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PETERBOROUGH CITY COUNCIL SUMMONS TO A MEETING

You are hereby summonsed to attend a meeting of the Peterborough City Council, which will be held in the Council Chamber, Town Hall, Peterborough on

WEDNESDAY 29 JANUARY 2014 at 7.00 pm

AGENDA

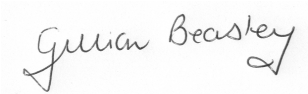
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Chief Executive

21 January 2014
Town Hall
Bridge Street
Peterborough

Emergency Evacuation Procedure – Outside Normal Office Hours

In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.

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There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Gemma George on 01733 452268.

PETERBOROUGH CITY COUNCIL

**MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD
4 DECEMBER 2013**

The Mayor – Councillor June Stokes

Present:

Councillors: Arculus, Ash, Casey, Cereste, Elsey, Fitzgerald, Fletcher, Forbes, JA Fox, JR Fox, Goodwin, Harper, Harrington, Hiller, Holdich, Jamil, Johnson, Khan, Knowles, Kreling, Lane, Maqbool, Martin, McKean, Miners, Murphy, Nadeem, Nawaz, North, Over, Peach, Rush, Sanders, Saltmarsh, Sandford, Scott, Seaton, Serluca, Shabbir, Shaheed, Sharp, Shearman, Simons, Stokes, Swift, Sylvester, Thulbourn, Todd and Walsh.

1. Apologies for Absence

Apologies were received from Councillors Allen, Davidson, Day, Fower, Lamb, Lee and Thacker.

2. Declarations of Interest

There were no declarations of Interest.

3. Honorary Freedom of the City

Councillor Hiller addressed the meeting and moved the following motion:

“THAT we, the Members of Peterborough City Council, assembled in accordance with Section 249(5) of the Local Government Act 1972 recognise the immense contribution made by members of **115 (Peterborough) Squadron Air Training Corps** to the city of Peterborough over a period spanning almost 75 years.

The squadron was first formed as an Air Defence Cadet Corps squadron in 1939, the forerunner of the Air Training Corps which was formally established under Royal Warrant in February 1941 and has been in continuous operation ever since, contributing to the development of thousands of young men and women of Peterborough throughout.

115 (Peterborough) Squadron provides invaluable support to many community projects, local conservation work, public events and festivals within the city. The support voluntarily given to the local community is of great value and the dedication, immeasurable good work and commitment offered is commendable.

Recognition and appreciation is given to the squadron's fundraising efforts and the significant funds raised for the Rudolph Trust – the Mayor's Charity 2012/13 and local branches of national charities such as the Soldier, Sailor and Airmen Families Association, the Royal Air Force Association, the Royal British Legion Poppy Appeal and Combat Stress.

The squadron are proud representatives of the Air Cadet Organisation at many civic events in Peterborough including Armed Forces Day, Last Night of the Proms, the Mayor's Ball, and Rededication of the City War Memorial and also support their parent station RAF Wittering at the annual Families Day. The squadron proudly participate in numerous parades within the city, of particular note their presence at the Memorial Parade in memory of those members of the Armed Forces who have died in the line of duty. Their presence, respect and contribution to these parades is acknowledged and valued.

The dedication and commitment of leaders of the squadron who provide their time freely to support the personal development of young people within the city and local area is recognised. Cadets of 115 (Peterborough) Squadron come from all communities within the city. The diverse and respectful environment provided is saluted, with membership open to all young people irrespective of their background, colour, religion or nationality and membership of the squadron is strong, with 16 leaders and 85 cadets.

115 (Peterborough) Squadron is an exemplary representative of the Air Cadet Organisation. It is of worthy note and credit to the city, that this year 115 (Peterborough) Squadron were awarded the Marshall Trophy by Commandant Air Cadets for being the most improved squadron nationally. The cadets are not only a credit to their motto 'to Aspire, Achieve and Excel', but to themselves personally, to the organisation they represent and to the city of Peterborough and in recognition of this **WE DO HEREBY CONFER** the honorary Freedom of the City upon the members of 115 (Peterborough) Squadron Air Training Corps".

The motion was seconded by Councillor Casey.

There was no debate and a vote was taken (unanimous) and the motion was **CARRIED**.

The Mayor
6.45pm - 6.52 p.m

**MINUTES OF COUNCIL MEETING HELD
4 DECEMBER 2013**

The Mayor – Councillor June Stokes

Present:

Councillors Arculus, Ash, Casey, Cereste, Elsey, Fitzgerald, Fletcher, Forbes, JA Fox, JR Fox, Goodwin, Harper, Harrington, Hiller, Holdich, Jamil, Johnson, Khan, Knowles, Kreling, Lane, Lee, Maqbool, Martin, McKean, Miners, Murphy, Nadeem, Nawaz, North, Over, Peach, Rush, Saltmarsh, Sanders, Sandford, Scott, Seaton, Serluca, Shabbir, Shaheed, Sharp, Shearman, Simons, Stokes, Swift, Sylvester, Todd, Thulbourn and Walsh.

A minute's silence was held for Mr Norman Saltmarsh, husband of Councillor Bella Saltmarsh.

1. Apologies for Absence

Apologies for absence were received from Councillors Allen, Day, Davidson, Fower, Lamb and Thacker.

2. Declarations of Interest

Councillor Miners declared a pecuniary interest in the 'Early Years Services Including Children's Centres' decision made by Cabinet at its meeting held on 18 November 2013 in that his partner worked for one of the service providers and would be affected by the new proposed delivery of the service.

The Legal Officer provided clarification to Members as to whether it was necessary to leave the Chamber if they believed they were biased on any issue. It was advised that Members could remain in the Chamber, however they should not take part in debate or vote on the issue.

3. Minutes of the Meeting Held on 9 October 2013

The minutes of the meeting held on 9 October 2013 were agreed as a true and accurate record.

4. Mayor's Announcement Report

The Mayor advised that the Deputy Mayor had been unable to attend the 'Thanksgiving Service and Pie' social event that was listed.

With the amendment, Members noted the report outlining the Mayor's engagements for the period commencing 30 September 2013 to 1 December 2013.

The Mayor thanked Members for their support over the last six months and wished all a happy Christmas and New Year.

5. Leader's Announcements

There were no announcements from the Leader.

6. Chief Executive's Announcements

There were no announcements from the Chief Executive.

COMMUNITY INVOLVEMENT TIME

7. Questions with Notice by Members of the Public

There had been two questions received from members of the public, these were in relation to:

1. The cost of running the Children's Centres; and
2. The impact that the public would have on the proposals to close the Children's Centres.

8. Questions with Notice by Members of the Council Relating to Ward Matters and to Committee Chairmen

Questions relating to ward matters were raised and taken as read in respect of the following:

1. The proposed partial closure of Caverstede Early Years Centre;
2. The solar panels installed on the Freemans building;
3. The future of schools on and around the Peterborough District Hospital site; and
4. Timescales for new streetlights along Fulbridge Road.

Due to the time limit for the item being reached, a question relating to the following topic was responded to in writing outside of the meeting:

5. Why residents had no say or input into the Tesco store opening in Oundle Road.

A summary of all questions and answers raised within agenda items 7 and 8 are attached at **APPENDIX A** to these minutes.

9. Questions with Notice by Members of the Council to representatives of the Fire Authority and Police and Crime Panel

There were no questions received.

10. Petitions Submitted by Members or Residents

Councillor Shearman submitted a petition signed by approximately 180 residents, requesting that the Council negotiate with Stagecoach with a view to re-routing, along Garton End Road and Elmfield Road, a number of journeys each day on Route 2, to protect the needs of elderly and vulnerable people who had lost out due to the removal of subsidies to the local link service.

Councillor Thulbourn submitted a petition signed by approximately 265 residents, requesting that the Council stop the Tesco development in Oundle Road and also to ensure that resident's opinions were taken into consideration on these type of projects going forward.

Mrs Angela Brennan submitted a petition signed by approximately 665 residents requesting that the proposals to close down six children's centres, and to restructure others, be rescinded.

Ms Faustina Yang submitted a petition signed by approximately 165 residents requesting that the proposals to close down Hampton Children's Centre, and to restructure the others, be rescinded.

A further petition was received by a member of the public signed by approximately 45 residents requesting that the proposals to close down six children's centres, and to restructure others, be rescinded.

Clarification was sought by Councillor Khan as to the number of signatures a petition required in order for a debate to be triggered at Full Council, as was stated on the Council's website. The Legal Officer advised that this query would be investigated further.

EXECUTIVE BUSINESS TIME

11. Questions with Notice to the Leader and Members of the Executive

Questions to the Leader and Members of the Executive were raised, with all of the questions being taken as read, in respect of the following:

1. The issues faced by residents due to the lack of brown bin collections during the winter months;
2. The loss of urban green space to development;
3. The policy for outreach services following the closure of the Veranda and details of the consultation process;
4. The measures in place to assist families with the bedroom tax;
5. Whether call-in had been factored into the timeline for the Children's Centres decision;
6. Whether the MPs actions were having a detrimental impact upon the investment in Peterborough; and
7. Progress made into researching webcasting.

A summary of all questions and answers raised within agenda item 11 is attached at **APPENDIX B** to these minutes.

12. Questions without Notice on the Record of Executive Decisions

Members received and noted a report summarising:

1. Decisions taken at the Cabinet Meetings held on 4 November 2013 and 18 November 2013;
2. Use of the Council's call-in mechanism, which had not been invoked since the previous meeting;
3. Special Urgency and Waiver of Call-in provision, which had been invoked once since the previous meeting in relation to the decision 'Termination of Development Agreement and Compulsory Purchase Order Agreement in Respect of North Westgate' – OCT13/CMDN/084; and
4. Cabinet Member Decisions taken during the period 1 October 2013 to 12 November 2013.

Questions were asked about the following:

Early Years Services Including Children's Centres

Prior to questions, Councillor John Fox declared an interest in the item, in that he sat on the Advisory Board for the Welbourne School Children's Centre.

Councillor Judy Fox declared that she too sat on the Advisory Board for the Welbourne School Children's Centre.

Councillor Seaton, Councillor Shabbir, Councillor Khan and Councillor Swift declared that they too sat on advisory boards and Councillor Casey declared that he was a Governor at Brewster Avenue School and also sat on an advisory Board.

The Legal Officer advised that Members were appointed to Advisory Boards in a non-fee earning capacity, therefore these appointments were not disclosable pecuniary interests, however there may be an issue in relation to predetermination, in which case Members would be able to speak but not vote on any decisions, of which there were none in the agenda item under consideration.

Councillor Murphy queried why there had not been a proposal to cut Members' Allowances, as a non-ringfenced fund, yet there were proposals for a 40% cut in the 0-2 provision at the Children's Centres, which was also non-ringfenced? The Legal Officer advised Councillor Murphy that this question was not relevant to the decision made at Cabinet, this being for the proposals to go out for consultation and not for any approval in budget cuts.

Councillor Murphy stated that the 'Executive Report – Record of Executive Decisions' report did not detail that there had been a call-in invoked since the previous meeting, this being for Children's Centres decision. The Legal Officer advised that the call-in would be reported to the next Council meeting as it had happened following the publication of the meeting papers.

Appointment of Authority Governor – Matley Primary School

Councillor Shearman sought clarification as to what happened to those Local Authority (LA) Governors appointed to primary schools that subsequently changed to academies. Were there LA representatives on academies? Councillor Holdich stated that all academy schools had one LA representative on their board and the lady appointed as a Governor to Matley Primary School would also become an academy governor.

Termination of Development Agreement and Compulsory Purchase Order Agreement in Respect of North Westgate – Special Urgency Provisions Invoked

Councillor Thulbourn queried whether the Peterborough MP had any involvement in the decision? Councillor Cereste responded that the MP had no involvement, rather it was a technical issue relating to the transfer of ownership of Queensgate to the new owners.

A1139 Fletton Parkway Junction 17 A1(M) – Junction 2 Widening Scheme – Appointment of Site Supervision and Contract Administrator

Councillor Thulbourn queried whether the decision would go some way to assisting with air quality on the Fletton Avenue, Fletton High Street, Whittlesey Road, Stanground corner, as this area had some of the worst air quality in the city and was one of the worst in the region. Councillor Cereste advised that he was not in a position to answer the question.

Councillor Sandford sought assurance that the timings of the signals would be fixed to allow for people, particularly the elderly, to have plenty of time to get across the crossing. Councillor Cereste gave his assurance that this would be the case.

Technical Financial Advisory Services for the Energy Services Company (ESCO) "Blue Sky Peterborough" and Related Projects

Councillor Harrington sought further information regarding the contract awarded to Deloitte and requested whether other related projects be further elaborated upon?

Councillor Seaton advised that it was a draw down contract and all projects would be brought forward in due course and would be subject to separate business cases. There were a range of areas on which the contract could impact including Energy From Waste and Roof Mounted Solar Panels.

Councillor Murphy queried whether there was a limit to the budget for the contract. Councillor Seaton advised that all of the projects would be separate, with separate budgets that would be called off as and when required. The Council's budget was discussed every year in March and was in the Medium Term Financial Strategy.

Councillor Fletcher requested that a proper answer be given to Councillor Murphy's question. Councillor Seaton stated that he had provided a response, however for clarification the draw down could include projects such as Energy From Waste. This project had its own specific budget and the Council agreed its budget every year.

Councillor Thulbourn requested clarification as to how much was being paid to Deloitte by Blue Sky for both the forthcoming year and the following year, was there any limit to the amount? Councillor Seaton advised that it was entirely dependent upon the work that they were required to do. For each area of draw down there would be a specific business case that would set out the costs for that piece of work. The budget envelopes for specific projects, set by the Council, could not be exceeded.

Bourges Boulevard Improvement Scheme – Bright Street to Crescent Bridget

Councillor Jamil sought assurance that the works being undertaken on a number of roads in the city would be approached in a joined up manner, minimising the need for roads to be continuously dug up, therefore saving money and reducing congestion. Councillor Cereste stated that he worked closely alongside the highways department to ensure that when works were planned, they caused as little disruption as possible. Councillor Cereste further stated that he could not categorically state that there would be no disruption, however there was an excellent ring road around the city which could be utilised better.

