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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 16 APRIL 2014 at 7.00 pm

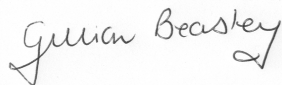
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Chief Executive

8 April 2014
Town Hall
Bridge Street
Peterborough

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**MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD
26 FEBRUARY 2014**

The Mayor – Councillor June Stokes

Present:

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

1. Apologies for Absence

Apologies for absence were received from Councillors Allen, Johnson, Lee, McKean Simons and Walsh.

2. Declarations of Interest

Councillor Miners declared a pecuniary interest in agenda item 4, in that his partner worked for one of the service providers and would be affected by the new proposed delivery of the service. He would not participate in the debate or vote on the item.

Councillor John Fox and Councillor Judy Fox declared an interest in agenda item 4, in that they sat on the Advisory Board of Werrington Children's Centre, based at Welbourne School.

3. Whipping Declarations

There were no whipping declarations.

4. Call-In Referral From: Creating Opportunities and Tackling Inequalities Scrutiny Committee of 17 February 2014 - Executive Decision - The Future Direction of Children's Centres Delivery FEB14/CAB/09

The Mayor addressed Council, introduced the item and provided a background explanation to the call-in.

It was advised that a procedure note for the meeting had been circulated to Members for comment for which there had been no objections received.

In the first instance, those Members requesting the call-in were permitted to speak should they wish.

Councillor Murphy addressed Council and in summary raised points including:

- Issues relating to the decision making process of the Council, which included the consultation not being suspended following initial call-in of the decision and Scrutiny Committee deliberation being conducted in private session;
- Members of the public not being able to make comments in objection to the proposals;

- The provision of poverty deprivation figures alone was insufficient and health indicators and other factors should have been explored further;
- Issues around the equality impact assessment undertaken;
- The Council was at risk of having acted in an inappropriate manner;
- There had been no consultation undertaken with the service users of the Verandah, the centre which had already been closed; and
- The closure of the centres would in no way improve people's health or in any way go towards protecting people.

Councillor Forbes did not wish to address Council at that point in proceedings and Councillor Johnson had submitted her apologies for the meeting.

Councillor Scott, Cabinet Member for Children's Services, was invited to address Council and to outline the original report and decision and to respond to the call-in. In summary, points raised included:

- Doing nothing was not an option for the Council as there were significant challenges to be faced;
- The consultation exercise had been both constructive and positive, one of the key messages raised had been in relation to the loss of health and midwifery services within the centres and child development sessions under the supervision of professional childcare workers;
- In order to address core concerns raised during the consultation, a reduction of £100k in the proposed savings had been agreed in order to maintain health visiting and maternity clinics, support schools and childcare providers, deliver family support activities. It was proposed that these activities should be delivered from the designated centres;
- Support would be offered to those parents who had expressed an interest in running sessions and centres;
- The Fenland Mind Connecting Mums project would be expanded to identify post-natal depression and to provide support;
- Child care providers would be supported to extend childcare provision and also to provide some universal early years provision;
- Councillor Scott could not comment upon the Constitutional aspects of the call-in;
- Consultation meetings had all taken place prior to Christmas and all additional requests for meetings had been honoured;
- Children's Services had targeted the under-fives, therefore as the children were very young they had not been consulted with directly, but rather through their parents;
- No realistic alternatives had been put forward during the consultation, however the £100k secured would mitigate against part of the impact of the proposed changes;
- The proposals more than met the Council's obligations and almost every Council was reviewing their children's centres provision;
- The government was investing £10m of ring-fenced funding for pre-school provision for all three and four year olds and some two year olds in Peterborough;
- The proposal would provide a children centre service for all families, but with a focus on particularly those families most in need; and
- Part of the £100k would go towards training for childcare professionals, keen to offer their services to the children's centres.

The Mayor sought a motion for debate.

Councillor Fitzgerald moved that *the Council take no further action on the call-in*. This was seconded by Councillor Holdich who reserved his right to speak.

The motion was put to the Council for debate and in summary, the following points were raised:

- Members had been sent a letter which contained a detailed alternative proposal. This included costings which highlighted significant savings. These proposals should be considered by Cabinet;
- The Head of Strategic Finance provided context around the submission and the impact that the proposals contained within would have on the Council's budget. It was also to be noted that not all Members had had sight of the letter;
- There had never been a contribution sought from NHS England in relation to health costs incurred by the Council, with many of the children's centres providing clinics and health visitor services;
- There had been concerns relating to the level of service to be provided at the Stanground Children's Centre, however following further clarification provided by the Cabinet Member for Children's Services these concerns had been allayed;
- The Council faced substantial ongoing financial challenge due to a cut in grant of £40m;
- It was being suggested that a tenant, such as a school or childcare provider, be sought to rent the buildings, in order to protect space for family support services which could be provided by the Council or activities which could be provided and paid for by the parents. This would be a more sustainable way to retain support to families;
- The proposal would have a great impact on communities, particularly in the south of the city, and closing the centres was not in the public interest. The £100k was welcomed, however the one hour a week universal provision at each children's centre was deemed inadequate;
- The extra funding from the government would only go to low-income families and other "ordinary" families would be overlooked;
- Public transport access to the restructured children's centres was prohibitively expensive for parents;
- In an ideal world there would be unlimited money to provide all services. The proposals were entirely due to monetary considerations and the Cabinet Member for Children's Services had done the best job in order to identify how best to support the people of the city;
- A substantial amount of money could be saved if all social workers were directly employed by the Council;
- People across the city felt isolated and the children's centres helped to break that isolation, therefore the consultation should be extended in order to explore alternative solutions;
- The point of the debate was to ascertain whether Cabinet had acted properly in relation to reaching its decision, rather than analysing the merits of the decision itself. The grounds for the call-in were that there had been a breach of consultation and a lack of public debate. The issue had been discussed at numerous public meetings and there had been a consultation exercise undertaken. It was therefore not possible to conclude that there had been no consultation;
- One of the grounds for call-in related to whether Cabinet had considered all options. The submission of the letter detailing further options indicated that they hadn't;
- The question was not whether savings had to be made, but rather that they were being made at the expense of children;
- Not everyone who was socially deprived lived in a geographical deprived area, there being pockets of deprivation all over the city, and therefore the relocation might not necessarily serve all deprived families in Peterborough;
- Health visiting and maternity clinics would continue and families unable to afford to go to a hub would be provided for by outreach services where appropriate;

- None of the savings proposed within the circulated submission would guarantee the £1.2 million that needed to be saved. Social workers should not and would not be removed;
- The Cabinet system depended on a strong Leader and an effective Scrutiny system;
- There had been overwhelming support by the public for the retention of the children's centres in their current state. There had been cross party support at the recent Scrutiny Committee;
- The consultation was flawed as all the facts had not been made available, the equality and impact assessment had only been received after the consultation had finished;
- There had been no explanation as to where the £100k had come from, if it had come from cuts and savings, why could further cuts and savings not be made?
- The children's centres provided a wide range of services and brought communities together;
- The centres made the transition to school easier for children and meant that behavioural issues were dealt with at an early age;
- Ofsted had described the centres as life-changing and parents had described them as transforming their parenting approaches;
- The service should not stigmatise or single out parents or make the service unacceptable to all;
- One hour a week of universal provision was not enough. There would be knock-on effects to other already strained services and this would affect children's development in the long-term, meaning higher costs being incurred in years to come;
- There had been previous times when money had be found in order to rectify issues, the money could be found;
- Other areas of investment in projects detracted resources from the Council and other savings needed to be considered;
- A lot of time and effort had gone in to securing the £100k, and £1.1 million could not be easily found;
- The number of people using the centres was estimated to be between 5,000 to 10,000 in a city of over 190,000 people;
- No realistic alternatives had been put forward at the time of Cabinet making its decision;
- Community involvement and the hard work and commitment of local residents could help the centres become successful, an example of which was the Tunnel Play Centre in Orton Malbourne;
- There had to be longer term planning in order to maintain a balanced budget going forward. These proposed changes would create further pressures;
- Planning for the future was essential and the country was facing one of the most difficult economic situations of the past 100 years. The services needed to be protected as much as possible for those people that needed it;
- Sure Start had been a good idea, however the money ring fenced for Sure Start was now no longer available;
- Why was a better settlement from the government not being sought?; and
- Cabinet had looked at the decision in detail and had considered the consultation;

Councillor Holdich exercised his right to speak and in so doing highlighted that the children's centres were providing a health function and not a Council function, and the £100k due to be put back into the centres would mitigate against the loss of this health function; the government was investing £10m of ring-fenced funding for pre-school provision with this being increased in 2015, with all infants receiving a free school meal; Peterborough was within the top 30 authorities for spend on early year's provision and this would improve long term achievements in education; there would need to be

further cuts made in the years to come and statutory provision would need to be maintained.

Councillor Fitzgerald summed up as mover of the motion and highlighted that there was continued investment into Children's Services, albeit with services being provided in a different manner, as required to adhere to the budget available; in relation to the alternative proposals paper which had been circulated, the Head of Strategic Finance had clarified that the proposals contained within had not been validated and were unattainable and unachievable; and it was therefore recommended that the motion stood and that Council took no further action in relation to the call-in.

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

Councillors For: Arculus, Casey, Cereste, Dalton, Day, Elsey, Fitzgerald, Goodwin, Harper, Hiller, Holdich, Kreling, Lamb, Maqbool, Nadeem, Nawaz, North, Over, Peach, Rush, Scott, Seaton, Serluca, Stokes, Thacker and Todd.

Councillors Against: Ash, Davidson, Fletcher, Forbes, Fower, JR Fox, JA Fox, Harrington, Jamil, Khan, Knowles, Lane, Martin, Murphy, Saltmarsh, Sandford, Shabbir, Shaheed, Sharp, Shearman, Swift, Sylvester and Thulbourn.

Councillors Abstaining: Sanders.

Following the vote (26 For, 23 Against and 1 Abstention) the motion was carried, with no further action to be taken on the call-in.

Mayor
7.00pm – 8.40pm

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**MINUTES OF COUNCIL MEETING HELD
5 MARCH 2014**

The Mayor – Councillor June Stokes

Present:

Councillors Allen, Arculus, Ash, Casey, Cereste, Dalton, Davidson, Day, Eley, Fitzgerald, Fletcher, Forbes, Fower, JA Fox, JR Fox, Goodwin, Harper, Harrington, Hiller, Holdich, Jamil, Khan, Knowles, Kreling, Lamb, Lane, Lee, Martin, Miners, Murphy, Nadeem, Nawaz, North, Over, Peach, Rush, Saltmarsh, Sanders, Sandford, Scott, Seaton, Serluca, Shaheed, Sharp, Shearman, Stokes, Swift, Sylvester, Thacker, Thulbourn, and Walsh.

1. Apologies for Absence

Apologies for absence were received from Councillors Todd, Simons, Maqbool and Johnson.

2. Declarations of Interest

The Mayor advised Members that in November 2012, the Audit Committee had granted a general dispensation for all Members, should they have any disclosable interest that enabled them to debate and vote on the budget item.

Councillor Miners stated that he had previously declared a pecuniary interest in relation to decisions on Children's Centres, in that his partner worked for one of the service providers and would be affected by the new proposed delivery of the service. He had sought legal advice on the matter which clarified that he did not have a disclosable pecuniary interest in the budget item, as the Children's Centres formed only a small part of the overall budget decision, however he advised that he would not speak or vote on the budget amendment from the Independent Forum as the Children's Centres featured heavily within it.

Councillor McKean declared a similar interest to Councillor Miners and advised that he would take the same approach to debating and voting on the budget.

3. Minutes of the Meeting held on 29 January 2014

The minutes of the meeting held on 29 January 2014 were approved as a true and accurate record.

4. Mayor's Announcements

Members noted the report outlining the Mayor's engagements for the period commencing 27 January 2014 to 2 March 2014.

The Mayor stated that on Friday 28 March 2014, Councillor Cereste was to take part in a charity event, "Jail or Bail", which would raise money for Ormiston Children's Centre and Families Trust, details of the event would be emailed to Members.

The Mayor further announced that there was a lot of business to consider within the agenda, and it was therefore requested that all those present within the Chamber and the public gallery remained respectful and refrained from calling out during the meeting.

5. Leader's Announcements

Councillor Cereste stated that an application to the Government for a Green Deal Grant of £3.9m had been approved. This would enable occupants of 2000 homes across the city to be brought up to standard and in turn would save them at least £100 a year. Each property would have the equivalent of £8,500 spent on it and would bring an investment to the city of around £13m. Further information would be available in due course and Councillors would be requested to assist with identify qualifying properties.

Councillor Khan welcomed the news, stating that it was long overdue and that he would work with Councillor Cereste as his ward would benefit greatly from the proposed works.

Councillor Harrington expressed his support for the scheme and thanked officers for securing the grant.

Councillor Sandford stated that the Green Deal was a major green policy, put forward by the coalition government. Whilst it had not been set up as quickly as first thought, it was nonetheless positive that it was being implemented and would have the potential over time to enable each house in the country to have access to some degree of energy saving materials. The grant was welcomed and it was hoped that all parties would be involved in taking the initiative forward.

Councillor Cereste responded that it was positive that all Group Leaders supported the initiative and cross party working would be encouraged. The grant was extremely important for the city, with it being the start of better things to come.

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 were no questions submitted by members of the public.

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

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

1. Usage of the replacement 406 bus service;
2. Restricted parking along Fulbridge Road; and
3. The waste bin situated after the underpass from Carron Drive to Dukesmead.

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

9. Questions with Notice by Members of the Council to representatives of the Fire Authority

There were no questions with notice by Members of the Council to representatives of the Fire Authority.

10. Petitions Submitted by Members or Residents

Mr Darrell Goodliffe submitted a petition signed by residents of West Ward and others across the city, calling upon the Council to oppose the introduction of a levy for the collection of brown bins.

EXECUTIVE BUSINESS TIME

11. Questions without 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 mural removed from Bridge House;
2. The amount of money spent on advertising within the Council;
3. The caseloads of social workers;
4. Salary increases for senior officers;
5. The Bourges Boulevard development; and
6. The impact made by Operation Can-do.

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 3 February 2014 and 24 February 2014;
2. Use of the Council's call-in mechanism, which had been invoked once since the publication of the previous report to Council, this was in respect of the decision taken by Cabinet on 3 February 2014 relating to 'The Future Direction of Children's Centres Delivery';
3. Special Urgency and Waiver of Call-in provision, which had been invoked once since the previous meeting in relation to the decision 'A1139 Fletton Parkway Junction 17 A1(M) – Junction 2 Widening Scheme – Appointment of Construction Contractor' – FEB14/CMDN/13; and
4. Cabinet Member Decisions taken during the period 24 January 2014 to 17 February 2014.

Questions were asked about the following:

Ground Mounted Solar and Wind Farms at America Farm, Morris Fen and Newborough

Councillor Martin sought clarification regarding the solar and wind farm proposals. Following the decision made by Cabinet, Scrutiny had been of the opinion that the proposals should not be pursued. However, Cabinet had merely adjusted the decision and proceeded, was this how the Scrutiny procedures were meant to work? Councillor Seaton stated that the report presented to Cabinet explained in detail what had changed following the Rural Scrutiny meeting and Councillor Martin was welcome to attend the call-in meeting, due to take place a week on Wednesday.

Funding Peterborough's Future Growth

Councillor Murphy expressed concern in relation to the proposals for a Joint Venture Company, specifically highlighting concerns relating to offshore tax avoidance. Tax avoidance should in no way be encouraged. Councillor Cereste stated that he agreed with Councillor Murphy and advised that all proposals would go through the correct scrutiny and decision making procedures.

Councillor Lane sought clarification regarding the proposals for office consolidation and stated this was the second time such a project had been considered. There might be growth but it would come at a cost, such as capital footprint and rent. He asked if there were other suitable locations and for reassurance that through the proposed move, there would be definite value for money realised. Councillor Cereste stated that he would want to be assured that the best value for money was reached and reiterated that any decision would go through the correct scrutiny and governance processes of the Council.

Special Urgency and Waive of Call-In Provisions

Councillor Sandford sought clarification as to whether 'damage to the reputation of the Council' being used as a reason for the use of special urgency and waive of call-in for the 'A1139 Fletton Parkway Junction 17 A1(M) – Junction 2 Widening Scheme – Appointment of Construction Contractor' decision was deemed appropriate and sought reassurance that processes had been properly applied. Councillor Cereste stated that the reasons for the use of special urgency and waive of call-in were set out within the document and significant consideration had been given to the potential loss of funding should the works fall behind schedule.

