actions between Neighbourhood Council meetings.</p> <p>12. Agree that minimal staffing costs be maintained by ensuring only essential Council officers are present at each Neighbourhood Council meeting.</p> <p>13. Agree that ALL Councillors are encouraged, through a flexible and modern programme of continuous training and development, to actively participate in all aspects of Neighbourhood Council business, this</p>		<p>13. Agree that ALL Councillors are encouraged, through a flexible and modern programme of continuous training and development, to actively participate in all aspects of Neighbourhood Council business, this training and development programme to incorporate the broader aspects of Neighbourhood Management, Localism and Big Society.</p> <p>14. Agree that the agreed recommendations form part of an overall implementation plan for Neighbourhood Councils alongside the agreed recommendations that emerge from part two of the Review to be overseen by the cross-party working group formed from the task and finish group; and that the Constitution be updated accordingly to reflect any agreed recommended changes.</p> <p><b>Cabinet further RESOLVED to:</b></p> <ol style="list-style-type: none"> <li>1. Agree that a rural Councillor be a member of the review panel for the separate review of the Rural North Neighbourhood Council indicated in recommendation 10 above.</li> <li>2. Disagree that Special Responsibility Allowance for Neighbourhood Council Chairs is no longer awarded; reflecting the greater role to be played by ALL Councillors in relation to Neighbourhood Councils and that each of the seven Neighbourhood Councils should elect its own Chair who should be a Councillor from one of the wards represented at that Neighbourhood Council.</li> </ol>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>training and development programme to incorporate the broader aspects of Neighbourhood Management, Localism and Big Society.</p> <p>14. Agree that the Special Responsibility Allowance for Neighbourhood Council Chairs is no longer awarded; reflecting the greater role to be played by ALL Councillors in relation to Neighbourhood Councils and that each of the seven Neighbourhood Councils should elect its own Chair who should be a Councillor from one of the wards represented at that Neighbourhood Council.</p> <p>15. Agree that the Recommendations form part of an overall implementation plan for Neighbourhood Councils alongside the recommendations that emerge from part two of the Review to be overseen by the cross-party working group formed from the task and finish group; and that the Constitution be updated accordingly to reflect any recommended changes.</p>		