Councillor Ash sought assurance that the improvement scheme would in no way restrict the traffic flows. Councillor Cereste advised that Bourges Boulevard would remain two lanes in both directions, with a slipway going into the railway station from the Crescent Bridge roundabout. With the addition of traffic lights, officers had estimated that between Bright Street Car Park and Crescent Bridge, drivers could expect to add an average of one minute onto their journey time.

Councillor Lane sought clarification as to the source of the funding for the works. Councillor Cereste advised that between government funding and the developer, this would equate to £2.7m, the remaining approximately £2m would be paid for over the lifetime of the scheme by the increase in rates from the use of the nearby site and any new developments that the site would facilitate.

Councillor John Fox stated that it was impossible for people with disabilities, particularly those in wheelchairs, to access the railway station easily and any improvements were therefore welcomed.

Commissioning a Dementia Resource Centre

Councillor Shearman stated that there had been issues on the site with regards to drinking and drug taking, therefore it was requested that the security of the site be addressed going forward. Councillor Fitzgerald advised that substantial capital was being put into the building, including the external areas, in order to redevelop it and Councillor Shearman's comments would be noted and passed to the Executive Director of Health and Wellbeing.

Councillor Saltmarsh requested clarification as to when works on the site were likely to start, and when the centre was likely to be open. Councillor Fitzgerald stated that he had been advised springtime, but he would confirm this timeline and get back to Councillor Saltmarsh outside of the meeting.

COUNCIL BUSINESS TIME

13. Executive Recommendations

(a) City Centre Development Plan Document

Cabinet at its meeting of 4 November 2013 received a report, following approval of the Consultation Draft version of the City Centre DPD (from now on referred to as the City Centre Plan) on 10 December 2012, and following public consultation and further evidence gathered since that date.

Councillor Cereste introduced the report and moved the recommendation that Council approved the Peterborough City Centre DPD (Proposed Submission Version) for the purposes of public consultation and submission to the Secretary of State, subject to the amendments as detailed within the report. This was seconded by Councillor Hiller, who reserved his right to speak.

Members debated the recommendation and in summary raised points including:

- Were there plans within the document to prevent Tesco from taking over numerous properties across the city, as they had done in Woodston?
- Assurance was sought that the Queensgate development would match up with the Bourges Boulevard crossing, to ensure that people crossing the road had somewhere to go. An earlier scheme had mentioned easier access into Queensgate and into the bus station;
- The older buildings along the riverside such as the old mill, added interest and should be renovated in order to make them more attractive. Existing buildings should be improved and given a new life, making the city more interesting;
- The city centre was not particularly lively later on in the evenings;
- The Plans to regenerate North Westgate were welcomed and this regeneration would hopefully bring new business to the area;
- The New England and Millfield areas had not been identified in the Plan for regeneration, work did need to be undertaken in these areas;
- The Long Causeway works' timetable needed to be adhered to, in order to ensure the least amount of disruption;
- There were some wonderful houses along Broadway and Park Road, and initiatives were needed to entice the small businesses away from them to enable them to be brought back into residential use;
- The submission was extremely good and hopefully it could be carried forward and delivered;
- It should be ensured that the Plan did not become too developer led;
- Ensuring the sustainability of public transport and tackling climate change were important and should continue to be addressed;
- The overdevelopment of supermarkets in the city particularly along Bourges Boulevard should be avoided;
- The document was excellent for which the planning department should be congratulated; and
- The scheme was well thought out and would deliver business and good quality homes for the people of Peterborough.

Councillor Hiller exercised his right to speak and in response to points raised by

Members advised that the majority of planning applications for a change of use required planning consent and Ward Councillors could refer these issues to the Planning Committee for consideration. Also, recent government initiatives did favour office use reverting to residential use and as a local planning authority, Peterborough City Council would look at city centre properties favourably for reversion. Finally, Gemma Wildman, Principal Planner was to be congratulated for her work on the document and Councillor Hiller reiterated how far advanced the award winning planning department was.

Councillor Cereste summed up as mover of the recommendation and in so doing reaffirmed that access from across Bourges Boulevard into Queensgate would be addressed, as it was of the utmost importance to ensure a proper access for those that needed it. Councillor Cereste also agreed that there were a number of lovely old buildings in city and as many of these would be kept as possible. Regarding delivery, a number of schemes had been delivered already and on time and this would be the case with Long Causeway and Bourges Boulevard.

A vote was taken (unanimous) and it was **RESOLVED** that:

Council approves the Peterborough City Centre DPD (Proposed Submission Version) for the purposes of public consultation and submission to the Secretary of State, subject to the following amendments:

- i) Reference to 'disability forums' to be amended to 'disability forums and other disability organisations';
- ii) Page 72 of the Development Plan Document, implementation detail for Policy CC1 to include 'and accessibility issues for disabled'; and
- iii) Ensure the provision of drop off and pick up areas for coaches and buses by including the following wording at 6.1.20 of the DPD:
"the council will encourage provision of coach parking facilities to attract visitors to the city centre. Within the Opportunities Areas where there is a mix of uses including leisure (D2) the developer will be required to provide coach or bus parking spaces as set out in Appendix A (PP13) of the Planning Policies DPD. Individual parking requirements will be assessed for each application based on the mix of uses proposed".

14. Reports and Recommendations

a) Report of the Independent Members' Remuneration Panel

Council received a report which requested it to note the recommendations of the Independent Members' Allowances Panel and to determine the action it wished to take in response to those recommendations. Councillor Cereste introduced the report and stated that whilst he supported the idea that Councillors should be remunerated appropriately for the work they undertook, the recommendations contained within the Panel's report would add in excess of £100k to the budget, and this was considered to be unacceptable. The Panel was thanked for the hard work and effort that they had put into the report, however the Conservative Group could not support any increase and Councillor Cereste moved a motion that there be no change to the current allowances scheme for 2014/15. This was seconded by Councillor Walsh who reserved her right to speak.

Members debated the motion and raised points including:

- This was the third year that the Panel's recommendations had been rejected in their entirety;
- Continued rejection could create an impression that those in power were

- responsible for determining their own remuneration;
- The basic level of remuneration could compound problems in the future by deterring able individuals from becoming Councillors, a small increase in the basic allowance would have been more appropriate;
- With the current financial climate and with the cuts to valuable public services and jobs, any increase would be insensitive and out of touch; and
- The implementation of a set figure for all council's would mean that the issues experienced when determining members' remuneration would be avoided going forward.

Councillor Walsh exercised her right to speak and in doing so stated that although there were green shoots appearing in the economy, any increase in members' remuneration would be inappropriate when residents were being asked to accept the consequences of decisions that the Council was having to make.

Councillor Cereste summed up as mover of the recommendation and stated that he did not have anything further to add.

A recorded vote was requested and agreed. Members voted as follows:

Councillors For: Arculus, Ash, Casey, Cereste, Elsey, Fitzgerald, Fletcher, Forbes, JR Fox, JA Fox, Goodwin, Harper, Harrington, Hiller, Holdich, Jamil, Johnson, Khan, Kreling, Lane, Lee, Maqbool, Martin, McKean, Miners, Murphy, Nadeem, Nawaz, North, Over, Peach, Rush, Saltmarsh, Sanders, Scott, Seaton, Serluca, Shabbir, Sharp, Shearman, Stokes, Swift, Sylvester, Todd, Thulbourn and Walsh.

Councillors Against: None.

Councillors Abstaining: Knowles, Sandford and Shaheed.

Following the vote (46 For, 0 Against and 3 Abstentions) the motion was **CARRIED** as follows:

That the Council notes the recommendations of the Independent Members' Allowances Panel, as summarised at paragraph 3 of the report, and that there should be no increase in the Members' Allowances Scheme for 2014/15.

b) Budget and Policy Framework – Revised Budget Timetable

Council received a report that requested it approve a revised budget process and timetable, which included commencing budget consultation at the Cabinet meeting scheduled to take place on 3 February 2014. Councillor Seaton moved the recommendations in the report and this was seconded by Councillor Elsey.

A vote was taken (unanimous) and it was **RESOLVED** to:

Approve a revised budget process and timetable that included commencing budget consultation at the Cabinet meeting on 3 February 2014.

c) Governance Issues – Amendments to the Rules of Procedure

Council received a report requesting that a number of Standing Orders be varied and adopted, and that the proposed variation be postponed without discussion to the next ordinary meeting of Council, in accordance with Standing Order 10 of the General Standing Orders. Furthermore that the Constitution Working Group consider those revisions made following six months of operation and report back to the Council as necessary. Councillor Seaton moved the recommendations in the report stating that the

proposals were tabled and would be brought back to the next appropriate meeting for debate. Councillor Seaton further thanked the officers and the cross party working group for the work undertaken.

This was seconded by Councillor Sandford and he endorsed the comments made by Councillor Seaton.

A vote was taken (unanimous) and it was **RESOLVED** to:

Postpone the proposed variation without discussion to the next ordinary meeting of council, in accordance with Standing Order 10 of the General Standing Orders.

d) Governance Issues – Date of Annual Council 2014

Council received a report requesting it agreed to confirm the date of Annual Council in 2014. Councillor Seaton moved the recommendation and this was seconded by Councillor North.

A vote was taken (unanimous) and it was **RESOLVED**:

That Council, in respect of the Programme of Meetings June 2014 to May 2015, agreed to confirm the date of Annual Council as Monday 16 June 2014.

e) Governance Issues - Appointment to Fire Authority

Council received a report requesting it to agree to appoint Council David Over to the Cambridgeshire Fire Authority following the resignation of Council Sue Day. Councillor Cereste moved the recommendation and this was seconded by Councillor Holdich.

A vote was taken (unanimous) and it was **RESOLVED**:

That Council agree to appoint Councillor David Over to the Cambridgeshire Fire Authority following the resignation of Councillor Sue Day as a member of the Fire Authority.

The Mayor
7.00pm – 9.06pm

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FULL COUNCIL 4 DECEMBER 2013

QUESTIONS & ANSWERS

Questions were received under the following categories:

| <u>COMMUNITY INVOLVEMENT TIME</u> | |
|---|---|
| 7. <u>Questions with notice by members of the public</u> | |
| 1. | <p>Question from Emma Majewicz</p> <p>To Councillor Scott, Cabinet Member for Children's Services</p> <p>Will the Cabinet Member please give details on how much it costs each children's centre in Peterborough to run per annum and explain why these figures have not been included in the formal consultation paper: New Vision for Early Years Services Including Children's Centres in Peterborough?</p> <p>Councillor Scott responded:</p> <p>With three of the contracts that were awarded, they were not awarded for individual children's centres, they were introduced for more than one and it was up to Barnardos or Spurgeons how they chose to deliver the contract and to use the money providing they achieved the outcomes identified in the contract. But I can tell you what those sums of money are for the delivery of children's centres in:</p> <p>Central and East Locality, service delivered by Barnardos, total cost is £1,100,863.00 and for delivery in the south, the contract was awarded to Spurgeons and the contract was for £600,000.00 and for delivery in the north western rural locality the cost of the contract was £673,735.00. Additionally there are three other children's centres not included in that, the first is the Werrington Children's Centre and the contract is for £87,362.00, the Wittering Children's Centre £57,500.00 and the Caverstede Children's Centre £145,600.00.</p> <p>Mrs Brennan asked the following supplementary question:</p> <p>With regard to that, we need a more clear breakdown of costs, because you've been asking the public to propose alternatives, if you were to go in with proposals with just one blank figure like that, with no breakdown on the consultation papers that you have, the banks would just probably throw it out, so if you could regard to the alternatives as well, there is no way that the public in this timeframe could actually come up with any alternatives for that.</p> <p>Councillor Scott responded:</p> <p>These were whole contracts for the delivery of a service in more than one children's centre. I hear what you are saying, it's not that I don't, I don't know if I can supply you with that further information. I can supply you with the facts that I've got, I will consult with my officers again and write to you if we can give you any supplementary information.</p> |
| 2. | <p>Question from Emma Majewicz</p> <p>To Councillor Scott, Cabinet Member for Children's Services</p> <p>Please will the Cabinet Member explain what impact the public will have on the</p> |

proposals and would it be considered not to close down 6 children's centres due to strong public opposition?

Councillor Scott responded:

We've already been influenced by the public consultation and we have had six public meetings and I know that more private meetings are going on in the children's centres as well and with other groups of people involved in children's work. There have at some times been some interesting and sometimes innovative things said to us and we are looking at all the suggestions that are being made to us and they may well have an influence on the decision that we make, indeed I don't expect the proposal as it currently stands will be the proposal that goes to Cabinet in January. It doesn't alter the broad outline of the fact that there are many different influences on us in the decision making process and we have to listen to all the people that are responding and not just one group.

Mrs Angela Brennan asked the following supplementary question:

We are very pleased that you are taking on these comments as well, are the Council aware of what the comments were and how strong the opposition is, because if a Council cannot take its peoples view and the public's vote, because it's the public and taxpayers money that's going into these, how can you pass that proposal?

Councillor Scott responded:

There are a number of things that I would like to say to you in response to that. The first is, I think you have possibly heard me say this before, that the Council at the annual finance meeting has to present a balanced budget and I, along with all other members of the Council, have to take that into account. As well as my suggestion which I've made several times now that people should contact me directly as well as responding to the consultation I think the other thing that individuals can do is at least copy in their responses to their own ward councillors, that's the one thing they should do, because if ward councillors are not hearing from people then they won't take on board how strong either for or against the proposals the public's views are.

8. Questions with notice by Members relating to ward matters To the Cabinet Members and to Committee Chairmen

1. Question from Councillor Sandford

To Councillor Scott Cabinet Member for Children's Services

Could the Cabinet Member for Children's Services explain why, when the Caverstede Early Learning Centre has consistently been rated as providing excellent education and support for children, it has been earmarked for partial closure in the current consultation on the future of children's centres being carried out by her department?

Councillor Scott responded:

The Formal Consultation Paper: New Vision for Early Years Services including Children's Centres in Peterborough, outlines the methodology and criteria for determining the proposed delivery of the children's centre services, including the introduction of super centre hubs and outreach venues. The decision is based around the levels of deprivation in the city, and focuses provision in those areas that demonstrate the highest needs, based on these deprivation levels. Whilst Walton ward does experience some levels of deprivation, it is not in one of the most disadvantaged areas in Peterborough.