COUNCIL BUSINESS TIME

13. Executive Recommendations

(a) Funding Peterborough's Future Growth

Cabinet at its meeting of 24 February 2014 received a report which included detailed proposals for the delivery of growth and regeneration schemes in Peterborough and for the Council's involvement in those schemes. The report made a number of recommendations, which included a number of recommendations to Council.

Councillor Cereste introduced the report and moved the recommendations contained within. He provided a further overview of the project, highlighting that the delivery of regeneration sites in the city was required in order to enable growth going forward. The Joint Venture development would give opportunity for this regeneration to be realised, bringing many thousands of jobs and income for the city and ultimately making it a better place to live.

This was seconded by Councillor Hiller who stated that the Council was in an unprecedented financial situation and the entrepreneurial thinking of the administration had allowed the city to prosper in difficult times. To do nothing would be inconceivable going forward.

Members debated the recommendations and in summary raised points including:

- Money had been lost on a number of ideas including solar panels;
- There was a rise in land prices but there was a property bubble happening which might burst in a few years. There needed to be options to pull out of the deal at a later date;
- Opportunity Peterborough had been trying for a long time to create something on the site;
- The Council was being asked to make a decision on the partners without knowing who they were;
- Where was the source of funding coming from?
- Growth was not just about spending money and having funding arrangements. There needed to be opportunities for networking;
- Growth so far had been in housing on the periphery, which hadn't added much to the centre and it's vibrancy;
- There were interesting buildings within the city which made Peterborough what it was and these needed to be preserved;

- Consultation needed to be undertaken with the people of the city to ensure their input was taken on board;
- Investment of millions of pounds of Council funds needed to be undertaken prudently;
- This was the first project of its kind in the country and therefore Peterborough was effectively a guinea pig;
- Offshore funds where tax avoidance was an issue was going to be cracked down upon. If it was to be regulated in the UK, why did it need to be an offshore fund?
- There was a lack of transparency within the proposals;
- Peterborough was not a guinea pig with regards to this matter, but instead leading and breaking new ground;
- There were key sites worth £25-30m in the city and assurances needed to be provided around achieving value for money. There also needed to be clarity as to when there would be a return on investment;
- The scheme would save money, generate capital, increase income, would be subject to full scrutiny and be controlled under English law. The land would be independently valued. This was a visionary proposal;
- The question remained as to who the investors actually would be. There were therefore significant concerns regarding transparency;
- Growth, investment and regeneration were welcomed, but there were concerns relating to the partnership being 50:50. The Council only had a limited amount of money, would the Council therefore be an equal partner in realistic terms?
- The efficacy would be dealt with by the fund management and could be monitored closely by Members going forward by the usual scrutiny route;
- There was not an infinite amount of money around, and this was exactly why the Council needed to engage in the venture;
- The fund was based in Guernsey which was where most major investment was based;
- Identities of investors could not be revealed because there was no legal entity in existence at the time, until the decision had been made;
- The simple question was whether the Council wanted regeneration in the city; and
- The policy was about unlocking the value in property assets in the city.

Councillor Cereste summed up as mover of the recommendations, responded to issues raised by Members and provided a further overview of the Joint Venture, expanding on how it would work in the future and an overview of the benefits to the city.

A vote was taken (36 for, 10 against, 4 abstentions) and it was **RESOLVED** that:

Council agree:

(numbering as per original Cabinet report)

- (6) Amendments to the Capital Strategy and Asset Management Plan as part of the Medium Term Financial Strategy to be approved by Council to include the revised capital programme, the sites listed in this report on the asset disposal list and the approach to granting Option Agreements;
- (7) Amendment to the Treasury Management Strategy as part of the Medium Term Financial Strategy to be approved by Council to allow the Council to elect to take the benefit of land transfers as units in the fund;
- (8) Amendment of the Constitution 'Appointments to external organisations' to include the joint venture company and the Fund within the 'key partnerships category' to enable the Leader to appoint members to:
 - a. the Board of the Joint Venture Company
 - b. the Fund investment committee

c. the Fund management board

Councillor Arculus requested that his vote be recorded in the minutes as being in favour of the recommendations.

(b) Budget 2014/15 and Medium Term Financial Strategy 2023/2024

Cabinet at its meeting held 24 February 2014, received a report as part of the Council's agreed process for integrated finance and business planning. The purpose of the report was to recommend to Council the budget proposals for 2014/15 through to 2023/24, in line with the final local government finance settlement for 2014/15 and in advance of some Department for Education specific grants being finalised.

Members were advised that the full recommendations could be found within book two of the agenda and that an addendum document, containing further consultation responses, had been included within Members files for inspection.

Councillor Seaton introduced the Budget for 2014/15 and accompanying MTFS 2023/24, moving the recommendations as detailed within the Budget Book. He thanked everyone who had contributed to the development of the budget proposals and further highlighted; the evidence of success across the city; the opposition to certain areas contained within the budget and the balance against the need to achieve the required level of savings; the feedback received in relation to the Hydrotherapy pool and the support sought from the NHS; comments in relation to brown bin proposals and that the service would be kept under regular review; the 40% grant reduction due to occur in 2015/16; the responsibility of the Cabinet to deliver a balanced budget; the commitment to improving the city; prosperity, education and quality of life being at the centre of all decisions made by the Council; a vibrant arts and recreational scene being essential to the success of any great city and the ongoing support of the culture trust and vivacity; the responsibilities to the most vulnerable being taken extremely seriously and the number of schemes available such as Heataborough and the Green Scheme; Peterborough being the sixth lowest in the country for council tax and the proposal to freeze council tax for the next two years.

In summarising, Councillor Seaton stated that he believed that the budget proposed struck the right balance between supporting vulnerable people and minimising the impact on services, meeting the financial challenges, placing the Council on a sound financial footing going forward and improving the city for all residents. This was seconded by Councillor Elsey who reserved his right to speak.

The Mayor advised that an amendment to the budget proposals had been submitted by the Independent Forum (attached at **APPENDIX C** to these minutes). Councillor Harrington introduced the amendment and highlighted the main aspects which included the proposed retention of all Children's Centres but with a reduced grant; retention of the hydrotherapy centre and additional bus provision. A further overview of the proposed savings was provided including cutting Member's Special Responsibility allowances; cutting the AMEY budget for bedding plants and shrub maintenance in the city; to delay the Long Causeway development and a reduction in the communications budget. Councillor Harrington further expressed concern in relation to the list of assets targeted for disposal as detailed within the Capital Receipts summary, these included the farm estates and primary school land. There was also further concern that alternatives to Peterborough City Council's data storage had not be tabled, it was therefore requested that this be reviewed by the Sustainable Growth and Environment Capital Scrutiny Committee prior to any proposals being progressed. The amendment was seconded by Councillor Murphy who reserved his right to speak.

Members debated the amendment and in summary raised points including:

- The Children's Centres were being restructured, and the provision of services transformed, they were not being closed;
- The amendment failed to take into account the extra £10m received from Central Government for 2-4 year olds, which would be likely to increase by 50% in 2015;
- Taking 30% out of every Children's Centre for the first year, and a percentage each subsequent year, would run the risk of making them unviable;
- Delaying the Long Causeway project would have a detrimental impact on accessibility and mobility within the city;
- The amendment had been given to Members too late in the day to be seriously considered and aspects of it was poorly thought out;
- There were significant risks contained within the amendment and there were elements which needed further review;
- Details regarding the proposals for Brewster Avenue Children's Centre would be communicated to Members;
- The extra £10m Government funding had nothing to do with Children's Centres;
- The proposed sale of excess land around the schools would in no way affect the educational provision of children in the city;
- The proposals contained within the amendment would not give the certainty to local families that the original proposals within the budget did;
- The amendment document had been prepared in haste because the group of Members who had put it together had only met recently;
- The improvements already undertaken in the public realm had brought investment into the city, therefore delaying the refurbishment of Long Causeway would be detrimental to the long-term growth of the city and would negatively impact upon employment; and
- The amendment would force the Council to manage change in a much better and succinct way.

Councillor Murphy exercised his right to speak and in so doing advised that the amendment would enable the Children's Centres to remain open and the good work undertaken at the centres to continue. He further expressed his thanks to those who had been involved in the preparation of the alternative budget. He further stated that; the lack of consideration for the alternative budget reflected a lack of consideration of all other options; the funding for 2-4 year olds had nothing to do with the children's centres and was a separate issue; the children's centres were run by professionals and handing them over to other providers was risky; day centre provision and adult social care provision in the budget had also been poorly thought out.

Councillor Seaton exercised his right of reply as mover of the original motion and addressed a number of points raised by speakers on the amendment and on aspects of the amendment itself including; the lack of time available to consider the alternative budget presented; that the amendment in relation to Children's Centres ignored fixed costs, would not get past Ofsted and did not target the areas of greatest need; the long term issues which would be faced by the proposals; the regeneration needed in Long Causeway and the alternatives for data storage needed to be looked at, which would save money over time.

A recorded vote was taken on the budget amendment, as per recently circulated Government guidance which had suggested that all budget votes should be recorded votes. Members voted as follows:

Councillors For: Ash, Fletcher, Forbes, Harrington, Jamil, Khan, Knowles, Martin, Murphy, Saltmarsh, Sharp, Shearman, Swift, Sylvester and Thulbourn.

Councillors Against: Allen, Arculus, Casey, Cereste, Dalton, Davidson, Day, Elsey, Fitzgerald, Fower, Goodwin, Harper, Hiller, Holdich, Kreling, Lamb, Lee, Nadeem, Nawaz,

North, Over, Peach, Rush, Sanders, Sandford, Scott, Seaton, Serluca, Shaheed, Stokes, Thacker and Walsh.

Councillors Abstaining: JR Fox, JA Fox, Lane, McKean and Miners.

Following the vote (15 For, 32 Against and 5 Abstentions) the budget amendment was **DEFEATED**.

Members were invited to debate the substantive motion and in summary raised points including:

- Despite concerns regarding the Children's Centres, there had been good communication with regards to the situation in Werrington South and some fears had been alleviated. The users of the hydrotherapy pool were now more reassured since the Leader had visited;
- The Council had overspent, increased Special Responsibility Allowances and invested in other areas of wasteful spending;
- Selling the Town Hall should be considered, as should alternative modes of transport and ceasing use of the Mayor's car;
- Peterborough used to be an area of low investment, Queensgate was on the verge of closing down and unemployment was rising. There were now two university campuses, all senior schools had been refurbished, 5,000 new primary school places had been created, 12,000 new jobs and 5,000 new houses had been built;
- Peterborough was the fastest growing city in the country and was in the top 50 for places to invest. The Council was delivering on its promises;
- There would be further cuts to come and it was important to manage the Council's finances effectively going forward;
- The Council needed the ability to generate its own funds;
- The Dementia Resource Centre was being delivered;
- The Town Hall should not be retained if the majority of staff were to be moved to a purpose built building. The Town Hall was expensive to run and not energy efficient;
- The communications budget should be reduced, as should excessive pay increases for senior officers, reducing Amey landscape and tree management budget, cutting special responsibility payments and grandiose redevelopments in the city centre;
- Council tax should be increased, at least to keep up with inflation;
- There would be more centrally imposed cuts going forward;
- There had been numerous comments from local residents in relation to the brown bin charge, which represented an effective increase in council tax;
- A private company would profit from the garden waste collected by the Council, this fact was likely to be unknown to most people;
- Pensioners would be the hardest hit in relation to the charge for brown bin collection;
- The brown bin charge for collection of garden waste was at odds with the Council's stated aim to make Peterborough an Environment Capital;
- The brown bin charge was optional, people would not have to pay if they did not use their bins;
- The responsibility of the administration was to set a balanced budget which best supported the residents of Peterborough. The Conservative administration had undertaken this year on year;
- Residents would start putting garden waste into landfill and could lead to additional costs in the long term for the Council;
- The Council had not built any new houses, but it was proposing extra money for bed and breakfast;
- There was good work being undertaken, for example stopping the use of agency staff; and
- Other councils were expected to be self-sufficient in future years.

Councillor Elsey exercised his right of reply as seconder of the substantive motion and responded to points raised by Members during debate including; the brown bins not being paid for as a separate amount within council tax; council tax being only 20% of the funding coming into the council; the brown bin collection being a discretionary service; the garden waste being collected by a private company which meant that the waste did not go into landfill and therefore saving the Council significant landfill charges; there being 103 councils in the country which charged for a brown bin collection and out of the five council's aiming towards becoming an environment capital or something similar, four of those incorporated a charge for garden waste collection. In summarising, it was advised that the alternatives put forward by the opposition were not feasible and the budget was commended to Council.

Councillor Seaton summed up as mover of the substantive motion, responded to a number of points and commended the budget to Council.

A recorded vote was taken and Members voted as follows:

Councillors For: Allen, Arculus, Casey, Cereste, Dalton, Day, Elsey, Fitzgerald, Goodwin, Harper, Hiller, Holdich, Kreling, Lamb, Lee, McKean, Nadeem, Nawaz, North, Over, Peach, Rush, Sanders, Scott, Seaton, Serluca, Stokes, Thacker and Walsh.

Councillors Against: Ash, Davidson, Fletcher, Forbes, Fower, Harrington, Jamil, Khan, Knowles, Lane, Martin, Miners, Murphy, Saltmarsh, Sandford, Sharp, Shaheed, Shearman, Swift, Sylvester and Thulbourn.

Councillors Abstaining: JR Fox and JA Fox.

Following the vote (29 For, 21 Against and 2 Abstentions) it was **RESOLVED** the Council approve the recommendations for the budget for 2014/15 and the Medium Term Financial Plan (MTFP) to 2023/24 as below:

- a) The revenue budget for 2014/15 and the medium term financial strategy to 2023/24, set in the context of the sustainable community strategy;
- b) The capital programme for 2014/15 to 2023/24 and associated capital strategy, treasury management strategy and asset management plan;
- c) The council tax freeze in 2014/15 with indicative forecasts of a freeze in 2015/16 and indicative increases of 2.00% in 2016/17 to 2023/24 for planning purposes;
- d) The setting of fees and charges for 2014/15
- e) The reserves position;
- f) The council tax setting resolution as set out in appendix A of the budget book.