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
<p><b>Meeting 9 March 2011</b></p> <p><b>Neighbourhood Council Review - Part 2</b></p>	<p>That Cabinet consider the following recommendations for approval at their meeting on 21 March 2011.</p> <p><b>Recommendation 1:</b> Change the name of Neighbourhood Councils to Area Committees</p> <p><b>Recommendation 2:</b> Adopt the following as the vision statement for Area Committees:</p> <p>“Area Committees will deliver improvements for the local area by identifying, overseeing, monitoring and driving actions to support all issues relevant to the area, including service delivery, service improvements, and area developments”</p> <p><b>Recommendation 3:</b> Amend the Procedure Rules contained in the Constitution to reflect these recommendations, and to ensure that Area Committees are supported by similar procedures that support other Council committees (for example, agenda setting meetings with Area Committee members, and provision of full committee reports)</p>	<p>Cabinet</p>	<p>Cabinet <b>RESOLVED</b> to endorse the recommendations to:</p> <ol style="list-style-type: none"> <li>1. Change the name of Neighbourhood Councils to Neighbourhood Committees.</li> <li>2. Adopt the following as the vision statement for Neighbourhood Committees:  “Neighbourhood Committees will deliver improvements for the local area by identifying, overseeing, monitoring and driving actions to support all issues relevant to the area, including service delivery, service improvements, and area developments”</li> <li>3. Amend the relevant Procedure Rules contained in the Constitution to reflect these recommendations, and to ensure that Neighbourhood Committees are supported by similar procedures that support other Council committees.</li> <li>4. Replace the existing terms of reference for Neighbourhood Councils with the following: <ol style="list-style-type: none"> <li>(i) Neighbourhood Committees are established in Peterborough in accordance with the provisions set out in Local Government Act 2000</li> <li>(ii) Neighbourhood Committees will require the proactive support of all elected Councillors, officers, and partner organisations to ensure their full and positive success</li> </ol> </li> </ol>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p><b>Recommendation 4:</b> Replace the existing terms of reference for Area Committees with the following:</p> <p>(i) Area Committees are established in Peterborough in accordance with the provisions set out in Local Government Act 2000</p> <p>(ii) Area Committees will require the proactive support of all elected Councillors, officers, and partner organisations to ensure their full and positive success</p> <p>Area Committees should:</p> <p>(iii) Make decisions within the remit of the terms of reference and the formally delegated responsibilities, or make recommendations to the Executive as appropriate on issues which affect the area</p> <p>(iv) Be the committee where members of the Area Committee and members of the community can discuss issues of concern or interest, including those that are not the direct responsibility of the Council as well as those that are</p>		<p>Neighbourhood Committees should:</p> <p>(iii) Make decisions within the remit of their terms of reference and their formally delegated responsibilities, or make recommendations to the Executive as appropriate on issues which affect the area</p> <p>(iv) Be the committee where members of the Neighbourhood Committee and members of the community can discuss issues of concern or interest, including those that are not the direct responsibility of the Council as well as those that are</p> <p>(v) Set the standards for services to meet local needs which are outside the immediate responsibility or budget of the Neighbourhood Committee, and seek agreement for any changes from the Executive</p> <p>(vi) Be the primary focus for public involvement and consultation within the area, working closely with other public, private and voluntary agencies, and advising and/or making recommendations that arise to the Executive as appropriate on issues which affect the area</p> <p>(vii) Develop community action plans, and monitor their implementation, to ensure the promotion of economic, environmental, cultural and social wellbeing of the area, that service delivery improvements are made</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>(v) Set the standards for services to meet local needs which are outside the immediate responsibility or budget of the Area Committee, and seek agreement for any changes from the Executive</p> <p>(vi) Be the primary focus for public involvement and consultation within the area, working closely with other public, private and voluntary agencies, and advising and/or making recommendations that arise to the Executive as appropriate on issues which affect the area</p> <p>(vii) Develop community action plans, and monitor their implementation, to ensure the promotion of economic, environmental, cultural and social wellbeing of the area, that service delivery improvements are made and that better outcomes are achieved</p> <p>(viii) Carry out any non-Executive functions delegated by the council, and any Executive functions delegated by the Leader, in accordance with the Scheme of Delegations set out in Part 3 sections 1 and 3 of the Constitution</p> <p>(ix) Be directly responsible for any</p>		<p>and that better outcomes are achieved</p> <p>(viii) Carry out any non-Executive functions delegated by the council, and any Executive functions delegated by the Leader, in accordance with the Scheme of Delegations set out in Part 3 sections 1 and 3 of the Constitution</p> <p>(ix) Be directly responsible for any delegated funding identified by the Council and invest that money in ways that support the priorities identified through the community planning process</p> <p>5. That for the Municipal Year commencing May 2011, replace the existing Delegations to Neighbourhood Councils with those set out below. Keep this under review during that year, with a view to expanding the delegations from the start of the Municipal Year commencing May 2012:</p> <p>(i) The Leader retains responsibility for functions delegated and may exercise those functions in person, regardless of further delegation. Further, the Neighbourhood Committees must act with due regard to all other Council policies and procedures</p> <p>(ii) To promote the Council's role as a community leader in its area, giving a meaningful voice to the community and fostering good and productive working relationships with the Council's partner organisations,</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>delegated funding identified by the Council and invest that money in ways that support the priorities identified through the community planning process.