However, we recognise, as I'm sure that everybody who is involved with children's centres in the city, the importance of the quality and the work that Caverstede delivers. It

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| | <p>delivers, as we know from every Ofsted report, an outstanding service, and therefore the proposal is to ensure that the skills of Caverstede are recognised and that they would continue to deliver services for children with complex needs. And if the plans around Caverstede were to be implemented, the service would be available to those children with a high level of need across the city.</p> <p>Councillor Sandford asked the following supplementary question:</p> <p>Would the Cabinet Member recognise that although Caverstede is going to continue to provide a service to certain groups of children, the removal of it as a general children's centre is going to mean that parents are going to have to travel to considerable distances to access the services of a children's centre. My understanding is that the nearest super hub would be at Honeyhill Centre, so there seems to be an assumption that all parents have cars and can just drive there, but would she recognise that this administration as well as cutting children's services has also cut public transport, would she recognise that this could impose great hardship on people who would normally access this particular centre?</p> <p>Councillor Scott responded:</p> <p>Difficult decisions sometimes have to be made and these are very difficult decisions. We have heard on more than one occasion during the public consultation about the public transport links and we are going to be looking at that following the consultation.</p> |
| 2. | <p>Question from Councillor Murphy</p> <p>To Councillor Seaton, Cabinet Member for Resources</p> <p>To the Cabinet Member for Resources. Are the solar panels installed on the "Freemans building" generating electricity yet as no significant monies have been received by the council and can he let me know who the companies, contractors and sub-contractors are who were involved in the project installation and those that are involved in other aspects concerning this project?</p> <p>Councillor Seaton responded:</p> <p>The Council has made numerous public statements on this issue, but I am happy to repeat them for the benefit of Councillor Murphy. The solar panels on the former Freemans building are generating electricity. The Council continues to discuss with OFGEM the appropriate accreditation to receive the FIT income from this generation.</p> <p>The Council contracted Enterprise to undertake the works, who in turn utilised Applied Sustainable Energy for the installation. The Council was supported in the project by Davis Langdon, Deloittes and Pinsent Masons, who continue to support the Council in its discussions with OFGEM.</p> <p>Councillor Murphy asked the following supplementary question:</p> <p>Did the Cabinet Member anticipate the Council getting a penny from this investment this year at all?</p> <p>Councillor Seaton responded:</p> <p>I doubt that in 2013, this year, that we would get any money from that particular issue.</p> |
| 3. | <p>Question from Councillor Arculus</p> <p>To Councillor Holdich, Cabinet Member for Education, Skills and University</p> <p>With the recent news that the PDH site has been sold it is to be hoped that the Hospital</p> |

site in West Ward is now due for welcome regeneration. Can the Cabinet Member for education please provide us with his strategic view on the future for schools in the area (with particular focus on new schools to be located on the PDH site); and, the projected timescale for the implementation of these improvements?

Councillor Holdich responded:

I am sure that we are all pleased to learn that the PDH site has been sold and we can start work with the developer around our proposals to relocate and expand West Town Primary School on the site. We are hoping to open the school by September 2015 and we have a successful bid for government funding for the majority of the cost. It is an exciting scheme which will incorporate the Hospitals Memorial Wing and will provide an additional 330 places which are well needed in the area. We are currently reviewing the demographic needs of both primary and secondary in the area and across the city and expect to release our updated school organisation plan in the spring. I am also pleased to say that the government have appointed Kier Eastern to build the school who have a very good reputation of building schools in this city.

Councillor Arculus did not have a supplementary question.

4. Question from Councillor Davidson

To Councillor Cereste, Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement

Can the Cabinet Member please confirm why street lighting on Gunthorpe Road has a number of new white led lights but a number of the older amber lights are still in place and can he tell me when the lights on Fulbridge Road Werrington will be changed to the new lighting?

Councillor Cereste responded:

The Council is investing funding through the Medium Term Financial Strategy to upgrade the street lighting all across Peterborough. The street lighting replacement programme is underway in the city to replace the aging columns, and we are approaching the end of that programme. Many of the columns are reaching the end of their design life and it is important that we complete the work that we have started. We wish to install Light Emitting Diodes (LED) lanterns, they will save energy and will last much much longer. They are far superior to the old orange lighting and of course we will get a better life from them and make greater savings. The savings will make quite a difference to the Council's energy bills.

The lighting on Gunthorpe Road was due to be completed by Volker Highways prior to the commencement of the new highways contract on the 1 October 2013.

Unfortunately they came across difficulties and their works were not completed and the road was left incomplete. The difficulties included specialised electrical works whereby an order has had to be placed with UK Power Network (UKPN) to complete the necessary connections. The delays in completing this work has been due firstly by a delay in us receiving relevant installation certificates from our previous contractor and secondly, by us awaiting for UKPN to designate a time in their work program, for which we have no control over. UKPN has supplied us with an expected start date which is the week commencing the 2 December 2013. The work will include the remaining non illuminated white lights being connected to the electrical supply and the removal of the old columns which have the orange lighting.

Fulbridge Road has not yet been identified for any upgrade programme as the columns and lanterns are in a good state of repair. Streets for the lantern upgrades are identified throughout the information we have regarding our assets and stored on our asset data base. If anyone would like this information we can provide it for them, it is updated

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| | <p>through our structural and electrical testing regime. Based on this information we hold, we prioritise street lighting replacements where they are most needed.</p> <p>Councillor Davidson was not in attendance to ask a supplementary question.</p> |
| 5. | <p>Question from Councillor Thulbourn</p> <p>To Councillor Cereste, Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p> <p>Could the leader tell my constituents why they have no say or any input into the ability of Tesco's to open a store with all its ramifications and impose themselves on the Oundle Road community?</p> <p>Councillor Cereste may have responded:</p> <p>Under national planning law, some developments including some changes of use of land and buildings can take place without the need for planning permission to be applied for. An example of this is the change of use from a public house to a shop. As planning permission is not needed for the change of use of the building there has been no planning application to consult the local community on. Whilst planning permission is needed for any changes to the shop front, advertising and for any external plant, these proposals must be considered in the context of their appearance and noise impact respectively and not with regard to the issue of the change of use of the building to a shop.</p> |
| 9. | <p><u>Questions with notice by Members to Council representatives of the Fire Authority and Police and Crime Panel</u></p> |
| | <p>None received.</p> |

EXECUTIVE BUSINESS TIME

11. Questions with Notice to the Leader and Members of the Executive

1. **Question from Councillor Shearman**

To Councillor Elsey, Cabinet Member for Culture, Recreation and Waste Management

In recent years we have been informed that the collection of brown bin waste is suspended over the Christmas and New Year period to take account of the additional waste materials generated at this time. However this year many residents will be without brown bin collections for over three months. Will the Cabinet Member acknowledge the problems this is causing for many gardeners in the so called Environment Capital of the UK, and also acknowledge that this decision has nothing to do with the collection of additional black bin waste but is merely a cost-cutting exercise?

Councillor Elsey responded:

The decision to suspend the brown bin service for three months was taken due to the evidence from previous years that there is very little participation in this service over this period. The tonnage drops from around 1600 tonnes to 400 tonnes with very few households putting the brown bin out. Running a fortnightly service to 62,000 properties as at present means that any environmental benefits of the service are outweighed by having trucks running around the city emitting CO2 and yet collecting very little green waste. Residents who have garden waste to dispose of are able to use the free Household Recycling Centre at Dogsthorpe which is open throughout the winter every day from 8.00am to 4.00pm, being closed only for Christmas, Boxing and New Year's Day. In addition, the Council will be providing skips at several Garden Centres across the City for Christmas tree recycling.

In addition to that, the question relating to 'was this just a cost cutting exercise'? I believe most Councillors will now be in receipt of an email I sent earlier re-instating the brown bin service for two weeks to give allowance for the fact that we've had an extremely late fall of leaves this year and that there is a significant amount of brown bin waste to be collected, so the service will be reinstated as of next Monday for two weeks so every household will get one further collection this year prior to the service stopping until February.

Councillor Shearman asked the following supplementary question:

You referred to your email that we got earlier today, there was an implication in that email that residents had all been informed of the brown bin collection dates some while ago, that was the implication, yet in an email I've got here from Anne Nicole at Enterprise it makes it clear that that decision was made before the first email went out to Councillors, where we had the Hungry Harry PDF which stated that the service would be suspended in December and January, I then get an email from her when I queried that on the 26 November and she said it's only within the previous few days that the Council have instructed us to extend that into February. Perhaps I misread your email, but they are the facts. The other thing that I think Councillor Thacker has already alluded to or referred to, is that it's only those people whose collection dates are going to be changed, as I understand it, have had the bin hangers, so therefore those people will not know about the changes in the brown bin collection. I had reason to complain last year on behalf of Dogsthorpe residents and I got an apology from you and assurance that this would never happen again and here we are twelve months later and we've got a similar mess. But my question Madam Mayor, and thank you for letting me make that point, my question is have you considered any alternatives to your decision and is one of those alternatives an

imposition of a charge for members of the public per year to have their brown bins emptied? Would you give a categorical assurance that that is not going to happen in the year 2013/2014?

Councillor Elsey responded:

I'll provide a response but just want it noted that that was nothing to do with the original question.

The yearly bin calendars went out in April and every household in Peterborough received a calendar in April which had the bin collections on it.

Christmas bin hangers have been delivered to areas, as Councillor Shearman alluded to, where the service is going to be changed as a result of the Christmas holidays. In addition to that, Enterprise Peterborough have had on their website for three months advertising the changes to the service, they have also advertised it on the Peterborough Telegraph website and they've also published it on the Peterborough City Council website. They also prepared a story for the Peterborough Telegraph that spoke in some detail about the brown bin suspension and the residual waste changes over the Christmas period however the PT chose only to publish this story on residual waste.

With regard to the question which wasn't related and is therefore not supplementary, all I can say is, as my colleague Councillor Scott alluded to, we are in a position of unprecedented austerity as a result of Councillor Shearman's last government who left us in this predicament, however as a result of that there are no sacred cows and as an authority and as an administration we are having to make some very difficult choices, as a result of that there is nothing which we are not prepared to look at to make sure that the services that we provide to Peterborough with the restraints we've got on our budget are of the highest standard and the best that we can possibly achieve. So the answer to the question is that there is nothing that we are not considering as a result of the pressures that we are now working under.

2. **Question from Councillor Davidson**

To Councillor Cereste, Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement

Could the Cabinet Member tell me what is being done to prevent continual loss of our urban green space to development? Green space has a variety of benefits including allowing functions and events to be held, landscape, wildlife and cultural benefits etc. and once it has been lost it is very difficult to get it back.

Councillor Cereste responded:

I certainly agree that it is important to keep valuable areas of green space in our city and villages so that Peterborough remains an attractive place for everybody. We have some wonderful green spaces and a very high ratio of open space per person compared with most other cities.

The main tool we have available to prevent the loss of valuable spaces is through our decisions on planning applications. We have a very clear policy in our Peterborough Core Strategy which says that we will not grant planning permission for a development that would result in the loss of existing open space, other than in exceptional circumstances, and we can rely on that if it's necessary to refuse a planning application.

And when we do allow some green space to be lost, perhaps because it's poorly located or too small to be of any value, we get the developer to fund or provide something better as compensation.

Councillor Davidson was not in attendance to ask a supplementary question.

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| <p>3.</p> | <p>Question from Councillor Murphy</p> <p>To Councillor Scott Cabinet Member for Children’s Services</p> <p>Will the Cabinet Member give details of the policy for outreach services and actual outreach services provided to children and their parents and guardians following the recent closure of the large significantly staffed Sure Start centre - the Veranda - and can she kindly provide details of the consultation process that was undertaken in line with section 5D of the childcare Act 2006?</p> <p>Councillor Scott responded:</p> <p>The outreach provision will be through home visiting as well as through the delivery of programmes of support in other community facilities. This may include school sites and community centres.</p> <p>The consultation regarding the Veranda was undertaken as part of the “Gladstone Vision”, a vision for the capital investment providing regeneration, with improved integrated services for Children, Families and the Community. Public consultation was held, and I understand there was good involvement, with key stakeholders including the local schools, service providers and parents. A consultation event was held on 30 April 2013 and the event outlined plans for the whole area, including the relocation of children’s centre services. Members of the public, ward councillors and community organisations were invited to the event and I understand that the ward councillors were fully involved in the consultation process.</p> <p>Councillor Murphy asked the following supplementary question:</p> <p>Where have the health visitors gone and the clinics gone and how are they being done by outreach? And was the public consultation in line with Section 5D of the Children Care Act, the consultation you talked about was completely different and not to do with children centre provision specifically in the area.</p> <p>Councillor Scott responded:</p> <p>The first part of the question I will have to respond to him in writing about health visitors, as far as I understand the process that was undertaken for the consultation was the appropriate consultation, I will consult with officers after the meeting and if I need to I will write to Councillor Murphy after that.</p> |
| <p>4.</p> | <p>Question from Councillor Davidson</p> <p>To Councillor Cereste, Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p> <p>What measures are in place, to help families who are struggling following removal of the spare room subsidy (otherwise known as "bedroom tax")? A new survey shows how many East of England families are really being hit by this and Peterborough has been identified by being one of the hardest hit.</p> <p>To be precise, almost 34,000 East of England families were hit by this change in August according to new data released by the Government and analysed by the National Housing Federation [NHF] – the first survey to show actual numbers affected by the controversial policy.</p> <p>East of England families affected lost more money per week than any other region in England outside London and the South East, with an average reduction in housing benefit of £829 per year.</p> |