The Mayor
7.00pm – 11.00pm

FULL COUNCIL 5 MARCH 2014

QUESTIONS & ANSWERS

Questions have been received under the following categories:

<u>COMMUNITY INVOLVEMENT TIME</u>	
7.	<p><u>Questions with notice by members of the public</u></p> <p>None received.</p>
8.	<p><u>Questions with notice by Members relating to ward matters To the Cabinet Members and to Committee Chairmen</u></p>
1.	<p>Question from Councillor Fower</p> <p>To Councillor Cereste, Leader and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p> <p>Many of the residents in my ward considered the 406 bus service a lifeline and are disappointed that this administration decided to cancel the support for it. Could the relevant Cabinet Member please tell me, since its demise, how many times the replacement service has been used and if possible how many times it has been used by residents living in the South Werrington and North Gunthorpe area?</p> <p>Councillor Cereste responded:</p> <p>The changes to subsidised bus services were necessary given the very significant reduction in funding to the Council from Government. As part of the 2013/14 budget, Council agreed to cut the amount it spends on subsidising bus services from £1.1 million to £600,000 as part of the budget setting process. However, it would have cost up to £1.9 million per year to continue to operate all subsidised services as the Local Link Service was operating at a loss.</p> <p>The new services cover as much of the Peterborough area as possible and importantly, every resident has access to some form of public transport. It is also important to recognise that the majority of bus services were unaffected by these changes, as they are operated on a commercial basis rather than subsidised by the Council.</p> <p>The replacement services have been running since 1 October 2013 and we are collating detailed passenger information to inform a review of the new services to ensure they are giving the people of Peterborough the best possible service with the money that is available. We will share this information with Members when we have it put together.</p> <p>Councillor Fower asked the following supplementary question:</p> <p>From my point of view as Ward Councillor in South Werrington and North Gunthorpe, myself and Councillor Davidson we have had a lot of responses from residents in that area who do feel that they have been significantly let down by the Council in regards to the decision to cut that particular service. I do recognise that the service was making a loss but if all things that were making a loss were ceased, then the Council would be in trouble. I recognise that there is going to be a review taking place and I wonder if the Leader of the Council could let us know in some detail as to when that information would be made available</p>

	<p>Councillor Cereste responded:</p> <p>I would be delighted to share the information with Councillor Fower as soon as I have it.</p>
2.	<p>Question from Councillor Davidson</p> <p>To Councillor Cereste, Leader and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p> <p>Fulbridge Road in Werrington has seen an increase in homeowners/occupants having more than one vehicle.</p> <p>Would it be possible to have restricted parking on Fulbridge Road introduced at peak times, as car owners are taking to parking cars on the road creating a bottle neck effect?</p> <p>There has also been a marked increase in cars parked on grass verges and pavements in this area. Is there anything the Council can do to prevent this from happening?</p> <p>Councillor Cereste responded:</p> <p>Officers have requested further details from Councillor Davidson of the location to assess the parking situation and any possible restrictions that may be required to improve the traffic flow.</p> <p>If there are parking restrictions such as double (or single) yellow lines present on the road then these markings also prohibit parking on adjoining footways and verges enabling the Council's enforcement officers to issue Penalty Charge Notices. The introduction of bollards to prohibit such parking is considered as a last resort as it detrimental to the visual amenity of area and conflicts with the desire to reduce street furniture.</p> <p>Councillor Davidson asked the following supplementary question:</p> <p>I have had some feedback from the officers stating that they conducted a survey over a year ago. May I request that a new survey be conducted and carried out so that a more actual response can be taken from the over parking we are seeing on Fulbridge Road, and not just Fulbridge Road, but other areas of Werrington too.</p> <p>Councillor Cereste responded:</p> <p>I will consult with my officers to find out whether that is possible.</p>
3.	<p>Question from Councillor Fower</p> <p>To Councillor Elsey, Cabinet Member for Culture, Recreation and Waste Management</p> <p>A couple of years ago, a general waste bin was located at the bottom of the steps, leading up to the bus stop, just after the underpass leading from Carron Drive through to Dukesmead. This, subsequently disappeared, although you can still see it on google maps! Since then both Councillor Davidson and myself have been asking for a replacement, at one point Enterprise quoted us a verbal cost of £800 for the work, could the relevant Cabinet Member tell me if they consider this amount to be a fair costing of such work and whether they will now work to help local resident get this bin reinstated?</p> <p>Councillor Elsey responded:</p> <p>As Councillor Fower may recall, the request for a bin in this location was previously reviewed and rejected on 22 May 2012, when it was identified that there was already a post mounted bin on the path down to the underpass from Helmsdale Gardens and two pavement mounted bins, one at each of the bus stops either side of Lincoln Road. All of</p>

	<p>these are emptied twice weekly as standard and more frequently if this becomes necessary.</p> <p>I have been advised however that the bus stop is not directly serviced and that the nearest bin is c60 metres away so I can confirm that I am prepared to review the position again. In the event that the case can be made, the cost to install the bin would be £315 in line with the contract price, not £800.</p> <p>Councillor Fower asked the following supplementary question:</p> <p>I welcome the news that you will be willing to review it, however the figure of £315 does seem rather excessive and I wondered what your view was on that?</p> <p>Councillor Elsey responded:</p> <p>My thoughts on it are, that is how much it costs to buy and site a bin and that's how much it is. So my views are irrelevant really.</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.	<u>Questions with Notice to the Leader and Members of the Executive</u>
1.	<p>Question from Councillor Shearman</p> <p>To Councillor Cereste, Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p> <p>The mural on Bridge House was removed and placed in storage in May 2012. A planning officer said at the time...'the search for a new home is on-going and we will continue to be looking at a number of options'.</p> <p>Could the Cabinet Member let me know how close we are to finding a new home for the mural?</p> <p>Councillor Cereste responded:</p> <p>The sculptured façade (bas-relief) of part of the western elevation to the former Bridge House building (former offices of Mitchell Engineering Ltd.) is conserved and in secure storage. A wonderful piece of architecture that should be preserved in Peterborough.</p> <p>The aim is to re-erect the mural as part of the future redevelopment of the Fletton Quays site (South Bank). This will retain its association with the site and likely give the best opportunity to appreciate the work in the public realm. The ideal location would be to erect the mural close to its original position to be viewed from Town Bridge and this option will be encouraged in bringing forward the Fletton Quays regeneration scheme.</p> <p>Councillor Shearman asked the following supplementary question:</p> <p>Can the Leader give some indication of when we might see the mural on display in the public place?</p> <p>Councillor Cereste responded:</p> <p>I am assuming that if the first major building goes onto the Riverside it's unlikely to start work within 18 months, it's likely to be 18 months before we break ground, subject to everything being approved this evening. Once that is done, it may take a year or so for the first building to go up and if that building happens to be by the side of the Town Bridge I will try and encourage the developers to include the mural in that building so the whole city can see it. So two and half years to three years before we are actually going to see it in place.</p>
2.	<p>Question from Councillor Fower</p> <p>To Councillor Seaton, Cabinet Member for Resources</p> <p>Could the relevant Cabinet Member please tell me how much money the Council has spent on advertising, promotion or marketing through local media e.g. newspapers, magazines, websites and radio, during the financial year 2013/14 and could you break this down by company and how much each received please?</p> <p>Councillor Seaton responded:</p> <p>Last year the Council spent £151,915.48 on advertising, promotion or marketing. £80,000 of that was statutory notices, we recover the cost of many of these from utility companies so the net spend is much lower.</p>

	<p>£14,000 was spent on Adoption & Fostering; £10,000 for Local Link; £10,000 on Collective Switching; £7,500 on the Great Eastern Run; £7,000 on other City Centre events and £3,500 each on Public Health, Environment Capital, Social Care to give the main examples. There are 30 other suppliers on the list and I would be happy to supply a full breakdown in writing to Councillor Fower.</p> <p>Councillor Fower asked the following supplementary question:</p> <p>I would ask if Councillor Seaton would be kind enough to not only share that with myself but also with other Members?</p> <p>Councillor Seaton responded:</p> <p>Yes, I am happy to do so.</p>
3.	<p>Question from Councillor Davidson</p> <p>To Councillor Scott, Cabinet Member for Children’s Services</p> <p>Caseloads for Social Workers is supposed to be 17 whereas currently some social workers have between 25 and 33 cases?</p> <p>Could the Cabinet Member for Children's Services tell me what is being done to ensure that social worker caseloads do not become excessive, considering the possible impacts that could have on the quality of care they are able to provide to the families.</p> <p>Councillor Scott responded:</p> <p>There are greater challenges for my department now than there has ever been due to the increasing complexity of many cases and therefore the cases need to be open for longer, which does have an impact on caseloads and there has been some extra pressure on social workers.</p> <p>The service strives for an average of 17 – 20 children per social worker. This may vary according to the complexity of the work involved and the number of children in the family. It is not unusual to have sibling groups of 5 or more children.</p> <p>The average case load in the service is 20 children.</p> <p>Some social workers will have more or less cases depending upon their experience and skills. Some social workers have children on their caseload where they are working with one child in the family and that child has a high number of siblings. All children in the family are opened as cases.</p> <p>We constantly monitor caseloads through supervision and performance meetings to ensure that social workers provide a qualitative service.</p> <p>Councillor Davidson asked the following supplementary question:</p> <p>What additional resources are provided to social workers and how are they prioritising other caseloads, how do they balance their cases that are not deemed as a priority or cases that are going to court?</p> <p>Councillor Scott responded:</p> <p>That is an operational question which I will happily get a Director to respond to, however I want to say to you that one of the key drivers in the department is to make sure that cases that are finished, are closed, so that is one way of taking the pressure off the social workers. These are skilled social workers, particularly the more experienced ones and they are good at prioritising their work, however if you want to I will arrange a meeting for you with the</p>

	<p>Director to just go through the support that is available to social workers through mentoring, through supervision to help them to achieve the outcomes that you are identifying.</p>
<p>4.</p>	<p>Question from Councillor Fower</p> <p>To Councillor Cereste, Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p> <p>Could the Leader of the Council tell me what increases in salary are being paid or are planned to be paid to each of the Directors and Executive Directors of the Council as a result of the senior management restructuring and/or the review of senior officer pay scales and salaries? And can he also tell us when and where this information will be published so that members of the public can see how their council tax payments are being spent?</p> <p>Councillor Cereste responded:</p> <p>You will be aware that Employment Committee have approved the implementation of the revised Senior Officer pay scales and have also approved the job descriptions for the Directors under the Chief Executive's proposed restructure. The restructure means that some Directors have gone completely, those posts have been deleted and there is a saving of nearly £700k within that executive management team. We must also remember that all of the senior directors are doing different jobs and the workload that did belong to other directors that were working for us in the past have been spread around and things have been reorganised.</p> <p>Employment Committee subsequently met to decide on the salaries for the Chief Executive and Directors, as the determination of salaries at this level is a matter for Employment Committee to decide.</p> <p>As the change is a variation to the employee's contract of employment, we are currently waiting for confirmation of acceptance from all the Officers involved, who under the restructure have the right to appeal the outcome of Employment Committee's decision.</p> <p>Once confirmation has been received from all of those Officers, which is not the case to date, publication will follow and the information will be placed on the council's website as a matter of public record.</p> <p>Councillor Fower asked the following supplementary question:</p> <p>Would Councillor Cereste agree with me that the fact we are missing such relevant data regarding salaries that the concept of agreeing a budget is borderline nonsensical because how can someone truly understand what they are voting on and agreeing to when the data is literally not there. Are there any senior officers that have requested backdating of their pay?</p> <p>Councillor Cereste responded:</p> <p>Could Councillor Fower explain what it is that he has just asked me?</p> <p>Councillor Fower responded:</p> <p>I can ask another question, are there any senior officers that have requested backdating of their pay?</p> <p>Councillor Cereste responded:</p> <p>I need to ask legal advice as to whether I am allowed to speak about anybody's specific position within this authority until such time as everything has been agreed.</p>

	<p>The Legal Officer responded:</p> <p>I think you have already responded to that in the substantive answer you have given that because this affects employment contracts and those matters are confidential until the matters are settled you're not entitled to discuss them, however there is transparency around senior officer pay and all of that will be published in due course.</p>
5.	<p>Question from Councillor Davidson</p> <p>To Councillor Cereste, Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p> <p>The Council proposals, in relation to the development of Bourges Boulevard, to plant trees to improve the look between Crescent Bridge and the fire station has developed an issue due to the fact that there is a sewage pipe 1.4 metres in diameter running along the proposed tree line development. Can the Cabinet Member please explain as to why this was not picked at the stage of initial planning?</p> <p>Councillor Cereste responded:</p> <p>It has always been recognised that this section of Bourges Boulevard would have a number of utility services beneath it, which may need to be accommodated within the scheme. There is a sewer pipe, 1.4 metres wide, that crosses the proposed tree lined widened central reservation at one point, however due to a new pedestrian crossing facility and junction located here also, in itself this will have a minimal impact on the proposed trees at this point. As with any project we are working with the utility companies to accommodate all features within the overall scheme design.</p> <p>Councillor Davidson did not have a supplementary question.</p>
6.	<p>Question from Councillor Shearman</p> <p>To Councillor Walsh, Cabinet Member for Community Cohesion, Safety and Public Health</p> <p>Operation Can-Do was launched in September 2011 as an 'exciting and ambitious long term initiative' whose vision was to 'improve the quality of life of people living and working in the Gladstone, Millfield and New England areas'.</p> <p>We are now approaching the end of phase two and although some notable successes have been recorded, e.g. the introduction and successful implementation of the Cumulative Impact Policy, numerous successful operations by the police and our enforcement officers, and the transformation of Victoria Gardens, the two key planned outcomes which provide the strategic underpinning of Operation Can-do ('A master plan to maximise opportunities for growth and regeneration' and 'Integrated plans to maximise economic growth to develop the area as a place people choose to live and work') have, as far as I am aware, not been completed.</p> <p>Bearing in mind Operation Can-Do was built on the success of the hugely successful police operation entitled Op Steam 2, has Operation Can-Do itself now run out of steam?</p> <p>Councillor Walsh responded:</p> <p>Operation Can-Do was launched in response to heightened community tensions and in recognition of steady decline in the Gladstone, Millfield and New England areas. The Council, with our Police partners, initiated the operation and committed to a minimum 10 year programme, beginning with addressing the 'here and now' problems, moving through to more strategic and longer term projects and improvements. Reported crime and ASB is improving faster in this area than anywhere else in Peterborough, and quality of life, as measured by a range of indicators, is also improving. This way of working, i.e. The</p>

Microbeat Model, which is delivering proven positive outcomes is now being rolled out to other areas of the city, namely the Ortons and the West Town.

Although much work has been done to consider longer term regeneration strategies for the area, these have not yet been developed. For these to be meaningful it is essential that they are developed in close consultation and cooperation with the community. Officers continue to work with the local community board to help them to develop their skills and capacity in order to begin the development of these longer term strategies. In fact, I understand that a bid is currently under consideration with respect to the management of the Gladstone Park Community Centre.

The economic development of the area, especially the business area along Lincoln Road, is also an important part of the Operation, and we hope to secure EU funding via our Local Enterprise Partnership to develop an economically focussed economic renewal programme.

All in all I would say that Operation Can-Do is alive and well and far from running out of steam.

Councillor Shearman asked the following supplementary question:

I acknowledge that there has been a great deal of good undertaken in that area and I do link some of the achievements, but I am still concerned that those building blocks of long term strategy aren't really in place yet and here we are at the end of phase 2 of the project. It does seem to me and many other people in the Can-Do area, and also shared with a number of Councillors, that the Can-Do Board is actually the organisation that is causing a blockage for the real development of the Can-Do ideals. I believe and others do that the Board is dysfunctional and actually inhibiting progress on the planned outcomes and I would also like to ask you would you look at the composition of the Board, because I don't think it is right that four members of the same extended family should be members of the Board, by doing that they are not reflecting the whole of the community.

Councillor Walsh responded:

Yes I will look into that further and I will look at the composition of the Board and if indeed there are blockages they do need to be unblocked.

COUNCIL MEETING 5th MARCH 2014

BUDGET AMENDMENT PROPOSAL

Amendment to be moved by Independent Forum as follows:

The motion is that that the proposed budget as set out in the budget papers be amended by the updates in sections 1-3 of this motion, plus the relevant appendices.

The updated recommendations to Council are as follows (with changes highlighted in italics):

R E C O M M E N D A T I O N S
FROM : Executive Director - Resources
That Council is recommended to approve:
<ul style="list-style-type: none"> a) The revenue budget for 2014/15 and the medium term financial strategy to 2023/24, set in the context of the sustainable community strategy, <i>including the updates from the alternative budget proposal</i> b) The capital programme for 2014/15 to 2023/24 and associated capital strategy, treasury management strategy and asset management plan, <i>including the updates from the alternative budget proposal</i>; c) The council tax freeze in 2014/15 with indicative forecasts of a freeze in 2015/16 and indicative increases of 2.00% in 2016/17 to 2023/24 for planning purposes; d) The setting of fees and charges for 2014/15 e) The reserves position f) The council tax setting resolution as set out in appendix A; g) <i>That Sustainable Growth and Environment Capital Scrutiny Committee reviews proposals for moving to an externally hosted data centre, which currently has funding in the 2014/15 capital programme of £1.35m, plus on-going revenue costs of £250k per annum</i>

The formal Council tax resolution is unchanged by this amendment, and remains as per the Council papers.

1. Revenue Budget Amendments:

The following revenue budget amendments are proposed:

Description	2014/15 £k	2015/16 £k	2016/17 £k	2017/18 & beyond £k
Extra Costs				
Retain Hydro-therapy centre	45	45	45	45
Remove current Childrens centre savings	931	1,181	1,181	1,181
Fund additional bus services				
Parish Councils could bid for additional bus services, run by current providers, for their parishioners.	40	40	40	40
Total extra costs to be funded by savings	1,016	1,266	1,266	1,266
Savings				
Revised Childrens centre savings				
Reduction in funding to providers of a third, equally applied across all centres (see appendix 1)	-853	-853	-853	-853
Savings from AMEY Budget (Bedding cut 30%)	-7	-7	-7	-7
Savings from AMEY Budget (10% reduction in shrub maintenance.)	-20	-20	-20	-20
Long Causeway - delay 2 years (see capital amendments in section 2 below)	-45	-130	-85	0
Member Special Responsibility allowances				
20% reduction in all SRA's (Cabinet, Cabinet adviser and Committee chairs). Specific proposals will be brought forward to the next Council meeting on April 16 th . This will require the support of 12 Members, as a Council decision on allowances has been made within the last 6 months. As such the first years saving is reduced to take account of this.	-41	-46	-46	-46
Reduce communications budget				
Cut the remaining edition of "Your Peterborough" and the council tax leaflet plus a post in communication	-50	-50	-50	-50
Total saved	-1,016	-1,106	-1,061	-976
Net Impact on Budget – extra costs	0	160	205	290
Additional childrens centres proposals				
Savings to be increased from £0.853m to £1.028m in 2015/16 and £1.154m in 2016/17 (see appendix 1). Further work would be needed to assess the proposal		-175	-301	-301
Overall impact on Budget	0	-15	-96	-11

The full ten year position is included in appendix 2.