</p> <p><b>Recommendation 5:</b> For the Municipal Year commencing May 2011, replace the existing Delegations to Neighbourhood Councils with those set out below. Keep this under review during that year, with a view to expanding the delegations from the start of the Municipal Year commencing May 2012:</p> <p>(i) The Leader retains responsibility for functions delegated and may exercise those functions in person, regardless of further delegation. Further, the Area Committees must act with due regard to all other Council policies and procedures</p> <p>(ii) To promote the Council's role as a community leader in its area, giving a meaningful voice to the community and fostering good and productive working relationships with the Council's partner organisations, including Parish Councils, Police, Fire, Probation, criminal justice agencies, health and social care agencies, education agencies, young peoples' services, community associations, residents associations and voluntary sector agencies</p>		<p>including Parish Councils, Police, Fire, Probation, criminal justice agencies, health and social care agencies, education agencies, young peoples' services, community associations, residents associations and voluntary sector agencies</p> <p>(iii) To take a leading role in promoting the economic, environmental, cultural and social wellbeing of the area, and develop community action plans to achieve this that improve service delivery and achieve better outcomes</p> <p>(iv) To set the standards for all former City Services operations now contracted to Enterprise to ensure effective delivery of all services, including making decisions on the maximum amount of any delegated budgets allowable within the terms of the contract to be deployed on local priorities (<i>to be confirmed subject to details of the contract</i>)</p> <p>(v) To agree the annual programme of works contained within the Highways Capital Programme for 2012/13 onwards</p> <p>(vi) To act as consultees on all major or significant Executive and Council proposals that affect the area, including those affecting both capital and revenue spend</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>services, community associations, residents associations and voluntary sector agencies</p> <p>(iii) To take a leading role in promoting the economic, environmental, cultural and social wellbeing of the area, and develop community action plans to achieve this that improve service delivery and achieve better outcomes</p> <p>(iv) To set the standards for all former City Services operations now contracted to Enterprise to ensure effective delivery of all services, including making decisions on the maximum amount of any delegated budgets allowable within the terms of the contract to be deployed on local priorities (to be confirmed subject to details of the contract)</p> <p>(v) To agree the annual programme of works contained within the Highways Capital Programme for 2012/13 onwards</p> <p>(vi) To act as consultees on all major or significant Executive and Council proposals that affect the area, including those affecting both capital and revenue spend</p>		<p>(vii) To act as consultees in respect of Major Planning applications relevant to the area, and report views to the relevant Committee</p> <p>(viii) To carry out any actions that the Executive authorises in addition to those set out above, until such time as that authorisation is revoked</p> <p>6. Deliver the recommendations set out in the report from the sub-group of the Neighbourhood Council Task and Finish Group which has focussed on rural/parish issues, specifically:</p> <p>(i) create a new committee to replace the Rural North Neighbourhood Council, that comprises rural Ward Councillors and one co-opted representative from each of the 23 rural Parish Councils</p> <p>(ii) appoint a rural Ward Councillor as the Chair of this committee</p> <p>(iii) hold all meetings at a rural location within any of the 23 rural Parish Council areas</p> <p>(iv) decisions relating to non-financial matters or those that are not formally delegated responsibilities will be debated by all members of the committee, with all members having a single vote each</p> <p>(v) matters relating to financial or delegated</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>(vii) To act as consultees in respect of Major Planning applications relevant to the area, and report views to the relevant Committee</p> <p>(viii) To carry out any actions that the Executive authorises in addition to those set out above, until such time as that authorisation is revoked</p> <p><b>Recommendation 6:</b> Create a job description for the roles of Chair and Vice Chair of the Area Committee that reflects the changes of emphasis and focus set out in these recommendations, and the role these posts will play in support of the broader neighbourhood management structure referred to in section B below</p> <p><b>Recommendation 7:</b> Deliver the recommendations set out in the report from the sub-group of the Neighbourhood Council Task and Finish Group which has focussed on rural/parish issues, specifically:</p> <p>(i) create a new committee to replace the Rural North Neighbourhood Council, that</p>		<p>responsibilities will be decided solely by elected City Councillors</p> <p>7. Create a single, seamless approach to neighbourhood engagement by creating a structure which enables the following to be delivered in each Neighbourhood Committee area during the same session:</p> <ul style="list-style-type: none"> <li>• Ward Forum: a ward-specific informal forum where ward councillors can engage with their constituents and discuss informal issues or issues which may require escalation to the Neighbourhood Committee. During these forums, key officer representation should also be available, including from the Neighbourhood Management team, Trading Standards, Community Safety, Police, and Enterprise</li> <li>• Neighbourhood Panel: formally Police-led but now partner-wide meetings during which three local priorities are identified for resolution</li> <li>• Neighbourhood Committee: re-launched former Neighbourhood Council meetings, focussing on more strategic or impactful issues affecting the area</li> </ul> <p>For example, the Ward Forums may run from 6pm until 6.50pm, and the Neighbourhood Committee meeting may run from 7pm until 9.00pm with the first 30 minutes given over to the business of the Neighbourhood Panel</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>comprises rural Ward Councillors and one co-opted representative from each of the 23 rural Parish Councils</p> <p>(ii) appoint a rural Ward Councillor as the Chair of this committee</p> <p>(iii) hold all meetings at a rural location within any of the 23 rural Parish Council areas</p> <p>(iv) decisions relating to non-financial matters or those that are not formally delegated responsibilities will be debated by all members of the committee, with all members having a single vote each</p> <p>(v) matters relating to financial or delegated responsibilities will be decided solely by elected City Councillors</p> <p><b>Recommendation 8:</b> Create a lead officer role within the Neighbourhoods division to co-ordinate and facilitate the entire Neighbourhood Management meeting and engagement structure, including:</p> <ul style="list-style-type: none"> <li>• Developing, co-ordinating and monitoring delivery of action plans at Area Committee,</li> </ul>		<p>8. Ensure the broader neighbourhood management framework is in place and is able to respond to the opportunities provided in the Localism Bill and other relevant emerging legislation. Further, ensure that monthly Neighbourhood Management Delivery Team meetings are in place for all Area Committee areas, that there is full commitment from all councillors, and that the role of community partnership organisations is firmly established.</p> <p>9. Organise a minimum of two Neighbourhood Committee locality 'tours' per annum, during which <i>ALL</i> members of the Committee, the nominated CMT member, key PCC officers, key officers from partner organisations, key community leaders/representatives and the local media explore the area in more depth focussing on particular problems, hotspots and successes.</p> <p>Cabinet <b>RESOLVED</b> to approve recommendations to:</p> <p>10. Agree to the creation of a job description for the roles of Chair and Vice Chair of the Neighbourhood Committee that reflects the changes of emphasis and focus set out in these recommendations, and the role these posts will play in support of the broader neighbourhood management structure.</p> <p>11. Agree to the creation of a lead officer role within the Neighbourhoods division to co-ordinate and facilitate the entire Neighbourhood Management meeting and</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>Neighbourhood Panel, Ward Forums, and locality tour levels, holding Members, officers and partners to account as necessary</p> <ul style="list-style-type: none"> <li>• Liaising with key PCC departments, notably Democratic Services and Communications, to ensure all required actions are delivered</li> <li>• Arranging agenda setting and planning meetings for Area Committees in accordance with the Constitution</li> <li>• All logistical arrangements for Area Committees, Neighbourhood Panels, Ward Forums, Neighbourhood Management Delivery Team meetings and any other related forums, including venues, refreshments, access, transport etc</li> <li>• Liaising with Council departments and partners regarding information to be made available at each meeting (e.g. literature or a staffed information stand)</li> <li>• Managing the agenda plan for each Area Committee containing items for future discussion</li> <li>• Developing, managing and co-ordinating a full contacts database of residents, community groups, officers and partners to ensure maximum awareness of all relevant meetings and opportunities for engagement</li> </ul>		<p>engagement structure, including:</p> <ul style="list-style-type: none"> <li>• Developing, co-ordinating and monitoring delivery of action plans at Neighbourhood Committee, Neighbourhood Panel, Ward Forums, and locality tour levels, holding Members, officers and partners to account as necessary</li> <li>• Liaising with key PCC departments, notably Democratic Services and Communications, to ensure all required actions are delivered</li> <li>• Arranging agenda setting and planning meetings for Neighbourhood Committees in accordance with the Constitution</li> <li>• All logistical arrangements for Neighbourhood Committees, Neighbourhood Panels, Ward Forums, Neighbourhood Management Delivery Team meetings and any other related forums, including venues, refreshments, access, transport etc</li> <li>• Liaising with Council departments and partners regarding information to be made available at each meeting (e.g. literature or a staffed information stand)</li> <li>• Managing the agenda plan for each Neighbourhood Committee containing items for future discussion</li> <li>• Developing, managing and co-ordinating a full contacts database of residents, community groups, officers and partners to ensure maximum awareness of all relevant meetings and opportunities for engagement</li> </ul>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p><b>Recommendation 9:</b> Create a single, seamless approach to neighbourhood engagement by creating a structure which enables the following to be delivered in each Area Committee area during the same session:</p> <ul style="list-style-type: none"> <li>• Ward Forum: a ward-specific informal forum where ward councillors can engage with their constituents and discuss informal