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| | <p>28,071 families were under-occupying by one bedroom and 5,551 were under-occupying by two or more. Norwich was hardest hit, with 2,908 families affected, almost double the number seen in any other Eastern local authority. Basildon came in second, with 1,630 affected families, while Peterborough came third with 1,504.</p> <p>What measures has the Council put in place to support these Peterborough families?</p> <p>Councillor Cereste responded:</p> <p>The Council is working hard to assist those households who are affected by the introduction of the 'spare room subsidy'.</p> <p>We have amended the housing allocations policy to give band 1 priority (the highest priority) to those who are assessed as being under occupying housing association properties, which gives them a greater chance of being successful in moving to more suitably sized, affordable accommodation. Since this change, 70 households have been successful in downsizing to a property where they are no longer affected by the spare room subsidy.</p> <p>In partnership with our housing associations, we have organised a 'swap shop' event where housing association tenants who are overcrowded and under occupied were able to meet and be matched with other tenants who may have a suitable property that they can exchange with to solve both their housing issues. This well-attended event took place in October 2013 and 71 Households attended and expressed interest in exchanging their properties, with one potential swap being identified at the event. The housing associations are now working with the data collected at the event to identify other matches and facilitate other potential exchanges and we are planning another event for the New Year, which we are hopeful will attract even more interest.</p> <p>We are making use of the increased allocation from the government of the Discretionary Housing Payments fund to assist some of the households who are affected by the reduction in housing benefit as a result of the 'spare room subsidy' by topping up their rent or assisting them with up-front fees to move to alternative suitable accommodation in the private sector. We also continue to offer our Rent Deposit Scheme to help people move into more appropriate accommodation.</p> <p>Since April we have assisted 258 households who were threatened with homelessness to move to alternative private sector accommodation by assisting them with the up-front costs to secure a tenancy by making a discretionary housing payment or through the rent deposit scheme.</p> <p>The Council is also continuing to lead the Peterborough Community Assistance Scheme which offers practical emergency help and support alongside longer term debt and other advice to help people in crisis.</p> <p>Councillor Davidson was not in attendance to ask a supplementary question.</p> |
| 5. | <p>Question from Councillor Murphy</p> <p>To Councillor Scott Cabinet Member for Children's Services</p> <p>Concerning the future of Children's Centres, was the need to take account of the call in process considered or overlooked when cabinet agreed the consultation time table and in the planning of meeting dates for consultations?</p> <p>Councillor Scott responded:</p> <p>The need to take into account the possibility of call in was considered; we did not print the consultation papers until after the call in date, however we did provisionally book venues for the public consultation, we did this because we wanted to give the public an</p> |

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| | <p>opportunity to have their say as soon as possible after publication of the Cabinet papers.</p> <p>Councillor Murphy asked the following supplementary question:</p> <p>Following the breathtakingly short period of less than two days if there had been a call-in to when the first consultation was taking place and the discussions on this matter, vis-a-vis the Constitution last night, could some further work be undertaken just to make sure we've got this right legally.</p> <p>Councillor Scott responded:</p> <p>The answer to the question is yes.</p> |
| 6. | <p>Question from Councillor Thulbourn</p> <p>To Councillor Cereste, Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p> <p>In light of recent events, does the leader feel the MP for Peterborough is having a detrimental effect on inward investment in to our city with respect to how he conducts his business?</p> <p>Councillor Cereste responded:</p> <p>The MP for Peterborough is entitled to his views and I am sure that he shares my commitment to furthering the economic prosperity of our city. The pace of inward investment is increasing and we can be proud of what we have achieved so far and what we will continue to achieve in the near future. We are well ahead of the national growth curve and this city is growing far faster than any other city outside of London. In the last few weeks we have heard a number of major announcements which clearly demonstrate that businesses want to invest in our city and want to come and live here. Exciting new plans for a major mixed use development in North Westgate which is actually deliverable, a bigger and better Waitrose in the Station Quarter, the sale of the former Peterborough District Hospital site for housing and a much needed new primary school, and the opening of more new restaurants and cafes in the city centre. Coupled with our own recently announced investment in public realm improvements to Bourges Boulevard and Long Causeway and many other proposals that we are negotiating I am confident that Peterborough is well and truly open for business.</p> <p>Councillor Thulbourn asked the following supplementary question:</p> <p>There is obviously an issue going on here and the MPs, specifically the MP this side of the river, they do have a role to play within inward investment and there is soundings that there are issues around that. It just seems that this breakdown is starting to affect, and will affect this city so I'm looking for a solution to this. In the next 18 months we need a solution, we can't continue with this tea party extremist type politics in Peterborough and the last spat, I'm on his side about the solar farms, but I don't agree with how he went about it and we've got to do something about it. As a Council we are entitled to have support from our MPs don't you agree?</p> <p>Councillor Cereste responded:</p> <p>I do agree.</p> |
| 7. | <p>Question from Councillor Sandford</p> <p>To Councillor Cereste, Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p> <p>Some time ago a motion was passed at Full Council calling for an investigation to be</p> |

carried out into the feasibility of broadcasting the proceedings of full council meetings over the internet. Could the leader of the council report back on what progress, if any, has been made with this investigation?

Councillor Cereste responded:

We have looked at a number of suppliers who could provide us with the necessary equipment to introduce webcasting to this council chamber and initial estimated costs are within the region of £30,000.

I still believe we need to ensure we are making the most of the digital age and give our residents, businesses and other interested parties the opportunity to engage with us through various channels as well as attending council meetings in person.

So we are considering webcasting as part of the council's overall digital strategy and will keep the Council informed on the progress we make.

Councillor Sandford asked the following supplementary question:

I partly welcome the reply that the Leader has given, but would he recognise that it's been some time since this motion was passed at Full Council, it's certainly more than one year and possibly even two years. Would he recognise that that for quite a small cost, because in the context of the Council £30,000 is quite a small cost, we could get great benefits in terms of increasing our openness and the accountability that we have and would he also recognise that even quite small local authorities, for example I understand that South Kesteven actually broadcast their meetings, would he give some indication of when these investigations that he's carrying out are going to reach some sort of conclusion.

Councillor Cereste responded:

I happened to agree with you Councillor Sandford and we are working on our digital strategy, it is something that we are literally working on as we speak. I think that we all need to move into the digital age and we will come forward with some ideas. I anticipate that it won't be very long.

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| FULL COUNCIL | AGENDA ITEM No. 4 |
| 29 JANUARY 2014 | PUBLIC REPORT |

MAYOR'S ANNOUNCEMENTS

1. PURPOSE OF REPORT: FOR INFORMATION

This report is a brief summary of the Mayor's activities on the Council's behalf during the last meetings cycle, together with relevant matters for information.
(Events marked with * denotes events attended by the Deputy Mayor on the Mayor's behalf).

2. ACTIVITIES AND INFORMATION – From 2 December 2013 to 26 January 2014

| Attending | Event | Venue |
|----------------------------------|--|---|
| Mayor | Milfield Shopping Window Judging | Start and finish at Pasibrzuch Restaurant in Milfield |
| Mayor and Mayoress | Advent Service 2013 | Peterborough Cathedral |
| Mayor | Official Opening of Acorn Academy Children's Nursery | 211 Lincoln Road |
| Mayor | Citizenship Ceremony | Council Chamber |
| Mayor and Mayoress | Chairman of Huntingdonshire District Council Carol Service and Civic Reception | All Saints Church |
| Mayor and Deputy Mayor | Full Council Preparation Meeting | The Parlour |
| Mayor and Deputy Mayor | Magistrates' Annual Reception | Reception Room |
| Mayor | Council Meeting Preparation | The Parlour |
| Mayor and Deputy Mayor | Extraordinary Meeting, Council meeting | Council Chamber |
| Mayor and Deputy Mayor | Full Council | Council Chamber |
| Mayor, Mayoress and Deputy Mayor | Mayor's Charities Coffee Morning | Reception Room |
| Mayor | Touching Hearts - Christmas bring and buy | City College Peterborough |
| Mayor | The Voyager Academy Year 8 Project Based Learning Final Presentation | The Voyager Academy |
| Deputy Mayor | Charity Committee | Forli Room |
| Mayor and Mayoress | Peterborough Diwali Festival Presentation | Reception Room |
| Mayor | 3D Street Art | Queensgate outside Primark |
| Mayor and Mayoress | Christmas Party | Jack Hunt School, |
| Mayor | Rhapsody Chorus Christmas Show | Ormiston Bushfield Academy |
| Mayor and Mayoress | The Peterborough School Christmas Brunch | The Refectory Gallery |

| Attending | Event | Venue |
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| Mayor and Mayoress | Burma Star Association Christmas Lunch | Newark Hotel |
| Mayor | Masonic Carol Service | Peterborough Cathedral |
| Mayor | Christmas Radio Show | Peterborough FM |
| Mayor and Mayoress | Cinderella Pantomime | Key Theatre |
| Mayor | Visit by Mary and Joseph | Town Hall Reception |
| Mayor and Deputy Mayor | The Mayor's Mince Pie Reception | Reception Room |
| Mayor | Citizenship Ceremony | Council Chamber |
| Mayor and Mayoress | Prince's Trust Final Presentation | Bourges and Viersen Room |
| Mayor | The Mayor's Mince Pie Reception | Reception Room |
| Mayor | Mayor of Huntingdon's Civic Carol Service | All Saints Church |
| Mayor | Dogsthorpe Infant School Nativity Performance | Dogsthorpe Infant School |
| Mayor | Axiom Homeless Action (AHA) Tea Party | Reception Room |
| Deputy Mayor | Thorpe Hall Carol Concert | Thorpe Hall |
| Mayor and Mayoress | Blind Bowls Club Christmas Dinner | Burton Street Indoor Bowls Club |
| Mayor and Mayoress | Carol Service | The Cathedral |
| Deputy Mayor | KingsGate Community Church Christmas Celebration | Kingsgate Community Church |
| Mayor and Mayoress | KingsGate Community Church Christmas Celebration | Kingsgate Community Church |
| Mayor and Mayoress | A Celebration of Christmas | The Salvation Army |
| Mayor and Mayoress | Christmas Magic | Broadway Theatre |
| Mayor and Mayoress | Netherton Friendship Club Christmas Lunch | St Andrew's United Reformed Church |
| Mayor | Citizenship Ceremony | Council Chamber |
| Mayor | The Luminus Group - A Celebration of Christmas | Brook House |
| Mayor | Community Day - Festive event - Parent Meet Up | City College Peterborough |
| Mayor | Christmas Lunch at the Lunch Club | South Grove Community Centre |
| Deputy Mayor | HMP Whitemoor Christmas Carol Service | HMP Whitemoor |
| Mayor and Mayoress | The King's School Christmas Concert | The Cathedral |
| Mayor and Deputy Mayor | Christmas Wreath Laying | Town Hall |
| Mayor | Orton Wistow Primary School Christmas Lunch | Wistow Way |
| Mayor | Presentation Evening 2013 | Jack Hunt School |
| Mayor | Dropping off gifts to elderly couple | Orton Malbourne |
| Mayor | City Market Hamper Draw and delivery of hamper to winner | Meet in the Parlour |

| Attending | Event | Venue |
|----------------------------------|---|--------------------------------------|
| Deputy Mayor | Christmas in Peterborough featuring the Cory Band | The Cathedral |
| Mayor | ICA Christmas Dinner | The Fleet |
| Deputy Mayor | Bangladesh Victory day and Award ceremony | Gladstone Park Community Centre |
| Mayor | Candlelit Carol Service | Oundle Road Baptist Church |
| Mayor | Meeting regarding Sporting Saturday | The Parlour |
| Mayor | Carol Service | The Cathedral |
| Mayor and Deputy Mayor | Visit to Peterborough City Hospital | Peterborough City Hospital |
| Mayor and Deputy Mayor | Christmas Day Celebrations | 1203 Bourges Boulevard |
| Deputy Mayor | Charity Fundraising Event | Gladstone Park Community Centre |
| Mayor | Citizenship Ceremony | Council Chamber |
| Mayor | YMCA & Inspire Peterborough-Together | The Cresset Centre |
| Mayor | Meet with Freeman's Retirement Association | East Community Centre |
| Mayor | Charity Committee | The Parlour |
| Mayor | Visit to St George's Community Hydrotherapy Pool | St George's Hydrotherapy Pool |
| Mayor and Mayoress | Eye Community Association Community Luncheon | Manor Farm Community Centre |
| Mayor | Meeting to discuss Full Council Agenda / Petitions | The Parlour |
| Mayor | Sod Cutting | London Road Stadium |
| Mayor | Visit by the 63rd Peterborough Scout Group | The Parlour and Council Chamber |
| Mayor | Radio Interview at Peterborough FM | 27 Norfolk Street |
| Mayor | Meet with florist to discuss floral arrangements for the Mayor's Ball | The Parlour |
| Mayor and Mayoress | Chairman of South Kesteven Charity Gala | The Guildhall Arts Centre |
| Mayor | Radio Interview at BBC Radio Cambridgeshire | Peterborough Studio |
| Mayor, Mayoress and Deputy Mayor | Sporting Saturday | The Cresset |
| Mayor and Mayoress | Go On Peterborough, Digital Driver Event | Cathedral Square |
| Mayor | Connecting Classrooms Project | Arthur Mellows Village College |
| Mayor and Mayoress | Attend POSH to do collection for Mayor's Charities | POSH ground |
| Mayor | Anne Frank Exhibition - A History for Today | The Cathedral |
| Mayor | Mayor's Ball Planning | Marriott Hotel |
| Mayor and Mayoress | Mayor of Boston - Victorian Experience Evening | The Indian Queen and Three Kings Pub |

| Attending | Event | Venue |
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| Mayor | PCVS 18th Annual Volunteers Award Evening | Reception Room |
| Deputy Mayor | New Year Reception | The Stukeley Inn |
| Mayor | Mayor of Kettering Holocaust Memorial Commemoration | Kettering Borough Council Chamber |

3. BACK GROUND DOCUMENTS (IN ACCORDANCE WITH THE ACCESS TO INFORMATION ACT 1985)

None.

4. DIRECTOR RESPONSIBLE

Director of Governance, Kim Sawyer.

| | |
|------------------------|---------------------------|
| COUNCIL | AGENDA ITEM No. 12 |
| 29 JANUARY 2014 | PUBLIC REPORT |

**EXECUTIVE REPORT – FOR INFORMATION
RECORD OF EXECUTIVE DECISIONS**

1. DECISIONS FROM CABINET MEETING ON 16 DECEMBER 2013

ENVIRONMENT CAPITAL ACTION PLAN

Cabinet received a report which sought its approval of the Environment Capital Action Plan (ECAP) for the purpose of public consultation. Officers proposed to consult with the public and stakeholders on the draft ECAP in early 2014.

The ECAP had been prepared to outline how the city intended to deliver against the 'Creating the UK's Environment Capital' strategic priority.

Cabinet considered the report and **RESOLVED** to:

Approve the Environment Capital Action Plan for public consultation.