2. Capital Budget Amendments:

2.1 The following Capital programme amendments are proposed:

Description	2014/15 £k	2015/16 £k	2016/17 £k	2017/18 and beyond £k
Delay Long Causeway project to 2016/17	-2,000	0	2,000	0
Net Impact on Capital Budget	-2,000	0	2,000	0
Revenue impact of capital changes (transferred to revenue amendments above)	45	130	85	0

2.2 The Peterborough Independents consider a review of the planned expenditure on the proposed ICT data storage system is required. They consider it is sensible to delay expenditure on this programme to review options. However, in the time available, the Peterborough Independents had to give regard to officer advice that the capital expenditure of £1.35 million cannot be removed from the budget. Instead we recommend a full scrutiny of the figures and a review of need before starting the procurement process.

This recommendation is made because:

- Alternative solutions for Peterborough City Council's data storage have not been tabled.
- The forecasted £1.35 million capital spend on the programme is open to question.
- Councils have a duty to seek good value for money and assess need before proceeding with any capital programme.

Therefore it is recommended that Sustainable Growth and Environment Capital Scrutiny Committee reviews proposals for moving to an externally hosted data centre, which currently has funding in the 2014/15 capital programme of £1.35m, plus on-going revenue costs of £250k per annum

3. Impact on the Overall Budget:

	2014/15 £k	2015/16 £k	2016/17 £k	2017/18 £k	2018/19 £k
Current MTFS 'Bottom line'	0	17,603	22,236	23,593	26,107
Net impact of alternative budget amendments	0	-15	-96	-11	-11
Revised Surplus (+) / Deficit (-)	0	17,588	22,140	23,582	26,096

The full ten year position is included in appendix 3.

Appendices:

1. Childrens Centres proposal, plus Director advice
2. 10 year MTFS figures for amendments
3. Impact in overall MTFS

Childrens Centres

Proposal by the Independent Group

In 2014/15 reduce provision to all centres by 33%, and then reduce provision by a further 20.5% in 2015/16. Finally reduce provision by a further 11% in 2016/17. Children's Centres would continue to receive a grant at this level in further years. It is up to centres to decide how to operate at this level. All centres would have the opportunity to remain open and to find the necessary cuts. Centres could share resources and possibly staff in order to economise. Co-operation between centres could improve the level of security for children centre funding. Furthermore this will result in fewer redundancies than the current plans. We propose each local centre would also work with the local community and formulate a plan to increase their provision with alternative funding.

Looking at the figures from 2012 - which were the only figures the financial department could release for the Independents to consider - there are areas for significant efficiencies. We trust that each centre would be happy to use our reduced budgets in order to ensure that no centres are closed and each community retains its local provision. Local provision will also prevent unknown hidden costs impacting upon proposed savings of £931 and £1181. (Eg. Under disability act - the current plans may be liable to provide transport for people with disabilities)

Commentary from Director of Communities

The budget information shared with the working group for children's centres were budgeted costs as at February 2012 prior to the service being outsourced to Spurgeons and Barnardos. At the time of transfer, the budget was reduced (by 7%) so spend would have been less but equally the two organisations would have changed their spending patterns so it's no longer applicable to target cuts at particular spend headings. Therefore an expected delivery against subjective headings such as stationary, printing etc. cannot be assumed.

In addition, a significant element of the costs for running the centres are fixed and the savings will not be proportional in relation to reduced opening hours i.e. rates bill is fixed and will be consistent regardless of opening hours.

Any reduction in hours will need to be negotiated with the service provider and they may not be agreeable to this change or may generate more costs e.g. redundancies.

Further salami cuts of the budget of this service will simply lead to an accelerated degradation of service delivery. The process currently underway to review using the existing buildings and still providing a range of services will probably be more effective than a further universal cut on services. The saving also increases in 2015/16 and 2016/17 in the proposal, and further slicing of service will mean we are unlikely to meet the requirements of operating as a children centre under the revised Ofsted framework.

At this late stage, it is not possible to accurately review the change in service that will be forthcoming as this could take several weeks and therefore the risks of this approach are significant.

Revenue Budget Amendments:

Description	2014/15 £k	2015/16 £k	2016/17 £k	2017/18 £k	2018/19 £k	2018/19 £k	2019/20 £k	2020/21 £k	2022/23 £k	2023/24 £k
Costs										
Retain Hydro-therapy centre	45	45	45	45	45	45	45	45	45	45
Remove current Childrens centre savings	931	1,181	1,181	1,181	1,181	1,181	1,181	1,181	1,181	1,181
Fund additional bus services	40	40	40	40	40	40	40	40	40	40
	1,016	1,266	1,266	1,266	1,266	1,266	1,266	1,266	1,266	1,266
Savings										
Revised Childrens centre savings	-853	-853	-853	-853	-853	-853	-853	-853	-853	-853
Savings from AMEY Budget (Bedding cut 30% and 10% reduction in shrub maintenance.)	-27	-27	-27	-27	-27	-27	-27	-27	-27	-27
Long Causeway - delay 2 years	-45	-130	-85	0	0	0	0	0	0	0
Member Special Responsibility allowances	-41	-46	-46	-46	-46	-46	-46	-46	-46	-46
Reduce communications budget	-50	-50	-50	-50	-50	-50	-50	-50	-50	-50
Total costs/loss of income	-1,016	-1,106	-1,061	-976	-976	-976	-976	-976	-976	-976
Net Impact on Budget	0	160	205	290	290	290	290	290	290	290
additional childrens centres savings		-175	-301	-301	-301	-301	-301	-301	-301	-301
Overall impact on Budget	0	-15	-96	-11	-11	-11	-11	-11	-11	-11

Appendix 3

Overall Impact on MTFS

	2014/15 £k	2015/16 £k	2016/17 £k	2017/18 £k	2018/19 £k	2018/19 £k	2019/20 £k	2020/21 £k	2022/23 £k	2023/24 £k
Current MTFS Deficit	0	17,603	22,236	23,593	26,107	28,610	30,675	32,131	30,597	34,705
Net impact of alternative budget amendments	0	-15	-96	-11	-11	-11	-11	-11	-11	-11
Revised Deficit	0	17,588	22,140	23,582	26,096	28,599	30,664	32,120	30,586	34,694

COUNCIL	AGENDA ITEM No. 4
16 APRIL 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 3 March to 13 April 2014

Attending	Event	Venue
Mayor	Meeting with Communities and Cohesion Manager	The Parlour
Mayor	Citizenship Ceremony	Council Chamber
Mayor	Meeting with Group Leaders prior to Full Council	The Parlour
Mayor and Deputy Mayor	Full Council Preparation Meeting	The Parlour
Mayor	Families First Peterborough - AGM	Paston Farm Play Centre
Mayor	Council Meeting Preparation	The Parlour
Mayor and Deputy Mayor	Full Council	Council Chamber
Mayor and Mayoress	Cats The Musical	Ormiston Bushfield Academy
Mayor	Women's World Day of Prayer	Salvation Army Citadel
Mayor and Deputy Mayor	Fly the Commonwealth Flag Day	Bridge Street and Town Hall
Mayor	Meeting to view Charter	The Parlour
Mayor and Mayoress	115 (Peterborough) Sqn Annual Awards Night	St Jude's Church
Mayor	Peterborough Branch of the Royal Artillery Association - Annual Silver Inspection	The Parlour and Reception Room
Mayor	No Smoking Day promotional event	Atrium, Peterborough City Hospital
Mayor	Opening Hypermarket	327 Lincoln Road
Mayor and Mayoress	Mayors' Charities Fashion Show	John Lewis
Mayor and Mayoress	Peterborough and District Law Society - 84th Annual Dinner	Buckingham Suite at the Holiday Inn
Mayor	Rotary Youth Exchange - Orientation Day 2014	Nene Park Academy
Mayor	Football match - MK Dons v Peterborough United	Directors' box at MK Stadium
Mayor and Mayoress	Mayor of Whittlesey's Charity Dinner and Dance	The Manor Function Centre

Attending	Event	Venue
Mayor	Seerat-un-Nabi Conference	Marriott Hotel
Mayor	Meeting School group from Vinnitsa	The Parlour
Mayor	Johnstone's Paint Trophy community event	Queensgate Shopping Centre
Mayor and Mayoress	Royal Air Forces Association - 80th Anniversary	The Lancaster Club
Mayor	Supporters of Combat Stress Coffee morning	Hayward House
Mayor	Visit by Mencap's Inspire Me Project Students	The Parlour and Council Chamber
Deputy Mayor	Geo-Jang Forum	Reception Room
Mayor	Official opening of St Peter's Arcade	Bridge Street
Mayor	Visit by Jack Hunt Students for tour of the Parlour and Lunch with the Chief Executive and Deputy Leader	The Parlour and Council Chamber
Mayor	Supper and meeting of Cathedral Trustees	The Deanery
Mayor	Staff Swishing/Health Fayre Event	Reception Room
Mayor and Mayoress	Mayor of St Neots Civic Charity Ball	The Great Hall
Mayor	Moroccan mobile consulate	Great Northern Hotel
Mayor and Mayoress	Mayor of Godmanchester Charity Ball	Wood Green Animal Centre
Mayor and Mayoress	Peterborough Photographic Society Annual Exhibition	St John the Baptist Church
Mayor	Tour and visit of Nene Park Academy	Nene Park Academy
Mayor	Meeting regarding the Mayor's Ball	The Parlour
Mayor and Mayoress	Recording of Peterborough Talking Newspaper	Orton Waterville, Peterborough
Mayor and Deputy Mayor	Mayor's Charity Slide Show	Reception Room
Mayor and Mayoress	Mayor's Charity Slide Show	Reception Room
Mayor	Surprise visit to Diamond Wedding Anniversary couple	Werrington
Mayor and Deputy Mayor	Charity Committee	Vinnitsa Room
Deputy Mayor	Pets at Home Peterborough Refurbishment Opening	Pets at Home
Mayor, Mayoress and Deputy Mayor	Mayor's Charity Ball	Marriott Hotel, Peterborough
Deputy Mayor	Mayor of Market Deeping's Charity Civic Dinner	The Deeping Sports and Social Club
Mayor and Mayoress	Support charity event	Angel Spice Restaurant
Mayor and Mayoress	Johnson's Paint Trophy Football final	Wembley
Deputy Mayor	City of Peterborough Symphony Orchestra Spring Concert	Concert Hall. The Voyager Academy
Mayor	Meeting with Director of Governance and Interim Head of Legal Services	Council Chamber
Mayor	Visit reception class at Longthorpe Primary School	Longthorpe Primary School
Mayor	Citizenship Ceremony	Council Chamber

Attending	Event	Venue
Deputy Mayor	Young Enterprise Peterborough Company Programme Final	The Peterborough School
Mayor and Mayoress	Prince's Trust Final Presentation	Reception Room
Mayor	Eye Contact Friendship Group to visit the Mayor	Parlour / Council Chamber
Mayor and Mayoress	Youth Music Awards	The Key Theatre
Mayor and Mayoress	Brownie Starquest	Sawtry Community College
Mayor and Mayoress	Peterborough Lions 44th Charter Anniversary	Orton Hall Hotel
Deputy Mayor	Mayor of Higham Ferrers Charity Concert	Heritage Chapel and Halls
Mayor	Healthy Cooking Competition	Peterborough City College
Mayor	Parkinsons Drop In Information Day	St John's Church
Mayor and Mayoress	Visit by the 25th Peterborough (Paston) Cub Section	The Parlour and Council Chamber
Mayor and Mayoress	Visit to the Parlour by GPO Club	The Parlour and Council Chamber
Mayor and Mayoress	Peterborough Operatic & Dramatic Society's production of The Witches of Eastwick	Peterborough Key Theatre
Mayor and Mayoress	Official opening of Vivacity Premier Fitness	Vivacity Premier Fitness
Deputy Mayor	Mayor of Wellingborough's Supersonic 70's Show	The Castle
Mayor and Mayoress	Mayor's Civic Service	St Mary's Church

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

None.

4. DIRECTOR RESPONSIBLE

Director of Governance.

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COUNCIL	AGENDA ITEM No. 12
16 APRIL 2014	PUBLIC REPORT

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

1. DECISIONS FROM EXTRAORDINARY CABINET MEETING ON 26 FEBRUARY 2014

CALL-IN REFERRAL FROM CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE OF 17 FEBRUARY 2014 – EXECUTIVE DECISION – THE FUTURE DIRECTION OF CHILDREN’S CENTRES DELIVERY FEB14/CAB/09

Full Council had considered and debated the request to call-in, and taken into account all relevant advice. The outcome of the meeting was:

- i) To not agree to the request to call-in, when the decision shall take effect immediately.

It was therefore advised that there were no recommendations for Cabinet to consider. That being the case, the meeting was concluded with no further action to be taken, or decisions to record.

2. DECISIONS FROM CABINET MEETING ON 24 MARCH 2014

CALL-IN REFERRAL FROM SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE OF 12 MARCH 2014 – EXECUTIVE DECISION - UPDATE ON PROPOSED GROUND MOUNTED SOLAR AND WIND FARMS AT AMERICA FARM, MORRIS FEN AND NEWBOROUGH – FEB14/CAB/16

Cabinet received a report which requested it to consider the recommendations arising from the Sustainable Growth and Environment Capital Scrutiny Committee, held 12 March 2014 to consider the call-in regarding the Executive Decision – Update on Proposed Ground Mounted and Wind Developments at Newborough, Morris Fen and America Farm – FEB14/CAB/16.

The recommendations were:

‘The decision is to be referred back to the Cabinet with the following recommendations:

1. That the Wind and Solar Member Working Group consider the Cabinet’s decision when it meets on the 18th March 2014 and shall report on that decision and the issues raised by the Call-In and discussed at this meeting of the Scrutiny Committee, including alternative options; and
2. That the Cabinet shall not act on the decision made by it on 24th February 2014 until it has received and considered the report of the Wind and Solar Member Working Group and the comments of the Sustainable Growth and Environment Capital Scrutiny Committee on that report’.

Cabinet considered the report and **RESOLVED**:

To consider the recommendations arising from the Sustainable Growth and Environment Capital Scrutiny Committee meeting of 12 March 2014 and confirmed that it would not act upon the decision made by it on 24 February 2014 until it had received and considered the report of the Wind and Solar Member Working Group and the comments of the Sustainable Growth and Environment Capital Scrutiny Committee on that report.

ENVIRONMENT CAPITAL ACTION PLAN (ECAP)

See Executive Recommendations report at agenda item 13.

TRANSFORMING DAY OPPORTUNITIES FOR ADULTS UNDER 65

Cabinet received a report which detailed feedback from the eight week consultation on the proposals for the modernisation of day services for adults under 65 and sought approval for the proposals for development of the future model, as highlighted within the report.

Cabinet considered the report and **RESOLVED**:

- 1) To receive the feedback form the 8 week consultation on the proposals for the modernisation of day services for adults under 65;
- 2) To note the closure of the Gloucester Centre and alternative arrangements made for existing service users;
- 3) To approve the proposals for development of the future model in section 4 of the report and that a report be presented to Cabinet to determine the final form of delivery model and to accordingly authorise procurement and other actions; and
- 4) To note that this will include some decommissioning of existing day facilities once the new model has been determined.

OUTCOME OF PETITIONS

Cabinet received a report updating it on the progress being made in response to petitions submitted at Full Council on 29 January 2014 and 5 March 2014.

Cabinet considered the report and **RESOLVED** to not 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 24 February 2014 relating to 'Update on Proposed Ground Mounted and Wind Developments at Newborough, Morris Fen and America Farm'. The call-in request was considered by the Sustainable Growth and Environment Capital Scrutiny Committee on 12 March 2014, and following discussion and questions raised on the reasons stated for the call-in, the Committee agreed to the call-in of the decision and to refer it back to Cabinet to re-consider within ten working days, by 26 March 2014, with recommendations (*as referred to in paragraph 2 above*).

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 remain suspended until further notice.