issues or issues which may require escalation to the Area Committee. During these forums, key officer representation should also be available, including from the Neighbourhood Management team, Trading Standards, Community Safety, Police, and Enterprise</li> <li>• Neighbourhood Panel: formally Police-led but now partner-wide meetings during which three local priorities are identified for resolution</li> <li>• Area Committee: re-launched former Neighbourhood Council meetings, focussing on more strategic or impactful issues affecting the area</li> </ul> <p>For example, the Ward Forums may run from 6pm until 6.50pm, and the Area</p>		<p>12. Agree that alongside formal minutes from the Neighbourhood Committee, comprehensive action plans should be created from (i) every Ward Forum and (ii) every Neighbourhood Committee meeting, setting out clearly what actions have been agreed, and naming a lead officer (with the consent of the officer named) and a lead councillor jointly responsible for ensuring the action is achieved.</p> <p>13. Agree to formalise the seating arrangements at Neighbourhood Committee meetings so that all Members sit at the front of the audience in a horseshoe arrangement, making it clear who has voting rights, how those rights are used, and who is not in attendance</p> <p>14. Agree to identify a different member of the Corporate Management Team to act as champion and advocate for each of the seven Neighbourhood Committees, and to ensure that the principles of Neighbourhood Committees are given the appropriate status amongst all officers.</p> <p>15. Agree to develop a single media and communications strategy, supported by an action plan, which proactively promotes Neighbourhood Committees and Ward Forums and their achievements in a timely manner.</p> <p>(a) To help achieve this assign an officer within the Communications team to have responsibility for coordinating publicity and marketing for</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>Committee meeting may run from 7pm until 9.00pm with the first 30 minutes given over to the business of the Neighbourhood Panel</p> <p><b>Recommendation 10:</b> Alongside formal minutes from the Area Committee, comprehensive action plans should be created from (i) every Ward Forum and (ii) every Area Committee meeting, setting out clearly what actions have been agreed, and naming a lead officer (with the consent of the officer named) and a lead councillor jointly responsible for ensuring the action is achieved</p> <p><b>Recommendation 11:</b> Ensure the broader neighbourhood management framework shown at appendix 6 is in place and is able to respond to the opportunities provided in the Localism Bill and other relevant emerging legislation. Further, ensure that monthly Neighbourhood Management Delivery Team meetings are in place for all Area Committee areas, that there is full commitment from all councillors, and that the role of community partnership organisations is firmly established</p>		<p>Neighbourhood Committees and Ward Forums</p> <p>(b) Produce a publicity 'pack' of template materials and formats that promote Neighbourhood Committees, including 'soft' formats (via the use of the web, social networking etc) and 'hard' formats (posters, leaflets etc)</p> <p>16. Agree to be creative and flexible with the logistical arrangements for neighbourhood engagement activities set out in recommendation 7, providing they follow the Access to Information rules. For example, vary the start and end times of the meetings to ensure engagement with different residents, and ensure venues have enough space and capacity to cope with the requirements of both formal and informal forums during the same session</p> <p>17. Agree that officers should explore transport initiatives as and where appropriate for each of the Neighbourhood Committee meetings to support attendance from residents</p> <p>18. Agree that the recommendations, when agreed, form part of an overall implementation plan for Neighbourhood Councils alongside the recommendations that emerge from stage one of the review. This implementation plan should be overseen by the cross-party working group formed from the task and finish group, and become a standing item at all Strong and Supportive Communities Scrutiny Committee</p>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p><b>Recommendation 12:</b> Formalise the seating arrangements at Area Committee meetings so that all Members sit at the front of the audience in a horseshoe arrangement, making it clear who has voting rights, how those rights are used, and who is not in attendance</p> <p><b>Recommendation 13:</b> Identify a different member of the Corporate Management Team to act as champion and advocate for each of the seven Area Committees, and to ensure that the principles of Area Committees are given the appropriate status amongst all officers</p> <p><b>Recommendation 14:</b> Organise a minimum of two Area Committee locality ‘tours’ per annum, during which ALL members of the Committee, the nominated CMT member, key PCC officers, key officers from partner organisations, key community leaders/representatives and the local media explore the area in more depth focussing on particular problems, hotspots and successes</p>		<p>meetings, with regular updates also provided to Cabinet and Group Representatives</p> <p>19. Agree to re-brand and have a major re-launch of Neighbourhood Councils as Neighbourhood Committees. This should include raising awareness to all councillors, PCC officers, external partners, and residents to actively promote their purpose including the vision set out in recommendation 2 along with the new delegations and terms of reference</p> <p>Cabinet further <b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>1. Not endorse the proposed change of name from Neighbourhood Councils to Area Committees;</li> <li>2. Ensure that the above recommendations be implemented subject to sufficient resources being available to do so; and</li> <li>3. Ensure that future reports from Scrutiny review groups making recommendations to Cabinet include any resource and cost implications of those recommendations.</li> </ol>