COUNCIL TAX SUPPORT SCHEME 2014/15

Cabinet received a report which sought its approval to keep the draft Council Tax Support Scheme for 2014/15 the same as for the current year, and to use this as a basis for consultation. The report:

- updated Cabinet on the implementation of the new local Council Tax Support scheme in 2013/14;
- proposed that the draft scheme for 2014/15, to be used as the basis for undertaking public consultation, was the same as the current year;
- outlined the approach to consultation; and
- outlined the timescales for implementation.

Cabinet considered the report and **RESOLVED** to:

Approve that the draft Council Tax Support Scheme for 2014/15 should be the same as for the current year, and to use this as a basis for consultation.

ADULT SOCIAL CARE TRANSFORMATION AND PERSONALISATION

Cabinet received a report which informed it of the scope and progress made on the Transformation Programme for Adult Social Care. The report:

- a) Enabled review of progress against the Cabinet Decision to:
 - i. Revise the Eligibility Criteria for Adult Social Care from high/moderate to critical/substantial in line with Department of Health categories with effect from April 2013 for new service users and for existing service users from the date of their annual review or sooner if there was a change in circumstance which merits earlier review;
 - ii. Provide Reablement to all existing and new service users who would benefit;

- iii. Offer longer term transitional support to younger adults with long term conditions including those who fall below critical/substantial needs as part of the Council's preventative offer; and
 - iv. Re-commission and further invest in 'a preventative offer' available to the wider community.
- b) Provided Cabinet with an overview of the internal background, and external drivers for the transformation of Adult Social Care Services in Peterborough; and
 - c) Informed Cabinet on the scope and progress made on the Adult Social Care, Transformation Programme; and the expected delivery date of the Detailed Business Case upon which the Council would decide on the future operating model to be implemented from April 2014.

Cabinet considered the report and **RESOLVED** to:

1. Note the report about the ongoing Transformation to a Personalisation model in Adult Social Care;
2. Note the next stages in the Transformation to a Personalisation model in Adult Social Care; and
3. Discuss and feedback comments to the Adult Social Care Transformation Team.

TRANSFORMATION OF PERSON CENTRED ACTIVITIES FOR YOUNGER ADULTS IN PETERBOROUGH

Cabinet received a report which followed a nine month review of day services for adults under 65 with physical and learning disabilities. The report:

- a) Informed Cabinet of the review of day opportunities for people under 65 with physical and learning disabilities including employment services and day centres;
- b) Informed Cabinet of a set of proposals that had been put together following extensive engagement, from May 2013 to November 2013, with the people who used the services and their families and carers, as well as staff, other day service providers and other local authorities that had modernised their services; and
- c) Sought Cabinet's approval to go out to public consultation on the proposals on how day activities and lifestyle opportunities for adults under 65 were to be provided in the future.

Once the consultation was complete, and all the responses had been considered, a further report would be presented to Cabinet to seek approval for a final set of proposals on how day opportunities for adults under 65 with learning and physical disabilities could be offered in the future.

The report was the first of two such reports. Consideration of similar transformation of day services for adults over 65 and people with mental health needs would follow and be subject to a further Cabinet report early in 2014.

Cabinet considered the report and **RESOLVED** to:

1. Consider the proposals outlined in the report and in the accompanying consultation document for modernising day services for adults under 65 with physical and learning disabilities; and
2. Agree for these proposals to go out to public consultation for a period of eight weeks to all the Executive Director for Adult Social Care, Health and Wellbeing to formally

consider the views of users of the services, other organisations, residents and other interested parties.

OUTCOME OF PETITIONS

Cabinet received a report updating it on the progress being made in response to petitions in accordance with Standing Order 13 of the Council's Rules of Procedure.

Cabinet considered the report and **RESOLVED** to:

Note the action taken in respect of petitions presented to full Council.

2. DECISIONS FROM CABINET MEETING ON 20 JANUARY 2014

COUNCIL TAX BASE, COLLECTION FUND SURPLUS AND BUSINESS RATES 2014/15

Cabinet received a report which formed part of the preparation for setting the Council's budget. It needed to be considered so that figures for the tax base, the Collection Fund and the amount of business rates to be collected could be used in setting the Council Tax and business rate Income and could be notified to other affected authorities.

Cabinet considered the report and **RESOLVED** to:

1. Endorse the calculation of the Council Tax Base for 2014/15 at a level of 51,054.03 Band D equivalent properties;
2. Note the estimated position on the Collection Fund balances as at 31 March 2014 of:
 - Council Tax £0
 - Business Rates £2,204,026 Surplus
3. Delegate to the Executive Director Resources responsibility for approving and returning the final NNDR1 return to the Secretary of State by 31 January 2014 to include any further revision to the business rates surplus 2013/14 and Business Rate income 2014/15.

COUNCIL TAX SUPPORT SCHEME 2014/15

Cabinet received a report, following the consultation on the proposals made at the Cabinet meeting held on 16 December 2013.

The report made a recommendation to Full Council on the Council Tax Support Scheme to be implemented in Peterborough (*this is detailed within the Executive Recommendations report at agenda item 13*).

The report further sought approval for the adoption of the Citizen's Advice Bureau (CAB) good practice protocol for council tax collection.

Cabinet considered the report and **RESOLVED** to:

Approve the adoption of the Citizen's Advice Bureau (CAB) good practice protocol for council tax collection.

OUTCOME OF PETITIONS

Cabinet received a report updating it on the progress being made in response to petitions in accordance with Standing Order 13 of the Council's Rules of Procedure.

Cabinet considered the report and **RESOLVED** to:

Note the action taken in respect of petitions presented to full Council.

3. CALL-IN BY SCRUTINY COMMITTEE OR COMMISSION

Since the publication of the previous report to Council, the call-in mechanism has been invoked once. This was in respect of the decision taken by Cabinet on 18 November 2013 relating to ‘Early Years Services Including Children’s Centres’. The call-in request was considered by the Creating Opportunities and Tackling Inequalities Scrutiny Committee on 3 December 2013, and following discussion and questions raised on the reasons stated for the call-in, the Committee did not agree to the call-in of the decision.

It was therefore recommended that under the Overview and Scrutiny Procedure Rules in the Council's Constitution (Part 4, Section 8, and paragraph 13), implementation of the decision would take immediate effect.

4. SPECIAL URGENCY AND WAIVE OF CALL-IN PROVISIONS

Scrutiny Procedure Rule 14 and Executive Procedure Rule 7 require any instances where the Council’s special urgency provisions have been invoked, and/or the call-in mechanism was not applied, to be reported to the next available meeting of the Council, together with reasons for urgency.

Since the previous report to Council, the urgency provisions have not been invoked.

5. CABINET MEMBER DECISIONS

| CABINET MEMBER AND DATE OF DECISION | REFERENCE | DECISION TAKEN |
|--|------------------|---|
| Councillor Holdich 27 November 2013 | NOV13/CMDN/096 | <p>Award of Contract for the Construction of an Extension, Refurbishment and Remodelling to Accommodate the Expansion of Ravensthorpe Primary School</p> <p>The Cabinet Member, in consultation with the Cabinet Member for Resources and the Executive Director - Children’s Services; Executive Director – Strategic Resources and the Head of Legal Services:</p> <ol style="list-style-type: none"> 1. Authorised the construction of an extension and remodelling of existing buildings including provision of a temporary mobile classroom and associated works to accommodate the expansion of Ravensthorpe Primary School up to the value of the budget sum of £3.35m, subject to the school governors obtaining consent pursuant to section 77 of the School Standards and Framework Act 1988. This sum shall also include funding for Information and Communications Technology (ICT), all site surveys and project management and technical advisors fees; and 2. Authorised the Executive Director of Children |

| | | |
|---|----------------|--|
| | | Services to vary the design and build lump sum option contract with Carillion Construction Ltd to include the construction of an extension and the refurbishment and remodelling of existing buildings to accommodate the expansion of Ravensthorpe Primary School. |
| Councillor Elsey 28 November 2013 | NOV13/CMDN/095 | <p>Joint Materials Recycling Facility (MRF) Procurement for the Recycling in Cambridgeshire and Peterborough (RECAP) Partnership</p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Agreed that the Council is committed to the procurement and appointment of a Contractor to deliver Joint MRF services for bulking, sorting and onward processing/sale of recyclable materials for all participating RECAP partners, unless all partners agree not to appoint. 2. Approved on behalf of the Council the 'RECAP Partnership Charter', as attached at Appendix 1, including approval of the additional Schedule 2 Governance Agreement relating to the operation of the Joint MRF contract, commitment to participation in and commitment of recyclate materials into the joint contract. 3. Authorised John Harrison, Executive Director Resources in consultation with the Cabinet Member for Culture, Recreation and Waste management (as appropriate) to approve the procurement process to secure a suitable Contractor and on its conclusion to make the decision to award the Contract. 4. Agreed that Peterborough City Council will nominate a preferred supplier in collaboration with the participating partners, for the provision of the services of bulking, sorting and onward processing/sale of recyclable materials contract, on behalf on both Peterborough City Council and the RECAP participating partners. 5. Noted and agreed the approach to the Waste Framework Directive compliance regarding source separation of recyclate, as agreed by the RECAP Board on 4th September 2013 and as attached at Appendix 2. |
| Councillor Cereste 28 November 2013 | NOV13/CMDN/097 | <p>Terms of Reference for Greater Cambridge Greater Peterborough Local Transport Body</p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Approved the Terms of Reference for the Greater Cambridge Greater Peterborough Local Transport Body. 2. Delegated to Cambridgeshire County Council the responsibility for issuing press releases and dealing with press enquiries on behalf of the board in line with the agreement procedure stated in the Terms of |

| | | |
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| | | Reference; and 3. Delegated to the Greater Cambridge Greater Peterborough Local Transport Body board the power to vary its constitution in line with the procedure stated in the Terms of Reference (and within the limits of responsibility stated in the approved Assurance framework). |
| Councillor Holdich 2 December 2013 | DEC13/CMDN/098 | Closure of Matley Primary School, Academy Transfer Agreement and Lease of Premises The Cabinet Member approved the closure of Matley Primary School and the execution of a commercial transfer agreement and to grant a 125 year lease of the premises known as Matley Primary School at a peppercorn rent to Ormiston Meadows Academy from 1 January 2014. |
| Councillor Seaton 12 December 2013 | DEC13/CMDN/100 | Discretionary Rate Relief from Business Rates for Charities, Similar Organisations not Established or Conducted for Profit and Rural Businesses The Cabinet Member approved the award of Discretionary Rate Relief for charities and similar organisations shown on the schedule (as attached to the CMDN) to 31 March 2015. |
| Councillor Seaton 12 December 2013 | DEC13/CMDN/101 | Discretionary Rate Relief from Business Rates for Charities, Similar Organisations not Established or Conducted for Profit and Rural Businesses The Cabinet Member approved: 1. The award of Discretionary Rate Relief for charities and similar organisations shown on the attached schedule at Appendix A to 31 March 2015; and 2. The refusal of Discretionary Rate Relief for charities and similar organisations shown on the attached schedule at Appendix B to 31 March 2015. |
| Councillor Cereste 13 December 2013 | DEC13/CMDN/099 | A1139 Fletton Parkway Junction 17 A1(M) – Junction 2 Widening Scheme – Appointment of Construction Contractor The Cabinet Member: 1. Approved the appointment of Birse Civils Limited to construct the A1139 Fletton Parkway Junction 17 A1(M) – Junction 2 Widening Scheme and the award of a contract through the Midlands Highway Alliance (MHA) Medium Schemes Framework 1 Contract (MSF 1), for the Target Cost sum of up to £11,000,000; and 2. Authorised that the Director of Growth and Regeneration can vary this contract when required, subject to; (i) available budget being in place; (ii) the total sum of each variation not exceeding £500,000; and (iii) the variations do not cause the total sum to |

| | | |
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| | | exceed that permitted under the framework contract (£12,000,000). |
| Councillor Elsey 16 December 2013 | DEC13/CMDN/107 | <p>Locate a New Household Recycling Centre at the Former Ray Smith Group (RSG) Building, Fengate and Locate a New Waste Transfer Station at the Nursery Lane Depot</p> <p>The Cabinet Member for Culture, Recreation and Waste Management, in consultation with the Cabinet Member for Resources:</p> <ol style="list-style-type: none"> 1. Approved the proposal to locate a new Household Recycling Centre (HRC) at the former Ray Smith Group (RSG) building in Fengate, with effect from 1st November 2014, subject to obtaining planning permission; and 2. Approved the proposal to locate a new waste transfer station (WTS) for dry recyclables at the Nursery Lane depot in Fengate, subject to obtaining planning permission. |
| Councillor Holdich 17 December 2013 | DEC13/CMDN/108 | <p>Appointment of Authority Governor – Ken Stimpson Community School</p> <p>The Cabinet Member appointed Mr Asif Shaheed as authority governor nominated by the school.</p> |
| Councillor Holdich 17 December 2013 | DEC13/CMDN/109 | <p>Appointment of Authority Governor – Ravensthorpe Primary School</p> <p>The Cabinet Member appointed Ms Christine Cunningham as authority governor nominated by the Local Authority.</p> |
| Councillor Holdich 19 December 2013 | DEC13/CMDN/110 | <p>Appointment of Authority Governor – Ormiston Meadows Academy</p> <p>The Cabinet Member appointed Mrs Elaine Kiernan as authority governor nominated by the school.</p> |
| Councillor Holdich 19 December 2013 | DEC13/CMDN/111 | <p>Appointment of Authority Governor – NeneGate Primary School</p> <p>The Cabinet Member appointed Mr Elton Manyanhaire as nominated by the Local Authority.</p> |
| Councillor Walsh 23 December 2013 | DEC13/CMDN/112 | <p>Contract Award for the Provision of Domestic Abuse and Sexual Violence Services</p> <p>The Cabinet Member approved the award of the contract for the delivery of domestic abuse and sexual violence support services within Peterborough to Peterborough Women's Aid (PWA) for a total of £1,126,670. The contract included the following services, tendered in two Lots:</p> |

| | | |
|--|---------------|--|
| | | <ul style="list-style-type: none"> • Integrated Support Service for very high, high and medium risk victims of domestic abuse and/or sexual violence; and • Specialist therapeutic interventions for children and young people who have experienced domestic abuse and/or sexual violence. <p>The contract will operate for the period 1st April 2014 to 31st March 2017, subject to funding being available for each year, with the option for the Council to extend for a further twelve months to 31st March 2018.</p> |
| <p>Councillor Fitzgerald</p> <p>2 January 2014</p> | JAN14/CMDN/01 | <p>Award of Personal Care and Support Services Contracts</p> <p>The Cabinet Member authorised the award of the Personal Care & Support Framework Contract to the organisations listed in Annex 1 of the report.</p> |
| <p>Councillor Seaton</p> <p>10 January 2014</p> | JAN14/CMDN/02 | <p>Write off Approval for Debts over £10,000 in Relation to Council Tax</p> <p>The Cabinet Member authorised the write off of the debt shown as outstanding in respect of the council tax accounts included in the schedule shown at Appendix A.</p> |

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| COUNCIL | AGENDA ITEM No. 13 |
| 29 JANUARY 2014 | PUBLIC REPORT |

EXECUTIVE REPORT – RECOMMENDATIONS

(a) COUNCIL TAX SUPPORT SCHEME 2014/15

Cabinet at its meeting of 20 January 2014 received a report, following the consultation on the proposals made at the Cabinet meeting held on 16 December 2013.