4. SPECIAL URGENCY AND WAIVE OF CALL-IN PROVISIONS

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 4 March 2014	MAR14/CMDN/19	<p>Appointment of Authority Governor – Gunthorpe Primary School</p> <p>The Cabinet Member appointed Mrs Morgan Fitzsimons as authority governor, nominated by Councillor John Knowles.</p>
Councillor Holdich 4 March 2014	MAR14/CMDN/20	<p>Appointment of Authority Governor – The Duke of Bedford Primary School</p> <p>The Cabinet Member appointed Mr Eric Rayner as authority governor, nominated by the School's Governing Body.</p>
Councillor Cereste 10 March 2014	MAR14/CMDN/21	<p>Extension to the Ginton Conservation Area</p> <p>The Cabinet Member approved the boundary changes to the Ginton Conservation area as set out in Appendix 1 of the CMDN.</p>
Councillor Fitzgerald 10 March 2014	MAR14/CMDN/22	<p>Commissioning a Dementia Resource Centre</p> <p>The Cabinet Member approved, pursuant to the Council Contract Regulations, to exercise his authority to allow a contract to be awarded to Garfield Builders Ltd in accordance with contract procedure rules commencing 24 March 2014.</p>
Councillor Seaton 13 March 2014	MAR14/CMDN/23	<p>Debts in Excess of £10,000 to be Written off as Uncollectable</p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Authorised the write off of the debt as shown outstanding in respect of the accounts receivable (sundry debt) accounts included in the schedule shown at Appendix A. this details the name of the sundry debtor and the reason for the write of request; and 2. Authorised the write off of the debt shown as outstanding in respect of the accounts receivable (sundry debt) accounts included in the schedule shown in the exempt annex. This details the name of the sundry debtor and the reason for the write off.

<p>Councillor Holdich</p> <p>13 March 2014</p>	<p>MAR14/CMDN/24</p>	<p>Closure of Newark Hill Primary School, Academy Transfer Agreement and Lease of Premises</p> <p>The Cabinet Member approved the closure of Newark Hill Primary School and the execution of a commercial transfer agreement and to grant a 125 year lease of the premises known as Newark Hill Primary School at a peppercorn rent to Greenwood Academies Trust from 1 April 2014.</p>
<p>Councillor Seaton</p> <p>17 March 2014</p>	<p>MAR14/CMDN/25</p>	<p>Debts in Excess of £10,000 to be Written off as Uncollectable</p> <p>The Cabinet Member approved the write-off recommendation in respect of 21 unpaid Sundry Debt Invoices amounting to the sum of £195,726.24 invoiced to Westcombe Industries Limited dating from 2 September 2008 as this company went into Administration on 9 March 2009 and was subsequently dissolved on 18 August 2011.</p>
<p>Councillor Walsh</p> <p>21 March 2014</p>	<p>MAR14/CMDN/26</p>	<p>Integrated Community Sexual Health Service</p> <p>The Cabinet Member approved the recommendation to award the contract for the delivery of an Integrated Community Sexual Health Service within Peterborough to Cambridgeshire Community Services (CCS) for a total of £4,571,017.00.</p> <p>The contract would operate for the period 1 July 2014 to 30 June 2017 with the option to extend the contract for a further two 12 month periods at the Council's discretion.</p>
<p>Councillor Fitzgerald</p> <p>25 March 2014</p>	<p>MAR14/CMDN/31</p>	<p>Community Based Supported Living Service</p> <p>The Cabinet Member agreed to:</p> <ol style="list-style-type: none"> 1. Extend the Council's contract with Turning Point Ltd for 1 year with an option to extend by a further 1 year the provision of the Community Based Supported Living Service; and 2. Authorise the Strategic Director for Health and Adult Social Care to vary the terms of the contract to include: <ul style="list-style-type: none"> • Reduction of the contract sum from £2,011,375 per annum to a sum not exceeding £1,750,00 per annum or such lower contract sum as may be agreed with Turning Point Ltd and/or removal of individual services during the term of the contract; • The option to novate (transfer) the above contract from Turning Point to another company within the Turning Point Group, Turning Point (Services) Limited if the novation will lead to further economic benefit to the Council;

		<ul style="list-style-type: none"> The option to pay value added tax, where applicable within 7 days after receipt of a valid VAT invoice.
<p>Councillor Cereste</p> <p>25 March 2014</p>	MAR14/CMDN/32	<p>Long Causeway Public Realm Improvements</p> <p>The Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement agreed to:</p> <ol style="list-style-type: none"> 1. Enter into a contract with Ringway Infrastructure Services Limited, one of the contractors appointed to the Midlands Highway Alliance (MHA) Medium Schemes Framework 1 Contract (MSF1) to construct Long Causeway Public Realm Improvements and Wentworth Street Public Realm Improvements for the Target Cost sum of up to £2,000,000 (“the Contract”); 2. Authorise the Director of Growth and Regeneration, to vary this Contract when required, subject to; (i) available budget being in place; (ii) the total sum of each variation not exceeding£100,000; and (iii) the combined value of the Contract and any authorised variation(s) called off under the MSF1 do not exceed the total sum of £2,500,000. Contract variations in excess of£50,000 are to be made in consultation with the council’s Internal Audit and Finance Teams; and 3. Authorise the Director of Growth and Regeneration, to vary the works scope of the Contract when required to cover other public realm works subject to the limits imposed by Item 2 above and with the approval of the Executive Director of Resources.
<p>Councillor Holdich</p> <p>27 March 2014</p>	MAR14/CMDN/33	<p>Appointment of Authority Governor – Hampton Vale Primary School</p> <p>The Cabinet Member appointed Mrs Michelle Cole as authority governor, nominated by the school.</p>
<p>Councillor Holdich</p> <p>28 March 2014</p>	MAR4/CMDN/34	<p>Closure of West Town Primary School, Academy Transfer Agreement and Lease of Premises</p> <p>The Cabinet Member approved the closure of West Town Primary School and the execution of a commercial transfer agreement and to grant a lease of the premises known as West Town Primary School at a peppercorn rent to Cambridge Meridian Academy Trust from 1 May 2014. The Cabinet Member also approved the completion of a development agreement with the Academy Trust in relation to moving the school to a new location, and the grant of a lease of the new site to the Academy.</p>

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COUNCIL	AGENDA ITEM No. 13
16 APRIL 2014	PUBLIC REPORT

EXECUTIVE REPORT – RECOMMENDATIONS

(a) THE ENVIRONMENT CAPITAL ACTION PLAN (ECAP)

Cabinet at its meeting of 24 March 2014, received a report which sought its support for the Environment Capital Action Plan (ECAP) and to recommend it to Council for adoption.

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

IT IS RECOMMENDED that Council adopts the Environment Capital Action Plan (ECAP).

(The original Cabinet report and appendix follows this report).

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ITEM 13(a) – FOR INFORMATION

CABINET	AGENDA ITEM No.
24 MARCH 2014	PUBLIC REPORT

Cabinet Member(s) responsible:	Cllr Nigel North - Cabinet Member for Environment Capital and Neighbourhoods	
Contact Officer(s):	Richard Kay – Group Manager - Strategic Planning, Housing and Environment Charlotte Palmer – Climate Change Manager	Tel. 453475 Tel. 453538

Environment Capital Action Plan (ECAP)

R E C O M M E N D A T I O N S	
FROM : Simon Machen – Director of Growth and Regeneration	Deadline date : 24 March 2014
1. That Cabinet recommends the Environment Capital Action Plan to Council for approval.	

1. ORIGIN OF REPORT

- 1.1 The Environment Capital Action Plan (ECAP) has been prepared to outline how the city intends to deliver against the ‘Creating the UK’s Environment Capital’ strategic priority.
- 1.2 Cabinet will recall that at its meeting of 16 December 2013, a draft ECAP was approved for the purposes of consultation. Such consultation has taken place (details in this report) and a revised ECAP is being brought back to Cabinet for approval prior to consideration by Council.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to seek support for the ECAP by Cabinet and, if such support is forthcoming, for Cabinet to recommend the ECAP to Council for adoption.
- 2.2 This report is for Cabinet to consider under its Terms of Reference No 3.2.1 “to take responsibility of the delivery of all strategic Executive functions within the Council’s Major Policy and Budget Framework and lead the Council’s overall improvement programmes to deliver excellent services”.

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	No	If Yes, date for relevant Cabinet Meeting	
---------------------------------------------	-----------	-------------------------------------------	--

4. ENVIRONMENT CAPITAL ACTION PLAN

Introduction

- 4.1 The Environment Capital Action Plan (ECAP) will provide, for the first time, a clear vision for how the 'Creating the UK's Environment Capital' strategic priority will be delivered. Put simply, Environment Capital means changing the way we do things to live within the resources of the planet we have. If everyone on Earth lived as the average Peterborian, British or European citizen does, we would need three planets' worth of resources to sustain us. This means, on average, each of us is using too much of the world's resources to produce the food we eat, treat the waste we produce, and generate the energy we use. The plan is broken down into ten different areas each of which include a vision of a sustainable Peterborough where people lead prosperous, happy, healthy lives within their fair share of the earth's resources.

Structure of the ECAP

- 4.2 The ECAP, as amended following consultation, is attached. As Cabinet will recall from its consideration of the draft ECAP it is intentionally short, easy to read and easy to engage with. It is hoped that everyone will understand, sympathise with and support at least one of the themes, no matter the person's background, age, status, economic situation or beliefs.
- 4.3 To be clear, this is not an action plan focussing on the traditional 'green agenda'. It is an action plan to foster healthier and happier lives, to support economic prosperity and security for residents and the city, and to help generate stronger, cohesive, supportive communities. And in achieving all this, it will also help improve our local environment and contribute to minimising, and mitigating against the effects of, climate change.
- 4.4 The plan is a city wide document (i.e. not just the Council) and has been developed with stakeholders from key organisations across the City. The plan is broken down into ten areas and comprises local and national context, interim targets to 2016 and a vision to 2050.
- 2013-2016 targets – these targets are, in the vast majority of cases, those that exist already in the City. If they are additional they focus on research which we aim to deliver by working with partners including local and national universities. Therefore these targets do not require additional resource, but do, for the first time, bring together all the positive action being done in Peterborough.
 - 2050 targets – these are designed to be truly visionary. At this stage we do not know if this target is possible but after adoption of the plan effort will focus on undertaking more in depth research into each theme area establishing the trajectory and revising the vision if necessary.
- 4.5 The ECAP is intended to be a true reflection of what stakeholders are able to commit to within existing resources and allows us to understand what these resources are. Crucially, whilst the ECAP is being led and developed by the Council the plan will be a document that is owned by the City with the aim of delivering this shared priority.

Why is a plan needed?

- 4.6 Our aspiration in the Sustainable Communities Strategy (SCS) to create the UK's Environment Capital is difficult for people across the City to understand in terms of goals and targets. Since its adoption in 1998 a number of initiatives have taken place to drive the

aspiration forward but these have never been brought together holistically to enable progress to be monitored and action scrutinised.

- 4.7 This plan aims to make the SCS aspiration tangible, demonstrating how the actions make economic sense, make us more resilient to change and promote health and wellbeing, all whilst improving the local environment.

Fit within the Council's policy framework:

- 4.8 In 2010 the Council adopted the 'Home of Environment Capital Major Policy' which committed the organisation to continually monitor and improve its performance across a number of environmental areas. The policy can be viewed here: <http://www.peterborough.gov.uk/pdf/env-EC-majorpolicy.pdf>. However, since the adoption of this policy there has been significant progress and refinement in delivering this strategic priority, and Environment Capital is increasingly being considered within the wider context (e.g. economy, social issues, cohesion) in which it sits. As such the ECAP demonstrates how the City will deliver against this priority.

Next steps

- 4.9 Should Council decide to approve the ECAP subsequent action will focus on two key areas. The first will include monitoring progress which will be delivered by gathering quarterly performance data and using this to produce an annual monitoring report which will be made publically available. The second action will focus on continuing to work with organisations across the City to identify further targets that can be included in the plan going forward.
- 4.10 However, it should also be noted that the ECAP is a starting point. The challenge after adoption (and future reviews) will be to address how we collectively, as a City, fill the gap between 2016 and the 2050 vision.

5. CONSULTATION

- 5.1 A consultation took place on the draft ECAP between 15 January and 14 February 2014. Broadly speaking, the ECAP was well supported by those who commented on it. A summary of the comments received and proposed alterations arising as a result of comments received can be found at Appendix 1.
- 5.2 In short, however, having considered carefully the comments received, there appears no reason to fundamentally amend the approach, vision and targets as were set out in the draft ECAP. Instead, just a limited number of refinements to the ECAP have been made.

6. ANTICIPATED OUTCOMES

- 6.1 It is anticipated that Cabinet will recommend the Environment Capital Action Plan to Council for adoption.

7. REASONS FOR RECOMMENDATIONS

- 7.1 Cabinet is recommended to approve the ECAP. This is because the plan will help deliver the city's Environment Capital priority by providing clear strategic direction for the priority whilst creating, for the first time, a set of targets with which the progress of this priority will be measured.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 The alternative option of not producing a plan would mean that there would be no clear vision and targets associated with the Environment Capital priority making progress difficult to monitor and the effective allocation of resources difficult. Therefore the alternative option of not producing the ECAP was rejected.

9. IMPLICATIONS

9.1 Legal Implications - None.

9.2 Financial Implications - There are no immediate financial implications on the city council. Where applicable, all targets contained within the plan are currently planned to be achieved within existing resources.

10. BACKGROUND DOCUMENTS

N/A

Appendix 1 – Summary of responses to the Environment Capital Action Plan Public Consultation

Introduction

Consultation on a draft Environment Capital Action Plan took place between 15th January and 14th February 2014. Thank you to all of those who took the time to write to us with your comments. 35 individual responses were received.

The role of this report is to provide a summary of what was said. This report does not summarise every point made, but rather it tries to capture the most important or frequently mentioned issues. However, rest assured that all comments received have been read and have been considered before the proposals for changes have been presented for final approval by Full Council.

We have kept the comments as anonymous as possible because what is said is more important than who said it. However, if anyone feels we have substantially misinterpreted your views, then please let us know.

Next steps

On 24th March 2014, Cabinet will consider the final draft of the plan and if they are satisfied they will recommend that Full Council adopt the plan on 16th April 2014. The challenge after adoption (and future reviews) will be to address how we collectively, as a city, fill the gap between 2016 and the 2050 vision.

Perceptions of Climate Change and Environment Capital

The consultation began by asking respondents three questions that related to their understanding of the city's Environment Capital aspiration and Climate Change:

	Very good	Good	Fair	Poor	Very poor	Don't know
How would you rate your understanding of Peterborough's intention to create the UK's Environment Capital?	40%	31%	23%	0%	6%	0%
	Strongly agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Strongly disagree	Don't know
To what extent do you agree or disagree that taking action to improve the local environment is a key priority for the city? (please tick one box only)	69%	14%	6%	9%	3%	0%
To what extent do you agree or disagree that the following statement applies to you: 'I can personally help to limit the effects of climate change'? (please tick one box only)	60%	0%	11%	23%	6%	0%

This shows overall that 94% of respondents had at least a fair understand of the city's Environment Capital aspiration and 89% felt that taking action to improve the local environment was a key priority.

Comments relating to the 2050 Visions

One of the general views that was expressed in all of the theme areas was that the visions are very stretching and may be difficult to achieve in practice. In response, this was intentional. In order for the city to achieve its aspiration of living within the resources of one planet, significant change is required on a local, national and international scale.