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p><b>Recommendation 15:</b>                      (a) Develop a single media and communications strategy, supported by an action plan, which proactively promotes Area Committees and Ward Forums and their achievements in a timely manner</p> <p>(b) To help achieve this assign an officer within the Communications team to have responsibility for coordinating publicity and marketing for Area Committees and Ward Forums</p> <p>Produce a publicity ‘pack’ of template materials and formats that promote Area Committees, including ‘soft’ formats (via the use of the web, social networking etc) and ‘hard’ formats (posters, leaflets etc)</p> <p><b>Recommendation 16:</b>                      Be creative and flexible with the logistical arrangements for neighbourhood engagement activities set out in recommendation 9, providing they follow the Access to Information rules. For example, vary the start and end times of the meetings to ensure engagement with different residents, and ensure venues have enough space and capacity to cope with the requirements of both formal and</p>		

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>informal forums during the same session</p> <p><b>Recommendation 17:</b> Officers should explore transport initiatives as and where appropriate for each of the Area Committee meetings to support attendance from residents</p> <p><b>Recommendation 18</b> (already agreed): That the recommendations, when agreed, form part of an overall implementation plan for Neighbourhood Councils alongside the recommendations that emerge from stage one of the review. This implementation plan should be overseen by the cross-party working group formed from the task and finish group, and become a standing item at all Strong and Supportive Communities Scrutiny Committee meetings, with regular updates also provided to Cabinet and Group Representatives</p> <p><b>Recommendation 19:</b> Re-brand and have a major re-launch of Neighbourhood Councils as Area Committees. This should include raising awareness to all councillors, PCC officers, external partners, and residents to actively promote their purpose including the vision set out in recommendation 2 along with the</p>		

ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	new delegations and terms of reference		
<b>Meeting 9 March 2011</b>  <b>Safer Peterborough Partnership Plan 2011 – 2014</b>	The Committee:  (i) Endorsed the Safer Peterborough Partnership Plan 2011-14; and (ii) Recommended the approval of the Safer Peterborough Partnership Plan to Cabinet.	Cabinet	To be presented to Cabinet on 13 June 2011

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**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE  
WORK PROGRAMME 2011/12**

Meeting Date	Item	Progress
<b>15 June 2011</b>  <i>Draft Report 27 May</i> <i>Final Report 6 June</i>	<b>Strong and Supportive communities: Introduction, Overview and Work Programme</b>  To receive a comprehensive overview of the issues, opportunities, priorities and challenges in connection with the strong and supportive communities theme, with the aim of establishing a scrutiny work programme for the year.  <b>Contact Officer: Adrian Chapman</b>	
	<b>Review of 2010/11 and Future Work Programme</b>  To review the work undertaken during 2010/11 and to consider the future work programme of the Committee  <b>Contact Officer: Paulina Ford</b>	
<b>20 July 2011</b>  <i>Draft Report 4 July</i> <i>Final Report 11 July</i>	<b>Community Cohesion Strategy</b>  To scrutinise the Community Cohesion Strategy and make any recommendations.  <b>Contact Officer: Jawaid Khan</b>	
	<b>CRIME AND DISORDER SCRUTINY COMMITTEE</b>	
<b>14 September 2011</b>  <i>Draft Report 26 August</i> <i>Final Report 5 Sept</i>		
	<b>CRIME AND DISORDER SCRUTINY COMMITTEE</b>	

Meeting Date	Item	Progress
<b>9 November 2011</b>  <i>Draft Report 24 Oct</i> <i>Final Report 31 Oct</i>	<b>CRIME AND DISORDER SCRUTINY COMMITTEE</b>	
<b>5 January 2012</b> <b>(Joint Meeting of the Scrutiny Committees and Commissions)</b>	<b>Budget 2012/13 and Medium Term Financial Plan</b> To scrutinise the Executive's proposals for the Budget 2012/13 and Medium Term Financial Plan. <b>Contact Officer: John Harrison/Steven Pilsworth</b>	
<b>18 January 2012</b>  <i>Draft Report 4 Jan</i> <i>Final Report 10 Jan</i>	<b>CRIME AND DISORDER SCRUTINY COMMITTEE</b>	
<b>7 March 2012</b>  <i>Draft Report 20 Feb</i> <i>Final Report 27 Feb</i>	<b>Vivacity</b>  To Scrutinise the progress of the Vivacity Cultural and Leisure Trust.  <b>Contact Officer: Kevin Tighe</b>  <b>Homelessness Prevention</b>  To scrutinise and comment on the actions being taken to prevent Homelessness in the City and make any necessary recommendations.  <b>Contact Officer: Sharon Malia</b>	

Meeting Date	Item	Progress
	<b>CRIME AND DISORDER SCRUTINY COMMITTEE</b>	
	<p><b>Safer Peterborough Partnership Plan</b></p> <p>To scrutinise and comment on the Safer Peterborough Partnership Plan 2012/2013 prior to its consideration by the Executive.</p> <p><b>Contact Officer: Gary Goose / Karen Kibblewhite</b></p>	

**Items for consideration for 2011/2012 work programme:**

1. **Citizen Power Programme – outcome of review** – (July)
2. **Neighbourhood Committee – Progress Report** – (July)
3. **Portfolio Progress Report from Cabinet Members relevant to the Committee**
  - Cabinet Member for Housing, Neighbourhoods and Planning – Cllr Hiller (September)
  - Cabinet Member for Business Engagement – Cllr Cereste (November)
  - Cabinet Member for Community Cohesion, Safety and Women’s Enterprise – Cllr Walsh (January)
4. **Cultural and Leisure Trust** - To Scrutinise the progress of the Cultural and Leisure Trust - March 2012
5. **The introduction of Dog Control Orders** – referred from Peterborough North Neighbourhood Committee - July
6. Proposals for Peterborough to submit proposals under the **Sustainable Communities Act (SCA)** process prior to presenting to Government.
7. Progress report on **Restorative Justice Practices** in Peterborough.
8. **Localism Bill**