The report made a recommendation to Council on the Council Tax Support Scheme to be implemented in Peterborough.

The report also sought Cabinet's approval to adopt the Citizen's Advice Bureau (CAB) good practice protocol for council tax collection (*this is detailed within the record of Executive Decisions report at agenda item 12*).

After considering the report, Cabinet agreed to the recommendation as below:

IT IS RECOMMENDED that Council agrees that the Council Tax Support Scheme for 2014/15 should be the same as for the current year, keeping the reduction in benefit for working age claimants at 30%.

(The original Cabinet report follows this report).

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| CABINET | AGENDA ITEM No. |
| 20 JANUARY 2014 | PUBLIC REPORT |

| | | |
|--------------------------------|---|-------------|
| Cabinet Member(s) responsible: | Councillor David Seaton, Cabinet Member for Resources | |
| Contact Officer(s): | John Harrison, Executive Director Resources | Tel. 452520 |

COUNCIL TAX SUPPORT SCHEME 2014/15

| R E C O M M E N D A T I O N S | |
|--|--|
| FROM : Executive Director Resources | Deadline date : 20 th January 2014 |
| <p>That Cabinet:</p> <ol style="list-style-type: none"> 1. Recommends to the meeting of Full Council on 29th January 2014 that the Council Tax Support Scheme for 2014/15 should be the same as for the current year, keeping the reduction in benefit for working age claimants at 30%; and 2. Approves the adoption of the Citizen’s Advice Bureau (CAB) good practice protocol for council tax collection. | |

1. ORIGIN OF REPORT

1.1 This report is submitted to Cabinet following the consultation on proposals made by Cabinet on 16th December 2013.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to make a recommendation to Full Council on the Council Tax Support Scheme to be implemented in Peterborough.

2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.1 ‘to take collective responsibility for the delivery of all strategic executive functions within the council’s major policy and budget framework and lead the council’s overall improvement programme to deliver excellent services’.

3. TIMESCALE

| | | | |
|---|-----------------|---|-----------------|
| Is this a Major Policy Item/Statutory Plan? | Yes | If Yes, date for relevant Cabinet Meeting | 20 January 2014 |
| Deadline for relevant Council Meeting | 31 January 2014 | Date when these changes will apply from | 1 April 2014 |

4. BACKGROUND AND CURRENT SCHEME

Background

- 4.1 Council Tax Benefit (CTB) was the means tested way of reducing the Council Tax Bill for those on low incomes. Effectively the household paid less council tax (sometimes none) and the Government paid grant to the council to cover it.
- 4.2 CTB expenditure has increased nationally from £2bn in 1997/98 to £4.3bn in 2010/11. The Government announced in the Spending Review 2010 that it would localise support for council tax making Councils responsible for local schemes and reducing the grant by 10%, saving £410m nationally in England. Councils would be responsible for determining, through their local scheme, how these savings are made. If councils do not make savings through the scheme, they will need to meet the cost of this elsewhere in their budgets. Schemes must fully protect pensioners and so the impact is met by 'working age' claimants.
- 4.3 Council Tax Benefit (CTB) became Council Tax Support (CTS) from April 2013. The Council implemented a local scheme that came into effect on 1st April 2013.

Financial Impact for Peterborough in 2013/14

- 4.4 In Peterborough there were almost 18,000 Council Tax Benefit claimants (24% of households) which cost around £12m in 2010/11. The Medium Term Financial Strategy (MTFS) approved by Council in February 2012 was based on a local scheme being adopted in 2013/14 and there being no additional pressure on the council's budget i.e. any reduction in grant would be fully met through changes in the benefit scheme, rather than cuts being made in services elsewhere across the Council.
- 4.5 The Government claimed that the reduction in funding should be around 10% of the benefit bill. However this assumed that the number of people claiming this benefit, and hence the cost of it, reduced by 2013/14. Many parts of the country, including Peterborough, were seeing costs of benefit increasing. The Council estimated that the grant reduction would see a shortfall of nearer 20%. The gap between grant and the benefit bill for 2013/14 was estimated to be £2.4m.
- 4.6 Failure to devise and implement a local scheme by 31 January 2013 would have resulted in the Department for Communities and Local Government (DCLG) 'default scheme' being used by the Council. This scheme mirrors the current CTB scheme. If this were to happen the Council and Police and Fire would have had to find the £2.4m of savings from elsewhere in their budgets.
- 4.7 In Peterborough 40% of claimants and 38% of the bill relates to pensioners. As Government legislation protects this group, the 20% loss in CTB funding has to be met by the remaining 60% of claimants. In order to achieve the strategy approved in the MTFS, this would require a reduction in benefit of 30%.
- 4.8 Cabinet approved this approach as the basis for consultation at their meeting of 24 September 2012 (the reduction was initially estimated at 35% and was consulted at this level, but changes to the grant meant this was finally 30%). The consultation also included options to fully protect groups, such as the disabled. Such protection would mean higher reductions for working age claimants to keep the scheme self-funding in line with the MTFS strategy.
- 4.9 Following Cabinet, an intensive period of public and stakeholder consultations ran for six weeks from 25 September to 5 November 2012, along with further

engagement leading up to approval by Full Council on January 30th 2013. This included:

- Residents were encouraged to 'have their say' by completing an on-line survey, copies of which were made available in hard format from The Town Hall, Bayard Place and the Libraries.
- Direct engagement with groups identified through the Equalities Impact Assessment
- The project team also engaged with Job Centre Plus where their relationship manager has informed front line staff of the proposed changes and consultation.
- Drop-in sessions were held at each of the 10 libraries where residents could ask questions and were encouraged to complete the survey.
- Benefit notification letters were also amended during the period of consultation to include an additional sheet advising customers of the changes and how they can have their say. Using this approach **6,145** separate notifications have been issued to benefit customers alerting them to the changes and giving them the opportunity to comment.
- The proposals were discussed by Sustainable Growth and Environment Capital Scrutiny Committee on 8th November 2012.

4.10 The feedback was generally inconclusive. Whilst respondents felt that Peterborough City Council should continue to support people on low income by reducing their council tax bill, there was no clear indication of any preference as to how the new scheme should be designed.

New scheme implemented for 2013/14

4.11 Given the unacceptable impact that cuts of £2.4m would have, it was agreed that a 30% reduction would be applied from 2013/14.

4.12 Analysis showed that under the new council tax support scheme there would be the following impact:

- 8,437 households who previously received 100% council tax benefit would now have something to pay
- 2,458 households will be paying more council tax than before

Examples of how this would impact during 2013/14 are outlined below

- Currently Band A council tax in the city (including Police and Fire) is £908. A household in receipt of 100% benefit would currently pay no council tax. In future they would pay 30%, or £272 per year (£5.24 per week). They would still receive £636 in council tax benefit
- Currently Band B council tax in the city (including Police and Fire) is £1,059. A household in receipt of 50% benefit would currently pay council tax of £530, and receive benefit of £530. In future they would pay an extra £159 per year (£3.05 per week), taking their total payment to £689 per year. They would still receive £371 in council tax benefit
- The average amount paid in benefit is currently £730 per year. This would reduce by £219 to £512 per year. As such the average household in receipt of benefit would pay £4.21 per week extra
- Pensioner households are protected and hence unaffected by the proposals

4.13 The original Cabinet reports in 2012/13 outlined a range of measures that the Council intended to undertake to mitigate the impact on households. The Council works in a number of areas to support people in Peterborough, covering two main areas:

- Helping people get back into work and off benefit
- Helping alleviate the impacts of poverty on individuals and households

The majority of these activities are led by the Neighbourhoods service, linking in with a number of partners across the city.

5. IMPACT OF THE NEW SCHEME AND PROPOSALS FOR 2014/15

5.1 The Council has closely monitored the impact of the new scheme in the current financial year. As we are only 9 months into the new scheme, we should remain cautious in drawing definitive conclusions. The scheme is likely to need to be monitored over several years to fully assess the impact.

5.2 The scheme received media coverage during the year, especially when individuals were summoned to court. However it should be noted that whilst the scheme has seen an overall increase in summons, the majority have been issued for those not affected by the changes, as can be seen in the figures below to the end of October:

| | |
|-------------------|---------------|
| Summons – non-CTS | 6,427 |
| Summons – CTS | 5,266 |
| total | 11,693 |

5.3 Collection rates are being impacted, but overall not by a significant amount. Collection at the end of October for all council tax was 65.8% in the year to date, compared to 66.2% at the same stage last year. The collection rate is currently lower for household paying for the first time, many of these households are now paying through instalments during the year, and the lower collection rate in part reflects issues earlier in the year when some of these households did not fully appreciate the impact of the new arrangements and the need to start paying council tax.

5.4 The process of collecting council tax from these households (and indeed all households) continues. The Council continues to encourage those who may encounter difficulty in paying to get in touch as soon as possible. Where households have ignored reminders and not been in touch, then further recovery action will be taken.

5.5 The comments above focus more on the collection process, and it recognised that there may be an impact on individual households. Measures that the Council would undertake to support households were outlined in the Cabinet reports last year (and are summarised in 4.13 above). Currently it does not appear that there is evidence of households presenting themselves elsewhere in the council and requiring services or support as a result of the local scheme. The Council will continue to monitor this, especially in light of wider changes to welfare benefits.

5.6 The Council needs to revisit and approve its local scheme every year. In doing so the council needs to consider several key issues:

- What is the forecast cost of CTSS, and how has it changed ?
- Is the level of funding available still the same as expected ?
- Should the principle of the scheme being cost neutral still be maintained ?

5.7 Current figures indicate that there is a small reduction in the cost of council tax support. This is however offset by additional grant reductions announced during this year. As such Cabinet proposed at its meeting of 16th December that the local scheme remains as it is, with the level of CTS reduction remaining at 30%. A short consultation was then undertaken on this proposal (and indeed remains open).

6. CONSULTATION APPROACH AND FEEDBACK

6.1 As Cabinet was not proposing to change the local scheme, the consultation is being run as follows.

- Comments and feedback invited from the public
- The key stakeholders who were targeted last year will be contacted again to seek feedback on the scheme so far

6.2 So far the Council has not received comments from the public. The consultation remains open right through to 27th January 2014, to enable the maximum time for people to comment. Updates will be provided at the Cabinet and then Council meeting as necessary.

6.3 The Council has also contacted the following organisations directly, given that their roles mean they are likely to come into contact with those affected by the changes

- Citizen's Advice Bureau (CAB) Peterborough
- DIAL
- Peterborough Council for Voluntary Service (PCVS)
- Cross Keys Homes
- Groups identified from the Equalities Impact Assessment

6.4 The detailed response provided by CAB is included in **Appendix 1**. This outlines support for the Cabinet proposals. A number of helpful comments relating to council tax and collection are also raised and responded to in the following section.

7. PROPOSED SCHEME FOR 2014/15

7.1 In reviewing the scheme, it is clear that the financial challenges for the Council remain exactly the same, and it would not be possible to reduce the benefit cut and make the reductions in funding elsewhere without having a far greater impact on vulnerable people.

7.2 There is no consultation feedback calling for changes to the scheme. As such it recommended that the Council does not amend the scheme for next year, and leave it as it stands. A summary of the scheme is included in **Appendix 2**.

7.3 The feedback received from the CAB included a number of helpful comments relating to council tax collection, including use of Bailiffs. Some initial responses from the Council are outlined below:

- We meet regularly with the bailiff's we use to ensure they adhere to their agreed code of conduct. If a bailiff's conduct is found to be unprofessional then we can remove them from our use. That has not been the case to date. The fees that are charged are in line with standard fees, we are not aware of any illegal or excessive fees being charged in Peterborough.
- The Council has a direct line available for those customers referred via Peterborough Community Assistance Scheme (PCAS) who are struggling to pay their Council Tax and we will always look to make arrangements to pay where possible for all customers.

- The Council has recently undertaken a major channel shift project carried out over the summer as part of the launch of the on-line benefit claim form. We worked with third sector agencies in Peterborough, to ensure that there were no detrimental effects and as such achieved 100% channel shift.

7.4 The CAB have also shared with the Council the code developed by the CAB in conjunction with the LGA. A copy is included in **Appendix 3** (PDF doc). The Council takes its responsibility to help customers who are struggling to pay seriously and continue to strive to do this whilst balancing our responsibility to collect Council Tax. Much of the practice outlined in the CAB/LGA code is already in place. To demonstrate the Councils continued commitment in this area, it is proposed that Cabinet adopt this code.

8. REASONS FOR RECOMMENDATIONS

8.1 The regulations require Full Council to approve the new Council Tax Support scheme. Any alternative to the proposed reduction in benefit would leave the Council facing significant additional costs.

9. ALTERNATIVE OPTIONS CONSIDERED

9.1 The options available to the council are:

1. Do nothing

If the Council does nothing then the CTS scheme for 2014/15 will remain exactly the same as the scheme for 2013/14 and will not reflect the legislative changes applied to other benefits under welfare reform and the annual uprating applied to benefits by central government.

2. Keep the current scheme but reflect annual uprating

To reduce all CTB equally - as the Government has made clear that pensioners must be protected, the 30% reduction applied in 2013/14 is necessary in 2014/15 to meet the funding shortfall but the council will apply annual uprating as determined by central government. This is the recommended option

3. Somewhere in between – a lower than 30% reduction

As with the option to 'Do Nothing', absorbing any deficit from a shortfall in funding will impact on the services that the Council currently delivers, but would mean a lesser impact on benefit recipients.