Theme / 2050 Vision in draft ECAP	Summary of comments received and the council's response
<p>Zero Carbon - No net carbon emissions from energy consumption, achieved through high energy efficiency and renewable energy.</p>	<p>Overall 83% of respondents were satisfied with the vision. In general respondents felt that the target was stretching and that significant work will be required to achieve the vision, particularly relating to improving the efficiency of domestic and public buildings.</p> <p>Council response: However we propose to change the name of the theme to Zero Carbon Energy to better reflect the aim of this theme.</p>
<p>Sustainable Water - We will each use 80 litres of water or less daily and the city will be resilient to water scarcity, with an annual risk of flooding less than 1 in 100.</p>	<p>Overall 83% of respondents were satisfied with the vision. In general respondents were concerned about the ability of residents already on water meters to further reduce consumption. The need for increased rainwater harvesting and our ability to minimise the risk of flooding was also mentioned.</p> <p>Council response: No significant changes to the vision is proposed. However, we think it can be better phrased, as follows:</p> <p>“We will have high quality water environments, the annual risk of flooding will be less than 1 in 100 in the urban area and we will each use 80 litres of water or less daily.”</p>
<p>Land Use and Wildlife - A network of wildlife-rich, accessible places which are valued and enjoyed locally.</p>	<p>Overall 63% of respondents were satisfied with the vision. Comments were received relating to the desire to see a target for woodland creation. Further comments related to the need to balance development, biodiversity and access to green space. In addition comments were received that suggested geodiversity should be included within the vision.</p> <p>Council response: At this stage the target focusses on developing and expanding the already existing Forest for Peterborough tree planting project. Reflecting the comments, the vision is proposed to be changed to:</p> <p>A network of naturally diverse, wildlife-rich, accessible places which are valued and enjoyed locally.</p>
<p>Sustainable Materials - All goods purchased from sustainable sources and wherever possible sourced locally.</p>	<p>Overall 78% of respondents were satisfied with the vision. Some respondents expressed a view that it was unclear what some of the terms in the vision were defined as, who the vision related to and the difficulty of influencing and measuring the target.</p> <p>Council response: The vision is proposed to be changed to</p>

	All building materials purchased in the city will be from sustainable sources and wherever possible sourced locally.
Local and Sustainable Food - 80% of food consumed will be produced and processed within 100 miles of the city.	Overall 74% of respondents were satisfied with the vision. In general there were concerns about how local land can be secured for the purpose of growing food and how people can have access to facilities to grow their own food. Council response: We accept meeting the vision will be a challenge, but we still believe it to be an appropriate vision to work towards. No change to the vision.
Zero Waste - Household waste will decrease to 250kg and 100% will be recycled, reused or recovered.	Overall 78% of respondents were satisfied with the vision. There were some concerns about how proposed changes to household collection services may affect the vision and the need to increase peoples understanding about the benefits of recycling. Council response: The vision is proposed to be changed to Annual household waste will decrease to 250kg per person and 100% will be recycled, reused, composted or recovered.
Sustainable Transport - A pedestrian, public transport and cycle first city and 90% of all journeys will be zero emission	Overall 78% of respondents were satisfied with the vision. In general respondents felt that there was a significant amount of work required to achieve this aim including increased safety measures for pedestrians and cyclists, an improved cycle network and alternative options for rural residents. Council response: Comments noted, but no change to the vision.
Culture and Heritage - We will be recognised as a high quality culture and heritage destination with active residents.	Overall 82% of respondents were satisfied with the vision. Respondents felt that Peterborough had a lot to offer from this perspective but that more work is required to develop a strong local culture and harness the support of volunteers. Council response: Comments noted, but no change to the vision.
Equity and Local Economy - A high skilled, low poverty, circular economy aided by the highest concentration of environmental businesses in the UK.	Overall 74% of respondents were satisfied with the vision. In general there was some concern that the vision was too stretching and that the term 'circular economy' was unclear. Council response: The vision is proposed to be changed to A 'high skilled / low poverty' economy aided by the highest concentration of environmental businesses in the UK.
Health and Happiness - We will live longer, healthier, more fulfilling lives, with health equality for all residents.	Overall 70% of respondents were satisfied with the vision. Some respondents felt that the role of green space should be incorporated into the vision and that the terms contained within it should be defined further. Other comments felt that the theme should be renamed 'Health and Wellbeing' to align with other local and national policy.

	Council response: To rename the title of the theme to ‘Health and Wellbeing’ but no change to the vision. Green space already covered by the third theme.
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Comments relating to the targets to 2016

One of the general views expressed in all of the theme areas was that there are other organisations operating across the city who may have targets that can be included in the plan. Work will continue, after adoption of the plan, to work with these organisations to raise awareness of the Environment Capital aspiration and develop further targets for inclusion in later versions of the plan.

Targets to 2016	Summary of comments received and the council’s response
<p>Zero Carbon</p> <ol style="list-style-type: none"> 1. Reduce city council CO₂ emissions by 35%. 2. Increase the number of businesses registered with Investors in the Environment from 78 to 124. 3. Reduce per capita CO₂ from 7.2 to 5.9 tonnes. 4. All approved developments greater than 10 homes or 1000sqm floor area shall achieve an emissions ratio at least 10% better than building regulation standards. 	<p>Overall 95% of respondents were satisfied with the targets. In general comments related to the need to increase energy efficiency in buildings and on new developments, both of which are already included as targets in the plan.</p> <p>Council response: Since publication of the plan the data relating to per capita CO₂ emissions has changed and therefore it is proposed to update the target accordingly to:</p> <p>“3. Reduce per capita CO₂ emissions to 5.8 tonnes.”</p>
<p>Sustainable Water</p> <ol style="list-style-type: none"> 1. Baseline the council’s water consumption and set a target for reduction. 2. Reduce the number of pipe blockages by 50%. 3. Produce planning guidance to develop a sustainable river corridor. 	<p>Overall 86% of respondents were satisfied with the targets. Respondents raised concerns about the lack of focus on the wider environmental benefits of water courses both from a biodiversity and recreational perspective. In addition respondents raised concerns about the work already undertaken by Anglian Water and the need to refer to these targets.</p> <p>Council response: The wider benefits issue has been addressed by the proposed amendment to the vision. We propose replacing the second target with two further targets:</p> <ol style="list-style-type: none"> 2. Promote the ‘drop 20’ litres of water campaign across the city. 4. Anglian Water have decreased pipe blockages across Peterborough by 70% since 2010. This significant reduction will be maintained. <p>In addition we propose replacing the third target with:</p>

	<p>3. Produce integrated environment and recreation improvement plans for Peterborough's principal rivers.</p>
<p>Land Use and Wildlife</p> <ol style="list-style-type: none"> 1. Increase the number of sites in positive management from 79% to 81%. 2. Increase the number of trees planted as part of the Forest for Peterborough from 8,000 to 55,000. 3. Secure funding to increase the number of Green Flags from 4 to 5. 	<p>Overall 81% of respondents were satisfied with the targets. This area of the plan received the highest number of responses overall. Comments focussed on:</p> <ul style="list-style-type: none"> - the need for less intensive grass cutting regimes for which further trials are planned for 2014/15 which may allow a target to be included going forward. - Definition of what a site in positive management means. Some comments raised concern about the lack of aspiration this target suggests - The need to include local geological sites in the target. - A further target was suggested by Nene Park Trust <p>Council response: Positive management refers to sites that have been designated for their substantive nature conservation importance, either wildlife or geology. Positive management of them refers to those which are being managed in order to conserve their nature conservation interest in the last five years. The target equates to 81% of 113 sites. It should be noted that a 2% increase is considered to be extremely challenging when Peterborough is already recorded within national reporting as being the 4th best in the country. Geological sites now covered in the vision.</p> <p>Amend/add the following targets:</p> <ol style="list-style-type: none"> 3. Secure funding to increase the number of Green Flags to 6. 4. Nene Park Trust will continually raise the quality of its facilities and improve the participation and engagement of visitors.
<p>Sustainable Materials</p> <ol style="list-style-type: none"> 1. The council will achieve level 5 in the government procurement framework. 2. Develop planning guidance to support the use of sustainable materials. 3. Seek funding to develop a city wide sustainable local procurement framework. 	<p>100% of respondents were satisfied with the targets. Responses focussed on the need to define what 'level 5 in the government procurement framework' referred to. In addition the need to consider aggregate extraction.</p> <p>Council response:</p>

	<p>'Level 5' can be found by viewing the Sustainable Procurement in Government: Guidance to the Flexible Framework at www.gov.uk.</p> <p>Add target:</p> <p>4. In Cambridgeshire and Peterborough 25% of total aggregates sales will be comprised of secondary and recycled aggregates.</p>
<p>Local and Sustainable Food</p> <ol style="list-style-type: none"> 1. Seek funding to carry out a feasibility study into local, sustainable food production 2. Achieve Fairtrade city status 3. Develop planning guidance to support local food. 	<p>Overall 90% of respondents were satisfied with the targets. Comments focussed on concern about the ability of planning guidance to influence local food production.</p> <p>Council response: It is considered that this will be addressed through the targets that have been included.</p> <p>No change to the targets.</p>
<p>Zero Waste</p> <ol style="list-style-type: none"> 1. Increase materials recycled or recovered at the household recycling centre from 80 to 90%. 2. Build a new Household recycling centre. 3. Seek funding to develop an action plan to reduce landfill of non-municipal waste (<i>i.e.</i> non-domestic). 	<p>Overall 90% of respondents were satisfied with the targets. Comments related to the council's existing target to achieve a recycling rate of 65% and to charge for the use of plastic bags in local shops.</p> <p>Council response: No change to the targets.</p>
<p>Sustainable Transport</p> <ol style="list-style-type: none"> 1. Increase the number of businesses with travel plans from 30 in 12/13 to 60. 2. Increase the number of pupils receiving Bikeability training from 951 to 1300 annually. 	<p>Overall 94% of respondents were satisfied with the targets. The comments received focussed on concerns about the accessibility of bus services and the need to include targets relating to increased use of different sustainable travel modes.</p> <p>Council response: To include the following target:</p> <p>3. To further develop a robust monitoring network to enable in depth transport modal data to be collected.</p>
<p>Culture and Heritage</p> <ol style="list-style-type: none"> 1. Increase the number of active library members by 3% annually from a baseline of 23,967. 2. Increase the number of people attending theatre performances by 10% each year from a baseline of 50,000. 3. Increase the number of people attending arts events from 40,000 to 60,000 by 2016. 	<p>Overall 90% of respondents were satisfied with the targets. Whilst in general the comments were positive there was some concern about the perceived separation of culture and heritage from the natural environment.</p> <p>Council response: The Plan is intended to be a holistic document and whilst it is broken down into ten different theme areas they are intended to be mutually supportive and cross cutting. However, the following changes are proposed</p> <ol style="list-style-type: none"> 1. Increase the number of active library members by 3% annually from a baseline of 22,971. 2. Increase the people attending theatre performances by 10% over three years from a baseline of 50,000.

	4. 24 culture and heritage sessions via Greeniversity per quarter.
Equity and Local Economy <ol style="list-style-type: none"> 1. Increase the number of jobs in the cleantech cluster by 10%. 2. Reduce city wide unemployment by 1% annually. 3. Undertake a housing stock survey to ascertain homes in fuel poverty and subsequently target resources with the aim of achieving the Government's target to eradicate fuel poverty by 2016. 	<p>Overall 100% of respondents were satisfied with the targets. The comments related to the need to carry out a housing stock survey, which is already included as a target in the plan.</p> <p>Council response: No change to the targets.</p>
Health and Happiness <ol style="list-style-type: none"> 1. Increase the number of attendances in sport and physical activities provided by Vivacity from 1.056 million to 1.3 million per annum. 	<p>Overall 95% of respondents were satisfied with the targets. The comments received questioned the lack of links between this theme and the benefits of the natural environment.</p> <p>Council response: The Plan is intended to be a holistic document and as such the vision and targets included within other theme areas i.e. land use and wildlife also support the Health and Happiness/Wellbeing theme. In addition, we continue to work with city health professionals to ensure that targets being developed across the city will be incorporated in to the plan going forward.</p> <p>No change to the targets.</p>

In addition the following changes have been made to the 'local and national context' section in order to ensure the most up to date information is included at the time of recommending the plan for approval.

Current statement	Proposed amendment
Per capita CO ₂ emissions have reduced from 8.1 tonnes (2005) to 7.2 tonnes (2010).	Per capita CO ₂ emissions have reduced from 8.1 tonnes (2005) to 6.3 tonnes (2011).
Peterborough has 4 Green Flag Awards	Peterborough has 5 Green Flag Awards
The council only offers Fairtrade tea and coffee	In 2007 the council committed to support the city's aspiration to achieve Fairtrade city status
Via Enterprise Peterborough 75% of fresh produce and 40% of meat is from East Anglia.	Via Amey 75% of fresh produce and 40% of meat is from East Anglia.
Each Peterborough resident emits 640,000 average balloons worth of CO ₂ each year.	Removed
80% of Peterborough residents have water meters.	75% of Peterborough residents have water meters.
The UK has 1,585,854ha of Global FSC certified forest area.	The UK has 1,595,374ha of Global FSC certified forest area.

Peterborough has 1,000 listed buildings, 60 ancient monuments & 29 Conservation Areas.	Peterborough has 1,056 listed buildings, 65 scheduled monuments and 29 conservation areas.
	Peterborough has Ferry Meadows: The most visited country park in the UK



Creating the UK's Environment Capital: Action Plan



Theme / 2050 Vision	Local and national context	Our targets to 2016
<p>Zero Carbon Energy</p> <p>No net carbon emissions from energy consumption, achieved through high energy efficiency and renewable energy.</p>	<ul style="list-style-type: none"> 12,000 pupils have taken part in 'Powerdown' to raise awareness of energy issues. Per capita The council has reduced CO₂ emissions by 15% since 2008. CO₂ emissions have reduced from 8.1 tonnes (2005) to 6.3 tonnes (2011). <p>But...</p> <ul style="list-style-type: none"> 16% of households' energy bills are spent on devices left on standby. Each year energy costs Peterborough £144m: the council spends £6.7m plus a tax of £288k. 	<ul style="list-style-type: none"> Reduce city council CO₂ emissions by 35%. Increase the number of businesses registered with Investors in the Environment from 78 to 124. Reduce per capita CO₂ emissions to 5.8 tonnes. All approved developments greater than 10 homes or 1000sqm floor area shall achieve an emissions ratio at least 10% better than building regulation standards.
<p>Sustainable Water</p> <p>We will have high quality water environments, the annual risk of flooding will be less than 1 in 100 in the urban area and we will each use 80 litres of water or less daily</p>	<ul style="list-style-type: none"> 75% of Peterborough residents have water meters. The councils Flood and Water planning guidance is promoted by the Environment Agency as best practice. <p>But...</p> <ul style="list-style-type: none"> Anglia is one of the UK's driest regions with the same average rainfall yearly as Jerusalem. Only 1% of the water on Earth is usable fresh water. ¾'s of Brits overfill their kettles, wasting a total of £68m each year. 	<ul style="list-style-type: none"> Baseline the council's water consumption and set a target for reduction. Promote the 'drop 20' litres of water campaign across the city. Produce integrated environmental and recreational improvement plans for Peterborough's principal rivers. Anglian Water have decreased pipe blockages across Peterborough by 70% since 2010. This significant reduction will be maintained.
<p>Land Use and Wildlife</p> <p>A network of naturally diverse, wildlife-rich, accessible places which are valued and enjoyed locally.</p>	<ul style="list-style-type: none"> Peterborough has one of the highest ratios of green space per person in the UK. Peterborough has 5 Green Flag Awards. The number of nesting pairs of Barn Owl has increased from 5 to 65 between 1990-2012. The Hampton Nature reserve has the largest population of Great Crested Newts in Europe. <p>But...</p> <ul style="list-style-type: none"> Since 1800, England has lost about 500 different species. 	<ul style="list-style-type: none"> Increase the number of sites in positive management from 79% to 81%. Increase the number of trees planted as part of the Forest for Peterborough from 8,000 to 55,000. Secure funding to increase the number of Green Flags to 6. Nene Park Trust will continually raise the quality of its facilities and improve the participation and engagement of visitors.
<p>Sustainable Materials</p> <p>All building materials purchased in the city will be from sustainable sources and wherever possible sourced locally</p>	<ul style="list-style-type: none"> The Waste Electrical and Electronic Equipment (WEEE) Re-Use facility, launched in 2004, refurbishes and recycles unwanted electrical goods which are then resold through charities to those on low incomes. The UK has 1,595,374ha of Global Forest Stewardship Council certified forest area. The UK public sector accounts for 10-40% of all sales of timber, wood and paper products. <p>But...</p> <ul style="list-style-type: none"> The UK construction industry uses more than 400 million tonnes of material every year. 	<ul style="list-style-type: none"> The council will achieve level 5 in the government procurement framework. Develop guidance to support the use of sustainable materials. Seek funding to develop a city wide sustainable local procurement framework. In Cambridgeshire and Peterborough 25% of total aggregates sales will be comprised of secondary and recycled aggregates.
<p>Local and Sustainable Food</p> <p>80% of food consumed will be produced and processed within 100 miles of the city.</p>	<ul style="list-style-type: none"> In 2007 the council committed to support the city's aspiration to achieve Fairtrade city status Via Amey 75% of fresh produce and 40% of meat is from East Anglia. There are 1,450 allotments in the city and 93% are occupied. The area's agri-food industry generates around £2 billion of food-related trade. <p>But...</p> <ul style="list-style-type: none"> Britain's supermarkets generate 300,000 tonnes of food waste every year. 	<ul style="list-style-type: none"> Seek funding to carry out a feasibility study into local, sustainable food production. Achieve Fairtrade city status. Develop planning guidance to support local food.