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<b>STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 7</b>
<b>15 JUNE 2011</b>	<b>Public Report</b>

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

**Report Author** – Paulina Ford, Performance Scrutiny and Research Officer

**Contact Details** – 01733 452508 or email paulina.ford@peterborough.gov.uk

### **FORWARD PLAN OF KEY DECISIONS – 1 JUNE – 30 SEPTEMBER 2011**

#### **1. PURPOSE**

- 1.1 This is a regular report to the Strong and Supportive Communities Scrutiny Committee outlining the content of the Council's Forward Plan.

#### **2. RECOMMENDATIONS**

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

#### **3. BACKGROUND**

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

#### **4. CONSULTATION**

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

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

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

None

#### **6. APPENDICES**

Appendix 1 – Forward Plan of Executive Decisions

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

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

During the period from 1 June 2011 To 30 September 2011 Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. The dates detailed within the Plan are subject to change and those items amended or identified for decision more than one month in advance will be carried over to forthcoming plans. Each new plan supersedes the previous plan. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to [alexander.daynes@peterborough.gov.uk](mailto: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](http://www.peterborough.gov.uk). If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this plan.

### NEW ITEMS THIS MONTH:

**Key Theatre - Phase 3 Extension - KEY/07JUN/11**

**Termination of Transitions Contract - KEY/08JUN/11**

**Peterborough Preliminary Flood Risk Assessment (PFRA) - KEY/09JUN/11**

**Extension of Home to School Contracts - KEY/10JUN/11**

**Energy Supply Company (ESCO) - KEY/11JUN/11**

**Local authority Mortgage Scheme - KEY/12JUN/11**

**Orton Longueville School and Stanground College - KEY/13JUN/11**

**Manor Drive Managed Service – Procurement through the Services Competitive Dialogue Process - KEY/01SEP/11**

**Single Equality Scheme - KEY/02SEP/11**

## JUNE

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p><b>Delivery of the Council's Capital Receipt Programme through the Sale of Land and Buildings - Vawser Lodge Thorpe Road - KEY/04DEC/10</b></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>June 2011</p>	<p><b>Cabinet Member for Resources</b></p>	<p>Sustainable Growth</p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments &amp; external stakeholders as appropriate</p>	<p>Sandra Neely Temp Capital Projects Officer Tel: 01733 384541 sandra.neely@peterborough.gov.uk</p>	<p>A public report will be available from the governance team one week before the decision is taken</p>

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

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

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

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

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

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

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

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

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

## JULY

There are currently no Key Decisions scheduled for July

## AUGUST

There are currently no Key Decisions scheduled for August

## SEPTEMBER

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<b>Manor Drive Managed Service – Procurement through the Services Competitive Dialogue Process - KEY/01SEP/11</b> To approve contract award to preferred bidder.	September 2011	<b>Cabinet Member for Resources</b>	Sustainable Growth	Internal departments, Unions, Staff	Andrew Cox Senior Category Manager  andy.cox@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken
<b>Single Equality Scheme - KEY/02SEP/11</b> To approve the final scheme following consultation	September 2011	<b>Cabinet</b>	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.

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

Communications

Strategic Growth and Development Services

Legal and Democratic Services

Policy and Research

Economic and Community Regeneration

Housing Strategy

Drug Intervention Programme and Drug and Alcohol Team

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

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

Property Services

Building & Maintenance

Streetscene and Facilities

Finance and Support Services

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

Finance

Internal Audit

Information Communications Technology (ICT)

Business Transformation

Strategic Improvement

Strategic Property

Waste

Customer Services

Business Support

Shared Transactional Services

Cultural Trust Client

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

Safeguarding, Family & Communities

Education & Resources

Children's Community Health

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

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

Commercial Operations (Resilience, Commercial CCTV, Strategic Parking, City Centre, Markets & Commercial Trading, Passenger Transport)

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

Operations Business Support (Finance, Economic Participation)

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