10. IMPLICATIONS

10.1 Elected Members

Further to this Cabinet meeting, this proposal will be presented to Full Council on 29th January 2014 and all Elected Members will be asked to approve the scheme. As a recommendation to Council, the Cabinet decision is not subject to call-in.

Members must have regard to the advice of the Section 151 Officer. The Council may take decisions which are at variance with this advice, providing there are reasonable grounds to do so.

10.2 **Financial**

The financial implications are outlined in detail in section 4 of this report

10.3 **Legal Implications**

The introduction of the localised Council Tax Support Scheme is as a result of the Local Government Finance Bill 2012, and a local scheme must be implemented by the end of January prior to the relevant financial year.

10.4 **Human Resource Implications**

The introduction of Council Tax Support has led to an increase in the number of customers who contact the council. These contacts are managed by Serco who have been involved in the process throughout.

10.5 **Risk Management**

The change from Council Tax Benefit to Council Tax Support presents a risk for the council and the precepting authorities (Fire & Police), as in future they will have to meet the financial impact of any increased demand and lower council tax collection rate. The council and its precepting partners will need to closely monitor local social and economic changes, and factor the impact into the financial planning.

10.6 **Equality and Diversity**

An initial and full Equalities Impact Assessment (EIA) together with an action plan was developed and published on the website as part of the considerations initially in 2012

11. **BACKGROUND DOCUMENTS**

11.1 **Link to supporting documents**

DCLG – Localising Council Tax Support:

<http://www.communities.gov.uk/localgovernment/localgovernmentfinance/counciltax/counciltaxsupport/>

Council Report – 30th January 2013

<http://democracy.peterborough.gov.uk/documents/s13498/Cabinet%20-%20Council%20Tax%20Support%2021st%20Jan.pdf>

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| COUNCIL | AGENDA ITEM No. 14(a) |
| 29 JANUARY 2014 | PUBLIC REPORT |

| | | |
|------------------|------------------------------------|-------------------|
| Contact Officer: | Kim Sawyer, Director of Governance | Tel: 01733 452361 |
|------------------|------------------------------------|-------------------|

VARIATION TO STANDING ORDERS

| |
|---|
| RECOMMENDATIONS |
| FROM : Director of Governance |
| <p>It is recommended that:</p> <ol style="list-style-type: none"> 1. Standing Orders are varied in that Council: <ol style="list-style-type: none"> (a) revoke the following Standing Orders as set out in the Constitution at: <ol style="list-style-type: none"> (i) Part 4, Section 1 of the Council's Constitution - The Council's Rules of Procedure; (ii) Part 4, Section 2 of the Council's Constitution - Standing Orders which relate to Committees only; and (iii) Part 4, Section 3 of the Council's Constitution - Standing Orders which apply to Council and Committees; and (b) adopt the Council Standing Orders set out at Appendix A; and 2. That the Constitution Working Group consider the revisions following six months of operation and report to Council as necessary. |

1. PURPOSE AND REASON FOR REPORT

- 1.1 A Constitutional Working Group is undergoing a process of reviewing and updating the Council's Constitution. The first tranche of work was to assess the standing orders applying to meetings of the Council and its Committees and Sub-Committees, resulting in the recommendations contained within this report.
- 1.2 This report was originally presented to Full Council at its meeting held on 4 December 2013, and in accordance with Standing Order 10 of the General Standing Orders, the proposed variation was postponed without discussion to the next ordinary meeting.
- 1.3 The postponement allowed for Members to have time to fully consider the changes and the report is now re-submitted for debate.

2. BACKGROUND

- 2.1 The Constitutional Working Group (CRG) has been meeting in its current form as of July 2013, charged with reviewing the Council's Constitution. The CRG is made up of Cllr Harrington, Cllr Johnson, Cllr Sandford and Cllr Seaton. Officers in attendance and supporting the Group's work

were the Law & Governance Interim, Mr Philip McCourt; Head of Governance, Mrs Diane Baker; and Senior Governance Officer, Ms Gemma George.

- 2.2 Given previous comments in Council, the CRG began with standing orders for the council and its committees and sub-committees.
- 2.3 The approach took two forms. The first was to compare the current standing orders to the model standing orders provided as part of the model constitution exercise for the introduction of the Local Government Act 2000 and a revised model produced in 2012, both of which are an iteration of much earlier model standing orders issued to local government. This process could then highlight those elements where Peterborough City Council's standing orders differ from the models, allowing consideration of whether this 'drift' from the model was a conscious choice or not and whether the differences should remain as part of revised standing orders or be discarded as being an error or no longer relevant.
- 2.4 Alongside this, Members of the CRG also raised areas of possible change to the current Standing Orders, based on requests for change or criticisms of current practice. Some of these were about custom and supporting practice rather than a change to the core rules, but overall these were:
- (a) Motions and how put (withdrawal, single member support, etc.)
 - (b) Amendments – consideration of submission in writing on prior notice deadline unless consent of the mayor at the meeting
 - (c) Flow and process – notes for Mayor and members
 - (d) Points of order, etc., - consideration of how these are used and whether they should be altered or condensed into one 'point of accuracy', together with actions to assist Mayor's regulation of debate
 - (e) Public question time
 - (i) Supplementary limited to 1 minute
 - (ii) Extended to 30 minutes
 - (f) Drafting of questions submitted in advance and replies - time limit or word count on responses
 - (g) Requests for recording the meeting (– identified 'spot' for recorders to avoid infringing privacy of other members of the public)
 - (h) Webcasting
 - (i) Standing when speaking and problems with the recording and sound loop/amplification system (– only to be considered after technical assessment of microphone layout)
 - (j) Order of business:
 - (i) Members' questions to the end of the meeting to ensure that business items are not adjourned
 - (ii) Cabinet decision item to be taken before public questions
 - (iii) Order to be varied at request to Mayor
 - (iv) Closure of business procedure captured
- 2.5 These two sets of considerations led to a set of revised standing orders being drafted, allowing for a number of choices of wording, approach and effect. These were considered by the members of the CRG, and the governance officers, over a number of meetings and exchanges. The resulting standing orders to be recommended by the CRG to Council are attached as Appendix A.
- 2.6 The revised standing orders are intended to replace those currently in place for Council and the committees and sub-committees of Council, combining and amending the procedure rules set out in Part 4, Sections 1, 2 and 3 of the Council's Constitution.

- 2.7 Many of the changes are technical in nature, to correct errors or to account for changes in the law, but a number will be seen to be fundamental to the flow of the Council meeting. The principle changes and most obvious to Members and the public will be:
- (a) Questions from the public and from Members to the Leader, cabinet members, chairs and group leaders under separate procedures.
 - (b) A clear 30 minutes allowed for public questions
 - (c) A set of time limits for both the asking and answering of questions and supplemental questions.
 - (d) In response to the legal requirement for a policy on submission of petitions, a clear and simple process.
 - (e) Amendments to motions to be submitted in advance of the council meeting and in writing, other than in exceptional circumstances, to be shared with members and the public prior to the meeting.
 - (f) The deletion of a 'point of information', which is an uncommon addition, and the introduction of a 'point of accuracy' which may only be raised with the consent of the Member speaking
 - (g) Members to no longer be required to stand when talking so as to make full use of the technology for amplification, recording and the hearing loop
 - (h) Provision for the public to record the meeting
 - (i) Description of the Annual Meeting in two parts
 - (j) Inclusion of a standing order to respond to the updated Nolan Principle on conflicts of interest.

2.8 A few elements are what might be termed experimental or involve a cultural change, such as moving members' questions to the end, the use of "points of accuracy" to allow a short interruption of a speaker with their consent and speaking without standing. For this reason, the Constitution Working Group has recommended that the revisions be reviewed after six months of operation.

3. FINANCIAL IMPLICATIONS

3.1 There are no financial implications for any of the above report.

4. LEGAL IMPLICATIONS

4.1 There are a number of standing orders that are mandatory or are direct repetition of the relevant Act or Regulation. These are included where required.

5. BACKGROUND DOCUMENTS

Notes and agenda of the Constitution Review Group. All other background papers are otherwise published.

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DRAFT COUNCIL STANDING ORDERS

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1. ANNUAL MEETING OF THE COUNCIL

1.1. Timing and business

In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May.

1.1.1 The Ceremonial Meeting (Mayor Making)

The Meeting will:

- i. elect a person to preside if the chair of Council (the Mayor) is not present;
- ii. elect the chair of Council (the Mayor);
- iii. elect the vice chair of Council (the Deputy Mayor);
- iv. receive the retiring mayor's report.

1.1.2 The Business Meeting

The Meeting will:

- i. approve the minutes of the last meeting;
- ii. receive any announcements from the Mayor and/or Head of the Paid Service;
- iii. upon retirement of the previous Leader, which shall be at least once every four years, elect the Leader of the executive (the Cabinet)
- iv. be notified by the Leader of the number of members to be appointed to the Cabinet, those Members' names and their intended portfolio of responsibilities;
- v. appoint a licensing committee, a health and wellbeing board, at least one overview and scrutiny committee and such other committees as are required or the Council considers appropriate to deal with matters that are neither reserved to the Council nor are executive functions (as set out or will be set out in Part 3(2) of this Constitution);
- vi. receive the Leader's scheme of delegation of executive functions (as set out or will be set out in Part 3(3) of this Constitution);

- vii. approve a programme of ordinary meetings of the Council for the year; and
- viii. consider any business set out in the notice convening the meeting.

1.1.3 Unless otherwise determined by statute, the Mayor may vary the order of the agenda at his/her absolute discretion and may allocate or re-allocate an appropriate time for the transaction of each item.

1.2. Selection of Councillors on Committees and Outside Bodies

At the annual (business) meeting, the council meeting will:

- i. decide which committees to establish for the municipal year;
- ii. decide the size and terms of reference for those committees;
- iii. decide the allocation of seats to political groups in accordance with the political balance Standing Orders
- iv. receive nominations of councillors to serve on each committee and outside body; and
- v. appoint to those committees and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the executive
- vi. appoint the Chairs and Vice-Chairs of all the Council's committees, other than those which the Council has decided should be appointed by the committee itself.

The Council may decide at subsequent meetings to dissolve committees, alter their terms of reference or to appoint new committees.

The Council shall always have the power to exercise any power delegated to a committee, sub-committee or an officer.

2. ORDINARY MEETINGS

2.1 Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. The order of business at ordinary meetings will be as follows:

- i. elect a person to preside if the Mayor and Deputy Mayor are not present;
- ii. approve the minutes of the last meeting;

- iii. receive any declarations of interest from members;
 - iv. receive any announcements from the Mayor, Leader or the head of paid service (which, with the exception of the Mayor, will normally be limited to five minutes), followed by any question on the announcement from a leaders of an opposition group (which will normally be limited to one minute);
 - v. receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting (which will normally be limited to 30 minutes);
 - vi. receive petitions from the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting;
 - vii. deal with any business from the last Council meeting;
 - viii. receive reports from the Cabinet and Council Committees for consideration, including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework and reports of the overview and scrutiny committees for debate;
 - ix. receive reports about and receive questions and answers on decisions made by members of the Cabinet;
 - x. receive any other reports from the Council's committees and receive questions and answers on any of those reports;
 - xi. receive any reports about and receive questions and answers on the business of joint arrangements and external organisations;
 - xii. receive questions from, and provide answers to, Members in accordance with Standing Order 12;
 - xiii. consider motions; and
 - xiv. consider any other business specified in the summons to the meeting.
- 2.2 Unless otherwise determined by statute, the Mayor may vary the order of the agenda at his/her absolute discretion and may allocate or re-allocate an appropriate time for the transaction of each item.
- 2.3 The Mayor may determine that an item of business that has not been open to public inspection, both as an item set out in the agenda and any accompanying published report, may be considered because s/he

is of the opinion that, by reason of special circumstances, which shall be specified in the minutes, the item should be considered at the meeting as a matter of urgency.

3. EXTRAORDINARY MEETINGS

3.1. Calling extraordinary meetings

Those listed below may request the proper officer to call Council meetings in addition to ordinary meetings:

- (a) the Council by resolution;
- (b) the Mayor (or the Deputy mayor if the mayor is unable to act);
- (c) the Monitoring Officer; or
- (d) any five members of the Council if they have signed a requisition presented to the Mayor and s/he has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

3.2. Business

The business to be conducted at an extraordinary meeting shall be restricted to the item of business contained in the request for the extraordinary meeting and there shall be no consideration of previous minutes or reports from committees etc. except that the Mayor may at his or her absolute discretion permit other items of business to be conducted for the efficient discharge of the Council's business.

4. APPOINTMENT OF SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

4.1 Allocation

Committee members (including substitute members) are appointed by the Council or the monitoring officer under delegated powers (as requested in writing by the relevant Party Whip or Leader or Deputy Leader and in accordance with political balance Standing Orders) on the same day where the request is made before noon. Sub-Committee members (including substitute members) are appointed by the parent committee or the monitoring officer under delegated powers (as requested by the relevant Party Whip (or Leader or Deputy Leader) and in accordance with political balance Standing Orders) on the same day where the request is made before noon.

4.2 Number

For each committee or sub-committee, the Council will appoint the same number of substitutes in respect of each political group as that group holds ordinary seats on that committee or sub-committee.

4.3 Powers and duties

Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

4.4 Substitution

Substitute members may attend meetings in that capacity only:

- (a) to take the place of the ordinary member for whom they are the designated substitute;
- (b) where the ordinary member will be absent for the whole of the meeting; and
- (c) after notifying the monitoring officer by noon on the day of the meeting of the intended substitution.

5. TIME AND PLACE OF MEETINGS

The time and place of meetings will be determined by the monitoring officer and notified in the summons.

6. NOTICE OF AND SUMMONS TO MEETINGS

The proper officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Standing Orders (Procedure Rules). At least five clear days before a meeting, the monitoring officer will send a summons signed by him or her by post to every member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted (the agenda) and will be accompanied by the relevant reports.

7. CHAIR OF MEETING

The person presiding at the meeting may exercise any power or duty of the Mayor. Where these Standing Orders apply to committee and sub-committee meetings, references to the Mayor also include the chair of committees and sub-committees.