<p>Zero Waste</p> <p>Annual household waste will decrease to 250kg per person and 100% will be recycled, reused, composted or recovered.</p>	<ul style="list-style-type: none"> Peterborough residents recycled 43% of their household waste in 2011/12. Every year there is a national 'Zero Waste Week' helping to reduce landfill and save money. The Waste Electrical and Electronic Equipment (WEEE) Re-Use facility reprocesses and reconditions electrical goods for recycling and resale into the community, aiming to divert both large and small electrical items from landfill. <p>But...</p> <ul style="list-style-type: none"> We generate about 177 million tonnes of waste every year in England alone. 	<ul style="list-style-type: none"> Increase materials recycled or recovered at the household recycling centre from 80 to 90%. Build a new Household recycling centre. Seek funding to develop an action plan to reduce landfill of non-municipal waste (<i>i.e.</i> non-domestic).
<p>Sustainable Transport</p> <p>A pedestrian, public transport and cycle first city and 90% of all journeys will be zero emission.</p>	<ul style="list-style-type: none"> Travelchoice, a £3.24m government project, achieved a 9% reduction in car journeys. The council is currently administering a £5m fund to encourage sustainable travel. Commuting on a bike at around 10 - 11 mph will burn about 400 calories per hour. <p>But...</p> <ul style="list-style-type: none"> Our 2020 growth plans means that 9% more journeys need to be sustainable. Two-thirds of all journeys in the UK are under 5 miles. 	<ul style="list-style-type: none"> Increase the number of businesses with travel plans from 30 in 12/13 to 60. Increase the number of pupils receiving Bikeability training from 951 to 1300 annually. To further develop a robust monitoring network to enable in depth transport modal data to be collected.
<p>Culture and Heritage</p> <p>We will be recognised as a high quality culture and heritage destination with active residents.</p>	<ul style="list-style-type: none"> Peterborough has 1,056 listed buildings, 65 scheduled monuments and 29 conservation areas. Each year, Peterborough Museum hosts between 50,000-80,000 visitors. Britain is ranked 7th out of 50 nations for cultural heritage. 39% of English adults during 2010/11 said they volunteered at least once in the last 12 months Peterborough has Ferry Meadows: The most visited country park in the UK 	<ul style="list-style-type: none"> Increase the number of active library members by 3% annually from a baseline of 22,971. Increase the people attending theatre performances by 10% over three years from a baseline of 50,000. Increase the number of people attending arts events from 40,000 to 60,000 by 2016. 24 culture and heritage sessions via Greeniversity per quarter
<p>Equity and Local Economy</p> <p>A 'high skilled / low poverty' economy aided by the highest concentration of environmental businesses in the UK</p>	<ul style="list-style-type: none"> The cleantech cluster is home to 5,900 jobs and has contributed £560m into the local economy. In 2011, 12.6% of Peterborough homes (9,315) were in fuel poverty, a decrease from 15.6% in 2010. The 'ready to switch' campaign offers household savings between £60 and £200. The city council has entered into a strategic partnership with British Gas to invest between £5m and £20m into tackling fuel poverty in the city. <p>But...</p> <ul style="list-style-type: none"> 13 million people live below the poverty line in the UK. 	<ul style="list-style-type: none"> Increase the number of jobs in the cleantech cluster by 10%. Reduce city wide unemployment by 1% annually. Undertake a housing stock survey to ascertain homes in fuel poverty and subsequently target resources with the aim of achieving the Government's target to eradicate fuel poverty by 2016.
<p>Health and Wellbeing</p> <p>We will live longer, healthier, more fulfilling lives, with health equality for all residents.</p>	<ul style="list-style-type: none"> Cyclists take 50% fewer sick days. Life expectancy varies across the city by up to ten years. Young people's participation in sport improves their numeracy scores by 8%. <p>But...</p> <ul style="list-style-type: none"> Approximately 37% deaths from Coronary Heart Disease are due to inactivity. 	<ul style="list-style-type: none"> Increase the number of attendances in sport and physical activities provided by Vivacity from 1.056 million to 1.3 million per annum.



COUNCIL	AGENDA ITEM No. 14(a)
16 APRIL 2014	PUBLIC REPORT

ANNUAL REPORT OF THE AUDIT COMMITTEE

R E C O M M E N D A T I O N S
FROM : Chair of Audit Committee
That Council notes the work carried out by the Audit Committee in improving the governance arrangements across the Council.

1. PURPOSE AND REASON FOR REPORT

- 1.1 This report refers to and contains, at **Appendix 1**, an Annual Audit Committee Report for 2013 / 2014. The Annual Report shows the Audit Committee has successfully fulfilled its terms of reference and has helped to improve the Council's governance and control environments.

2. BACKGROUND (& CONSULTATION)

- 2.1 The Audit Committee's Terms of Reference and best practice as contained in the CIPFA document "A Toolkit for Local Authority Audit Committees" require the Audit Committee to complete an annual report. A copy the Annual Report is attached at **Appendix 1**. It shows key information relating to the Committee, its achievements during the year and key targets going forward.
- 2.2 The report was discussed in draft at the latest Audit Committee (24 March 2014) to reflect on its business for the Municipal Year. Following its agreement, the report is presented to Council to raise the awareness of the works of the Committee in scrutinising and challenging the processes in place to govern the organisation.

3. IMPLICATIONS

- 3.1 There are no financial implications and the preparation of the report is in line with best practice.
- 3.2 Good governance is wholly related to the achievement of the objectives in the Councils Plan.

4. BACKGROUND DOCUMENTS

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

- "A Toolkit for Local Authority Audit Committees", CIPFA, IPF, 2006
- Audit Committee agendas and minutes

5. APPENDICES

Appendix 1: Audit Committee Annual Report

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**(DRAFT) ANNUAL REPORT FROM
THE CHAIR OF AUDIT COMMITTEE
2013 / 2014**

Assurance

Governance

Accountability

Risk Management

Independence

AUDIT COMMITTEE: ANNUAL REPORT 2013 / 2014

INTRODUCTION

MEMBERSHIP AND MEETINGS

KEY ACTIVITIES AND TRAINING DURING THE MUNICIPAL YEAR

PLANS FOR 2014 / 2015

INTRODUCTION

This is the 5th annual report produced by Peterborough City Council's Audit Committee. It is produced in accordance with latest best practice¹ and shows that the Council is committed to working as an exemplar organisation, operating the highest standards of governance. The report shows how the Audit Committee has successfully fulfilled its terms of reference and has endeavoured to improve the Council's governance and control environments.

The Audit Committee was established by the City Council at its meeting in May 2006. Following its first year of operation, the membership was reduced from 10 to 7 members. This has subsequently been increased to 8 in 2012/13, following the incorporation of the Sub Committee to the Audit Committee into its Terms of Reference.

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risks and weakens the control environment, and to oversee the financial reporting process.

The key benefits of an Audit Committee can be seen as:

- Raising greater awareness of the need for internal control and the implementation of both internal and external audit recommendations;
- Increasing public confidence in the objectivity and fairness of financial and other reporting;
- Reinforcing the importance and independence of internal and external audit and similar review processes; and
- Providing additional assurance through a process of independent and objective review.

The Terms of Reference for the Committee can be found at **Annex A** of this report.

This report sets out the work undertaken by the Committee for 2013 / 2014 and specifically highlights those areas where its scrutiny and review process has made a difference to performance. The Committee has overseen good progress in all areas under its supervision.

Audit Committee members have received training on key issues throughout the year, and further details of this can be found later in this report.

MEMBERSHIP AND MEETINGS

During 2013 / 2014, the Audit Committee met on the following dates:

- 6 June 2013
- 24 June 2013
- 23 September 2013
- 4 November 2013
- 3 February 2014
- 24 March 2014

The Audit Committee membership increased from 7 to 8 following the incorporation of the Sub Committee to the Audit Committee into the Terms of Reference. There is a cross representation of all parties in accordance with the make up of the Council. The members for 2013 / 2014 were (excluding substitutes):

¹ Best practice as contained in the Chartered Institute of Public Finance and Accountancy (CIPFA) document "A Toolkit for Local Authority Audit Committees"

Table 1: Audit Committee Membership 2013 / 2014

Conservative	Peterborough Independent Forum	Liberal Democrats	Labour
Lamb (Chair) Harper (Vice Chair) Arculus Lee	Lane Fletcher	Sandford	Knowles

A number of Audit Committee members also sit on various other committees and panels. On occasions there may be clashes with the Audit Committee and where this occurs, apologies are received for any episodes of non-attendance and where available, substitutes attend.

Senior officers from the Council are also present, including the Executive Director of Strategic Resources, Chief Internal Auditor and the Head of Strategic Finance. Dependent on the subject matter on the agendas, other officers will attend in addition to external representation from the Councils' External Auditor and Relationship Manager.

KEY ACTIVITIES AND TRAINING DURING THE MUNICIPAL YEAR

Background

The Audit Committee's original terms of reference covers 6 main areas:

- Internal Audit
- Internal Control and Corporate Governance
- Annual Accounts
- Risk management
- External Audit
- Counter Fraud and Irregularities

Following abolition of the national Standards regime, Members Code of Conduct was then incorporated into the Terms of Reference for this committee.

Internal Audit

2.2.1 Terms of Reference

2.2.1.1	To consider the annual report and opinion of the Executive Director – Strategic Resources and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
2.2.1.2	To consider summaries of specific internal audit reports as requested.
2.2.1.3	To consider reports dealing with the management and performance of the providers of internal audit services.
2.2.1.4	To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale
2.2.1.9	To commission work from internal and external audit.

24 June 2013

- *Effectiveness of Internal Audit.* Each year, as part of the production of the Annual Governance Statement which accompanies the Accounts, the Audit Committee also reviewed the effectiveness of the system of internal audit noting planned actions to address any areas of partial compliance. In addition, comparisons were made with the new Public Sector Internal Audit Standards.
- *Annual Audit Opinion.* Internal Audit produces an Annual Audit Plan which forms the basis of their audit activity. Progress is noted throughout the year and an independent annual report is produced highlighting assurances obtained across the organisation as well as any misgivings into the effectiveness of controls. The report also sets out the teams' performance. Where standards have not been maintained across the Council, Audit Committee are provided with Executive Summaries of Audit reports for further scrutiny. Internal Audit concluded that they were able to provide reasonable assurance based on the work reviewed in the year.

4 November 2013

- *Internal Audit Mid-Year Opinion.* The Audit Committee received a half year progress report highlighting internal audit performance against targets and quality assurance results to enable it to review and comment on the work and performance of internal audit. Any areas reviewed which are considered to be weak or requiring attention following Internal Audit activity can result in officers from across the Council being held to account. Similarly, this has been used for officers to explain the non-implementation of recommendations.

24 March 2014

- *Annual Audit Plan.* Audit Committee received the 2014/15 Internal Audit Plans.
- Effectiveness of the Audit Committee – the Committee was due to receive an update on its effectiveness, however training will be provided on the recent best practice standards first. This is proposed to be delivered across Cambridgeshire.

Internal Control and Corporate Governance

2.2.1 Terms of Reference

2.2.1.1	To consider the annual report and opinion of the Executive Director – Strategic Resources and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
2.2.1.5	To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
2.2.1.10	Regulatory Framework
2.2.1.11	To maintain an overview of the Council's constitution in respect of contract procedure rules, and Financial Regulations.
2.2.1.12	To review any issue referred to it by the Chief Executive or a Director, or any Council body.
2.2.1.15	To oversee the production of the authority's Annual Governance Statement and to recommend its adoption.
2.2.1.16	To consider the council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

3 February 2014

- *Corporate Governance.* The Committee received reports on the updates to the Whistleblowing Policy, which was intended to provide PCC employees and partner agencies with a process in order to highlight concerns regarding issues such as health and safety, bullying and harassment or suspected cases of fraud and corruption. The policy update had been initiated by the recent changes introduced for the Enterprise and Regulatory Reform Act 2013. At its meeting the Committee recommended that the Director of Governance would review Whistleblowing policies of partner organisation in order to ensure that adequate provision was in place to deliver services on behalf of PCC.
- The Committee also received a report on the Anti - Bribery Policy, which was introduced to the Council in line with the Bribery Act 2010, which aimed to highlight any incident of bribery or corruption within the Council. The Committee was encouraged to learn that there had been no incidents or complaints reported under the current procedure.

24 June 2013

- *Annual Governance Statement.* A key role of the Committee is to oversee the Authority's control environment and its associated system of internal controls and assurance processes. The Committee must satisfy itself that the Authority's assurance statements, in particular the Annual Governance Statement, properly reflect the risk environment and any actions needed to improve it. This is done through receiving and scrutinising reports on the relevant areas and calling officers to account where necessary.
- The Committee reviewed the draft Annual Governance Statement on 24 June 2013, noting areas for improvement following a review of internal controls, risk management arrangements and significant governance issues. The Committee agreed to final changes to the Statement prior to its inclusion in the Statement of Accounts.

24 June 2013/23 September 2013

- *Invest to Save Schemes.* Under the Committee's remit to commission work from external audit, PwC was requested to conduct a scope of work to look at the governance arrangements with respect to elements of the allocation of expenditure within the Council's budget policy framework. The request was made at the Committee's meeting held on 27 March 2013.
- Following PwC's conclusion of not being minded to challenge the Council's decision making process in order to determine the governance arrangements in response of the allocation of £100m to the 'Invest to Save' budget, the Director of Governance was requested to produce a report on the principles followed in terms of allocating the funding for 'Invest to Save' Schemes. The report was received by the Committee on 23 September 2013, which outlined the policy, process, authority and legality in relation to the allocation of 'Invest to Save' Schemes.

4 November 2013

- *Use of Consultants.* Following the review of consultants used by the Council in 2010, it was recommended, and agreed that Audit Committee would monitor progress. The Committee received an update in November 2013. Following the update the Committee requested a report on the interim positions within Human Resources division, which had been included within the consultancy report.

23 September 2013

- *Revised Contract Regulations.* The Committee received an update to the existing Contract Regulations under Part 4, Section 11 of the Council's Constitution, which was last reviewed in 2007. Within the Audit Committee's role of maintaining and overseeing the Council's contract procedures and financial regulations, it recommended the revised Contract Rules to Council for inclusion within the Constitution and to replace the Contract Regulations.

Annual Accounts

2.2.1 Terms of Reference

2.2.1.17	Accounts
2.2.1.18	To review the annual statement of accounts, specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
2.2.1.19	To consider the external auditors report to those charged with governance on issues arising from the audit of the accounts.

24 June 2013

- *Budget Monitoring: Final Outturn 2012 / 2013 and Statement of Accounts.* The Committee reviewed and scrutinised the outturn and Statement of Account on 24 June 2013 prior to its submission to the external auditors for audit. Change in legislation has meant that the Committee do not have to normally do this, but it was seen as good practice to adopt. The Committee then approved the Statement of Accounts for 2012 / 2013 and authorised its signing by the Chair. The Committee delegated authority to the Executive Director of Strategic Resources to make, following consultation with the Portfolio Holder for Resources, any non-material amendments to the Accounts arising from the external audit to be carried out by the Audit Commission between July and September 2013.

23 September 2013

- Following scrutiny by External Audit, the *Audit of Statement of Accounts and Report to those charged with Governance* was submitted to the Committee.

4 November 2013

- *Treasury Management Update*. A separate report was submitted which outlined the councils approach to Treasury Management, in line with agreed practices identified in the Medium Term Financial Strategy. Further details are also set out in the outturn reports submitted in June each year.

Risk Management

2.2.1 Terms of Reference

2.2.1.10	Regulatory Framework
2.2.1.13	To monitor the effective development and operation of risk management and corporate governance in the council.

24 March 2014

- *Risk Management: Strategic Risk*. The Committee discussed an update report on the strategic risks for the Council.

External Audit

2.2.1 Terms of Reference

2.2.1.5	To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
2.2.1.6	To consider specific reports as agreed with the external auditor.
2.2.1.7	To comment on the scope and depth of external audit work and to ensure it gives value for money.
2.2.1.8	To liaise with the Audit Commission over the appointment of the council's external auditor.
2.2.1.9	To commission work from internal and external audit.

23 September 2013

- Following scrutiny by External Audit, the *Audit of Statement of Accounts and Report to those charged with Governance* was submitted to the Committee. Following review the Committee approved and agreed the:
 - audited Statement of Accounts for 2012 / 2013 and adjustments;
 - signing by the Executive Director of Strategic Resources of the Council's letter of representation; and
 - actions to be taken in respect of the issues identified by the auditors that did not result in changes to the accounts.

3 February 2013

- Committee scrutinised the Annual Audit and Inspection Letter in respect of 2012 / 2013 and considered the Annual Grant Claims Certification.

24 March 2014

- Annual Audit Plan.

Counter Fraud & Irregularities

2.2.1 Terms of Reference

2.2.1.10	Regulatory Framework
2.2.1.13	To monitor the effective development and operation of risk management and corporate governance in the council.