8. QUORUM

The quorum of a meeting will be one quarter of the whole number of members. During any meeting if the Mayor counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If s/he does not fix a date, the remaining business will be considered at the next ordinary meeting.

9. DURATION OF MEETING

9.1 Meeting recess

The Mayor will adjourn the meeting for a period of ten minutes at a convenient time after two hours.

9.2 Interruption of the meeting

Where four hours have elapsed after the commencement of any Council meeting (and in the case of an Extraordinary meeting when two hours have elapsed since commencement of the meeting) the Mayor shall interrupt the meeting and call for the vote immediately on the item under discussion. Any Member speaking must immediately cease doing so and if standing sit down. The vote will be taken without further discussion

9.3 Motions and recommendations not dealt with

If there are other motions or recommendations on the agenda that have not been dealt with within the four hour period (or two hour period in the case of an Extraordinary meeting), they are deemed formally moved and seconded (together with any amendments). No speeches will be allowed on these items and the vote will be taken in the usual way.

9.4 Recorded vote

If a recorded vote is called for during this process it will be taken immediately.

9.5 Motions which may be moved

During the process set out in Standing Order 9.2 above, the only other motions which may be moved are that a matter be withdrawn or that a matter be delegated or referred to an appropriate body or individual for decision or report.

9.6 Close of the meeting

When all motions and recommendations have been dealt with, the Mayor will declare the meeting closed.

10. QUESTIONS BY THE PUBLIC

10.1 General

10.1.1 Members of the public who are residents of the City may ask questions of Members of the Cabinet, the Chair of a Committee, the Chair of an Overview and Scrutiny Committee/Commission or a leader of a political group on the Council at meetings of the Council, other than the Annual Meeting and, except at the discretion of the Mayor, Extraordinary Meetings.

10.1.2 The total time allocated for Questions by the Public shall be limited to 30 minutes.

10.2 Order of questions

The order in which questions shall be presented to the meeting shall be determined by a draw for each section of the meeting. The draws shall be conducted by the monitoring officer (or senior officer appointed for this purpose). The draws may be attended by any Member of the Council by prior notice delivered in writing to the monitoring officer before the deadline for submission of questions.

10.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the monitoring officer no later than midday five working days before the day of the meeting. Each question must give the name and address of the questioner and must name the member of the Council to whom it is to be put.

10.4 Number of questions

At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

10.5 Scope of questions

If the monitoring officer considers a question:

- is not about a matter for which the local authority has a responsibility or which affects the City;
- is illegal, improper, defamatory, frivolous or offensive;

- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information

s/he will inform the Mayor who will then decide whether or not to reject the question.

10.6 Record of questions

The monitoring officer will enter each question in a book open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection.

Copies of all questions will be circulated to all members and will be made available to the public attending the meeting.

10.7 Asking the question at the meeting

The Mayor will invite the questioner to put the question to the member named in the notice. Three minutes are allowed for putting the question. If a questioner who has submitted a written question is unable to be present, they may ask the Mayor to put the question on their behalf. The Mayor may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

10.8 Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Mayor may reject a supplementary question on any of the grounds in Standing Order 10.5 above. One minute is allowed for putting the supplementary question.

10.9 Answers

Three minutes are allowed for answering a question and two minutes are allowed for answering a supplementary question. Any question which cannot be dealt with, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer.

10.10 Reference of question to the Cabinet or a committee

Unless the Mayor decides otherwise, no discussion will take place on any question, but any member may move that a matter raised by a question be referred to the Cabinet or the appropriate committee or

sub-committee. Once seconded, such a motion will be voted on without discussion.

11. PETITIONS

- 11.1 Petitions may be presented to the Council. The person presenting the petition will be allowed to address the meeting briefly (not exceeding one minute) to outline the aims of the petition. The Mayor will refer the matter to another appropriate body of the Council within whose terms of reference it falls without discussion unless a relevant item appears elsewhere on the Agenda.

12. QUESTIONS BY MEMBERS

12.1 On reports of Cabinet or Committees

At a meeting of the Council, other than the Annual Meeting, a Member of the Council may ask the Leader or the chair of a committee any question without notice upon an item of the report of the Cabinet or a committee when that item is being received or under consideration by the Council.

12.2 Questions on notice at full Council

Subject to Standing Order 12.4, a member of the Council may ask:

- the Mayor;
- the Leader or member of the Cabinet; or
- the chair of any committee or sub-committee

a question on any matter in relation to which the Council has powers or duties or which affects the City.

12.3 Questions on notice at committees and sub-committees

Subject to Standing Order 12.4, a member of a committee or sub-committee may ask the chair of it a question on any matter in relation to which the Council has powers or duties or which affect the City and which falls within the terms of reference of that committee or sub-committee.

12.4 Notice of questions

A member may only ask a question under Standing Order 12.2 or 12.3 if either:

- a) they have given at least five working days notice in writing of the question to [the proper officer]; or
- b) the question relates to urgent matters, they have the consent of the Mayor to whom the question is to be put and the content of the question is given to [the proper officer] by noon on the day of the meeting.

12.5 Response

An answer may take the form of:

- a) a direct oral answer of up to three minutes;
- b) by reference to published material of the Council which is readily available to Members; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

12.6 Supplementary question

Every question, which will be limited to one part, will be asked and answered without discussion. Upon receiving the answer, the Member who put the question shall be allowed one supplementary question, of up to one minute, provided that it arises directly out of the original question or the reply and does not introduce any new subject matter.

The supplementary question will be asked and answered orally, but the person to whom the supplementary question has been asked will have up to two minutes to answer or may decline to answer.

13 MOTIONS ON NOTICE

13.1 Notice

Except for motions which can be moved without notice under Standing Order 14, written notice of every motion, must be delivered to [the proper officer] not later than ten o'clock six clear working days before the date of the meeting (not including the day of the meeting). These will be entered in a book open to public inspection.

13.2 Motion set out in agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving notice states, in writing, that they propose to move it to a later meeting.

13.3 Scope

If the monitoring officer considers a question:

- is not about a matter for which the local authority has a responsibility or which affects the City;
- is illegal, improper, defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information

s/he will inform the Mayor who will then decide whether or not to reject the motion.

14 MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

- a) to appoint a chair of the meeting at which the motion is moved;
- b) in relation to the accuracy of the minutes;
- c) to change the order of business in the agenda;
- d) to refer something to an appropriate body or individual;
- e) to appoint a committee or member arising from an item on the summons for the meeting;
- f) to receive reports or adoption of recommendations of committees or officers and any resolutions following from them;
- g) to withdraw a motion;
- h) to amend a motion;
- i) to proceed to the next business;
- j) that the question be now put'
- k) to adjourn a debate;
- l) that the meeting continue beyond 4 hours in duration (2 in the case of an extraordinary meeting);
- m) to suspend a particular standing order;

- n) to exclude the public and press in accordance with the Access to Information Standing Orders;
- o) to not hear further a member named under Standing Order 22.3 or to exclude them from the meeting Standing Order 22.4; and
- p) to give the consent of the Council where its consent is required by this Constitution.

15 STANDING ORDERS OF DEBATE

15.1 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

15.2 Right to require motion in writing

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

15.3 Secunder's speech

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

15.4 Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation, statement of accuracy or point of order.

No speech may exceed five minutes by the mover of the motion or by three minutes in all other cases without the consent of the Mayor.

15.5 When a member may speak again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- a) to speak once on an amendment moved by another member;
- b) to move a further amendment if the motion has been amended since s/he last spoke;
- c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which s/he spoke was carried);

- d) in exercise of a right of reply;
- e) on a point of order;
- f) by way of personal explanation and
- g) statement of accuracy.

15.6 Amendments to motions

a) An amendment to a motion must be relevant to the motion and will either be:

- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (ii) to leave out words;
- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words.

as long as the effect of (ii) to (iv) is not to negate the motion.

b) Except for motions which can be moved without notice under Standing Order 14, written notice of every intended amendment to a motion or to recommendations from Cabinet or the Council's committees:

- (i) must be delivered to [the proper officer] in its initial form not later than noon two working days before the date of the meeting (not including the day of the meeting) at which the motion is to be considered; and
- (ii) must be delivered to [the proper officer] in its intended final form not later than noon one working day before the date of the meeting (not including the day of the meeting) at which the motion is to be considered. If no withdrawal, confirmation or change is received by the monitoring officer, it will be assumed that the amendment is to be considered in its initial form.

No other amendment may be moved at the meeting except where the Mayor may permit, at his or her absolute discretion and to ensure the efficient or proper discharge of the Council's business, a further amendment or amendments to be moved.

c) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.

- d) If an amendment is not carried, other amendments to the original motion may be moved.
- e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- f) After an amendment has been carried, the Mayor will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

15.7 Alteration of motion

- a) A member may alter a motion of which s/he has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- b) A member may alter a motion which s/he has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- c) Only alterations which could be made as an amendment may be made.

15.8 Withdrawal of motion

A member may withdraw a motion which s/he has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

15.9 Right of reply

- a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- c) The mover of the amendment has no right of reply to the debate on his or her amendment.

15.10 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- a) to withdraw a motion;
- b) to amend a motion;
- c) to proceed to the next business;
- d) that the question be now put;
- e) to adjourn a debate;
- f) that the meeting continue beyond 4 hours in duration (or two hours if an extraordinary meeting);
- g) to exclude the public and press in accordance with the Access to Information Standing Orders;
- h) to not hear further a member named under Standing Order 22.3 or to exclude them from the meeting under Standing Order 22.4; and
- i) that a specific standing order be suspended

15.11 Closure motions

- a) A member may move, without comment, the following motions at the end of a speech of another member;
 - (i) to proceed to the net business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- b) If a motion to proceed to next business is seconded and the Mayor thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- c) If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, s/he will put the procedural motion to the vote. If it is passed s/he will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, s/he will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

15.12 Point of order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Council Standing Orders or the law. The member must indicate the Standing Order or law and the way in which s/he considers it has been broken. The ruling of the Mayor on the matter will be final.

15.13 Personal explanation

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a person explanation will be final.

15.14 Statement of accuracy

Where the consent of the member speaking is granted, another member may make a statement of accuracy at any time. The statement is limited to the accuracy of a fact cited by the member speaking and may not exceed twenty seconds. The ruling of the Mayor on the admissibility of a statement of accuracy will be final.

16 STATE OF THE CITY DEBATE

16.1 Calling of debate

The Leader may call a state of the City debate annually on a date and in a form to be agreed with the Mayor.

16.2 Form of debate

The Leader will decide the form of the debate with the aim of enabling the widest possible public involvement and publicity. This may include holding workshops and other events prior to or during the state of the City debate.

16.3 Chairing of debate

The debate will be chaired by the Mayor.

16.4 Results of debate

The results of the debate will be:

- (a) disseminated as widely as possible within the community and to agencies and organisation sin the area; and

(b) considered by the Leader in proposing the budget and policy framework to the Council for the coming year.

17 PREVIOUS DECISIONS AND MOTIONS

17.1 Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least **5** members.

17.2 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least **5** members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

18 VOTING

18.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.

18.2 Mayor's casting vote

If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote.

18.3 Show of hands

Unless a recorded vote is demanded under Standing Orders 17.4 and 17.5, the Mayor will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

18.4 Recorded vote

If one quarter of members present and entitled to vote at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

18.5 Right to require individual vote to be recorded

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

18.6 Voting on appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

19 MINUTES

19.1 Signing the minutes

The Mayor will sign the minutes of the proceedings at the next suitable meeting. The Mayor will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

19.2 No requirement to sign minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes.

19.3 Form of minutes

Minutes will contain all motions and amendments in the exact form and order the Mayor put them.

20 RECORD OF ATTENDANCE

All members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

21 EXCLUSION OF PUBLIC

Members of the public and press may only be excluded either in accordance with the Access to Information Standing Orders in Part 4 of this Constitution or Standing Order 23 (Disturbance by Public).

22 MEMBERS' CONDUCT

22.1 Speaking and address system

When a member speaks they must do so through the microphone system provided and must address the meeting through the Mayor. If more than one member signifies their intention to speak, the Mayor will ask one to speak. Members signifying their wish to speak will be invited to speak in an order determined by the Mayor. Other members must remain silent whilst a member is speaking unless they wish to make a point of order, a point of personal explanation or statement of accuracy.

22.2 Mayor

When the Mayor speaks or stands during a debate or otherwise indicates that the meeting should come to order, any member speaking at the time must stop and, if standing, sit down. The meeting must be silent.

22.3 Member not to be heard further

If a member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor or another member may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

22.4 Member to leave the meeting

If the member continues to behave improperly after such a motion is carried, the Mayor or another member may move that either the member leaves the meeting or that meeting is adjourned a specified period. If seconded, the motion will be voted on without discussion.

22.5 General disturbance

If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as s/he thinks necessary.

22.6 Conflicts of Interest

Members of the Council are under a duty to base their decision making on a consideration of the public interest. Members must avoid conflict between personal interest and the public interest, declare any personal

interest when it arises and resolve any conflict between the two interests, at once, and in favour of the public.

23 DISTURBANCE BY PUBLIC

23.1 Removal of member of the public

If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If they continue to interrupt, the Mayor will order their removal from the meeting room.

23.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared.

23.3 Inappropriate audio/visual recording of the meeting

If a person is recording the meeting in a manner that

- (a) records a member of the public in the public gallery without having first obtained that person's permission or
- (b) the Mayor considers causes offence or is otherwise inappropriate in respect of other members of the public or press,

the Mayor may order that the recording cease. If recording in such a manner persists, despite the order of the Mayor, the Mayor may order that person's removal from the meeting room.

24 SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE STANDING ORDERS

24.1 Suspension

All of these Council Standing Orders of Procedure except Standing Order 18.5 and 19.2 may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Council are present. Suspension can only be for the duration of the meeting.

24.2 Amendment

Any motion to add to, vary or revoke these Council Standing Orders of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

25 APPLICATION TO COMMITTEES AND SUB-COMMITTEES

All of the Council Standing Orders of Procedure apply to meetings of full Council. None of the Standing Orders apply to meetings of the Cabinet.

Standing Orders 1-4, 10, 15.6(b), 16, 20 and 22.1 do not apply to committees or sub-committees.

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