23 September 2013

- The Committee received an annual report highlighting counter fraud and irregularity work over the previous year. The Committee's review of the work and performance of the counter fraud team showed strong support and interest.

23 September 2013 / 4 November 2013/ 24 March 2014

- Quarterly update reports have been provided into the use of RIPA.

Member Code of Conduct

2.2.1 Terms of Reference

2.2.1.20	Promoting and maintaining high standards of conduct by Councillors and co-opted members
2.2.1.21	Assisting the Councillors and co-opted members to observe the Code of Conduct
2.2.1.22	Advising the Council on the adoption or revision of the Code of Conduct
2.2.1.23	Monitoring the operation of the Code of Conduct
2.2.1.24	Advising, training or arranging to train Councillors and co-opted members on matters relating to the Code of Conduct
2.2.2	Terms of Reference of the Hearing Panel (sub-committee to the Audit Committee). The Hearings Panel is a sub-committee of the Audit Committee. The Panel has the following functions:
1	When matters are referred by the Monitoring Officer granting dispensations to Councillors and co-opted members allowing them to (A) participate in the debate and / or (b) vote on any matter in which they have a disclosable pecuniary interest;
2	On matters being referred by the Monitoring Officer deciding whether complaints concerning members should be investigated
3	Hearing complaints that have been referred to them by the Monitoring Officer pursuant to the Complaints procedure
4	The agreement of relevant procedures for the undertaking of its functions, when appropriate to be included within the Constitution

6 June 2013

Outcome of Standards Complaints under the previous regime (pre July 2012). The Committee received a report on the position in respect of all the outstanding complaints prior to the introduction of the new standards regime in July 2012. The Committee also received an update on the appointment of the Deputy Independent Person. Following the update the Committee put forward suggestions with regards to the recruitment campaign for the Deputy Independent Person.

Training

Throughout the year, the provision of ongoing training to Members has been the cornerstone of developing members (new and existing). During the year, officers provided presentations on:

- Preparation and scrutiny of the Statement of Accounts and the impact of International Financial Reporting Standards on these;
- Risk management and business continuity; and
- Verto – The Council’s project recording system.

The Chief Internal Auditor was exploring regional training opportunities relating to the Effectiveness of Audit Committee in light of the recent adoption of the new standards.

FUTURE DEVELOPMENTS AND PLANS FOR 2014 / 2015

Overall, the Audit Committee want to continue to develop and build on our current achievements. For 2014 / 2015 this will involve:

- Continuing to drive up standards of corporate governance;
- Continuing to equip existing and any new Members to fulfil the Committee’s responsibilities by providing or facilitating training on all aspects of the Committee’s remit;
- Assisting and supporting officers to promote the work of the Committee and the roles of internal audit, external audit and risk management;
- Supporting the continued production of high quality and compliant statutory accounts;
- Helping to further increase awareness within the Council of its governance arrangements, with particular emphasis on information;
- Receiving updates on the progress of the working group, currently revising the Council’s code of conduct; and
- Providing effective challenge to officers, raising awareness for sound internal control arrangements and giving assurance to the Authority that its control arrangements are sound.

2.2 AUDIT COMMITTEE: TERMS OF REFERENCE²

2.2.1 Terms of Reference

- 2.2.1.1 To consider the annual report and opinion of the Executive Director – Strategic Resources and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
- 2.2.1.2 To consider summaries of specific internal audit reports as requested.
- 2.2.1.3 To consider reports dealing with the management and performance of the providers of internal audit services.
- 2.2.1.4 To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale
- 2.2.1.5 To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- 2.2.1.6 To consider specific reports as agreed with the external auditor.
- 2.2.1.7 To comment on the scope and depth of external audit work and to ensure it gives value for money.
- 2.2.1.8 To liaise with the Audit Commission over the appointment of the council's external auditor.
- 2.2.1.9 To commission work from internal and external audit.
- 2.2.1.10 **Regulatory Framework**
- 2.2.1.11 To maintain an overview of the council's constitution in respect of contract procedure rules, and Financial Regulations.
- 2.2.1.12 To review any issue referred to it by the Chief Executive or a Director, or any council body.
- 2.2.1.13 To monitor the effective development and operation of risk management and corporate governance in the council.
- 2.2.1.14 To monitor council policies on "raising concerns at work" and the anti-fraud and anti-corruption strategy and the council's complaints process.
- 2.2.1.15 To oversee the production of the authority's Annual Governance Statement and to recommend its adoption.
- 2.2.1.16 To consider the council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- 2.2.1.17 **Accounts**
- 2.2.1.18 To review the annual statement of accounts, specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- 2.2.1.19 To consider the external auditors report to those charged with governance on issues arising from the audit of the accounts.
- 2.2.1.20 Promoting and maintaining high standards of conduct by Councillors and co-opted members
- 2.2.1.21 Assisting the Councillors and co-opted members to observe the Code of Conduct
- 2.2.1.22 Advising the Council on the adoption or revision of the Code of Conduct
- 2.2.1.23 Monitoring the operation of the Code of Conduct
- 2.2.1.24 Advising, training or arranging to train Councillors and co-opted members on matters relating to the Code of Conduct

² (Source: Constitution: Part 3, Delegations Section 2 - Regulatory Committee functions. Approved Annual Council)

2.2.2 Terms of Reference of the Hearing Panel (sub-committee to the Audit Committee).

The Hearings Panel is a sub-committee of the Audit Committee. The Panel has the following functions:

- 1** When matters are referred by the Monitoring Officer granting dispensations to Councillors and co-opted members allowing them to (A) participate in the debate and / or (b) vote on any matter in which they have a disclosable pecuniary interest;
- 2** On matters being referred by the Monitoring Officer deciding whether complaints concerning members should be investigated
- 3** Hearing complaints that have been referred to them by the Monitoring Officer pursuant to the Complaints procedure
- 4** The agreement of relevant procedures for the undertaking of its functions, when appropriate to be included within the Constitution

COUNCIL	AGENDA ITEM No. 15
16 APRIL 2014	PUBLIC REPORT

NOTICES OF MOTION

The following notice of motion has been received in accordance with the Council's Rules of Procedure 15.2:

1. Motion from Councillor John Fox

That this Council:

1. Notes that the terms and conditions of tenancy of City Council owned allotments does not permit the burning of garden waste on the Council owned allotment gardens;
2. Agrees that a blanket bonfire ban on the allotment gardens is both unfair and impractical for the tenants, particularly in relation to the disposal of diseased plants;
3. Acknowledges that the burning of garden waste is a more environmentally friendly approach than sending the waste for landfill;
4. Agrees that a more practical, common sense approach to the issue is required which would bring Peterborough City Council's terms and conditions in line with those of many other Local Authorities across the country; and
5. Recommends that Cabinet reviews the Council's current allotment terms and conditions of tenancy, with a view to allotment tenants being permitted the same rights as the occupants of domestic dwellings.

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COUNCIL	AGENDA ITEM 16(a)
16 APRIL 2014	PUBLIC REPORT

Contact Officer:	Kim Sawyer, Director of Governance	Tel: 01733 452361
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PROGRAMME OF MEETINGS

RECOMMENDATIONS
FROM : Director of Governance
That Council approves the programme of meetings for 2014/15 and approves, in principle, the draft programme of meetings for 2015/16 (both attached at Appendix 1).

1. PURPOSE AND REASON FOR REPORT

- 1.1 This report presents for the consideration of Council the annual programme of meetings for 2014/15 and the draft programme of meetings for 2015/16.

2. PROGRAMME OF MEETINGS

- 2.1 Council is asked to approve and note the programme of meeting dates for 2014/15 and to approve the draft dates for 2015/16 (Appendix 1). The calendars have been prepared in accordance with the arrangements that have been implemented in previous years.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications for the recommendation contained in the report.

4. LEGAL IMPLICATIONS

- 4.1 There are no legal implications for the recommendation contained in the report.

5. BACKGROUND DOCUMENTS

- 5.1 Peterborough City Council Constitution.

6. APPENDICES

Appendix A - programme of meetings for 2013/14 and draft programme of meetings for 2014/15.

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PETERBOROUGH CITY COUNCIL MEETING DATES JUNE 2014 - MAY 2015

MEETING	TIME	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
COUNCIL (Wednesday)	7pm		23			8		3	28			15	
Annual Council (Monday)	6.30pm	16											20
Budget Council Meeting (Wednesday)	7.00pm										4		20
Cabinet (Monday)	10am	30	28		22		3	8	19	2 + 23	23	20	
SCRUTINY COMMITTEES/COMMISSIONS													
Scrutiny Commission for Rural Communities	7pm		7		1	20	17		12		16		
Scrutiny Commission for Health Issues	7pm		8		10	14	11		8		10		
Creating Opportunities & Tackling Inequalities	7pm		14		8	13	10		5		9		
Sustainable Growth and Environment Capital	7pm		17		4	16	6		13		17		
Strong & Supportive Communities	7pm		16		3	15	18		14		19		
Scrutiny of the Budget	7pm								7 or 19	9			
COMMITTEES OF COUNCIL													
Appeals Committee (Annual Meeting) (Monday)	7pm										30		
Audit Committee (Monday)	7pm	30			22		3			2	23		
Planning & Env. Protection Committee (PEP) (Tues)	1.30pm		22		2	7	4	2	6	3	3	7	
<i>PEP provisional dates (Tuesday)</i>			8, 29		16	21	18	16	20	17	17	21	
Licensing & Licensing Act 2003 Committee (Thurs)	7pm		24		18	23	20	18	15	12	12	16	
Employment Committee (Thursday)	3pm		3		11		20		22		19		
Health and Wellbeing Board (Thursday)	1pm	26			25			11			26		
OTHER BODIES													
Combined Fire Authority	Various	5				9				12			21
Cambridgeshire Police and Crime Panel	2.00pm	19	30				5		28		18		
PARTNERSHIP AND LIAISON MEETINGS													
Safer Peterborough Partnership	3pm - 5pm	25	23	27	24	29	26	17	28	25	25	22	27
Community Cohesion Board	Various		14		25		20		22		19		
Parish Council Liaison (Wednesday) (T.B.C.)	6.30pm		23		24			17			25		
Diversity Forum	12.30pm		9		17		5		7		11		
Children and Families Joint Commissioning Board	1.30pm	10				7		10			11		
Corporate Parenting Panel	6.30pm		2		13		19		22		18		
WORKING GROUPS													
All Party Policy	6pm	26	31		25	30	27		29	26	26		28
Cabinet Policy Forum	5.30pm	24	8 + 22		9 + 23	7 + 21	11 + 25	9	6 + 20	10 + 24	10 + 24	7 + 21	
Member Officer Working Group	5.45pm	25	30		15	22	26		21	25		8	
CONFERENCES													
Conservative Party					28 - 30	01-Oct							
Labour Party Annual Conference					21 - 24								
Liberal Democrats						4-8 Oct							
Local Government Association			8 - 10 July										

Bank Holidays 2014 - 2015

26 May 2014 - Spring Bank Holiday
25 August 2014 - Summer Bank Holiday
25 December 2014 - Christmas Day
26 December 2014 - Boxing Day
1 January 2015 - New Year's Day
3 April 2015 - Good Friday
6 April 2015 - Easter Monday
4 May 2015 - Early May Bank Holiday
25 May 2015 - Spring Bank Holiday

Summer Term 2014

Opens Tuesday 22 April
May Day Monday 5 May
Half Term 26 to 30 May
Ends Friday 18 July

Autumn Term 2014

Opens Wednesday 3 September
Half Term 27 to 31 October
Ends Friday 19 December

Spring Term 2015

Opens Tuesday 6 January
Half Term 16 to 20 February
Ends Friday 27 March

Summer Term 2015

Opens Tuesday 14 April
Mayday Monday 4 May
Half Term 25 to 29 May
Ends Friday 17 July

***NB: dates in italics are
additional, provisional dates
for any urgent business and
may be cancelled***

PETERBOROUGH CITY COUNCIL MEETING DATES JUNE 2015 - MAY 2016

MEETING	TIME	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
COUNCIL (Wednesday)	7pm		15			14		10	27			20	
Annual Council (Monday)	6.30pm												23
Budget Council (Wednesday)	7.00pm										9		23
Cabinet (Monday)	10am		13 + 27		21		9	14	18	8 & 29	21	25	
SCRUTINY COMMITTEES/COMMISSIONS													
Scrutiny Commission for Rural Communities	7pm	16	13		21		10		11		21		
Scrutiny Commission for Health Issues	7pm	25	21		24		5		27		15		
Creating Opportunities & Tackling Inequalities Scrutiny Committee	7pm	15	20		14		16		18		14		
Sustainable Growth and Environment Capital Scrutiny Committee	7pm	17	16		10		12		25		23		
Strong & Supportive Communities Scrutiny Committee	7pm	11	22		16		24		20		10		
Scrutiny of the Budget	7pm									10			
COMMITTEES OF COUNCIL													
Appeals Committee (Monday)	7pm		13			12		7		15		11	
Audit Committee (Monday)	7pm	8 + 29			28		9			8	21		
Planning & Env. Protection Committee (PEP) (Tuesday)	1.30pm	9	14		8	13	10	8	12	9	8	12	
<i>PEP provisional dates (Tuesday)</i>		23	21		15	27	24	22	26	23	22	26	
Licensing & Licensing Act 2003 Committee (Thurs)	7pm	18	16		17	15	19	10	14	11	17	21	
Employment Committee (Thursday)	3pm	25			17		26		21		17		
Health and Wellbeing Board (Thursday)	1pm	18			24			10			24		
OTHER BODIES													
Combined Fire Authority	Various					15				18			
Cambridgeshire Police and Crime Panel	2.00pm	17											
PARTNERSHIP AND LIAISON MEETINGS													
Safer Peterborough Partnership	3pm - 5pm	24	22	26	23	28	25	16	27	24	30	27	25
Community Cohesion Board	Various		13		24		19		21		24		
Parish Council Liaison (Wednesday) (T.B.C.)	6.30pm												
Diversity Forum	12.30pm	10	8		9		4		6		9		
Children and Families Joint Commissioning Board	1.30pm												
Corporate Parenting Group	6.30pm	3	1		2		18		20		23		
WORKING GROUPS													
All Party Policy	6pm	25	23		24	22	26	3	28	25	24		26
Cabinet Policy Forum	5.30pm	9 + 23	14 + 28		15 + 29	13 + 27	10 + 24	15	12 + 26	9 + 23	15 + 29	12 + 26	
Member Officer Working Group	5.45pm												
CONFERENCES													
Conservative Party													
Labour Party Annual Conference													
Liberal Democrats													
Local Government Association													

Bank Holidays 2012 - 2013

4 June 2012 Spring Bank Holiday
5 June 2012 - Jubilee Bank Holiday
27 August 2012 - Summer Bank Holiday
25 December 2012 - Christmas Day
26 December 2012 - Boxing Day
1 January 2013 - New Year's Day
29 March 2013 - Good Friday
1 April 2013 - Easter Monday
6 May 2013 - Early May Bank Holiday
27 May 2013 - Spring Bank Holiday

Summer Term 2012

Opens 17 April
May Day Monday 7 May
Half Term 4 to 8 June
Ends Friday 20 July
Autumn Term 2012
Opens Wednesday 5 September
Half Term 29 October to 2 November
Ends Friday 21 December

Spring Term 2013

Opens Wednesday 9 January
Half Term 11 to 15 February
Ends Wednesday 27 March
Summer Term 2013
Opens Tuesday 16 April
Mayday Monday 6 May
Half Term 27 to 31 May
Ends Wednesday 24 July

NB: dates in italics are additional, provisional dates for any urgent business and may be cancelled

COUNCIL	AGENDA ITEM No. 16(b)
16 APRIL 2014	PUBLIC REPORT

Contact Officer:	Kim Sawyer, Director of Governance	Tel: 01733 452361
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STANDING ORDERS

R E C O M M E N D A T I O N S	
FROM : Director of Governance	
It is recommended that:	
1	<p>Standing Orders are varied in that Council:</p> <p>(a) revoke the following Standing Orders as set out in the Constitution at:</p> <ul 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 <p>(b) adopt the Council Standing Orders set out at Appendix 1</p>
2	That the Constitution Review 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 Constitution Review Group, a Member Working Group, (CRG) has been undergoing a process of 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 A set or draft revised Council Standing Orders were presented to the December Council meeting and were held over for debate. At the following meeting the Council referred the matter back to the Constitutional Review Group to allow for members to fully consider the proposed changes. The resulting revisions are presented here.

2. BACKGROUND AND CONSIDERATIONS

- 2.1 The Constitution Review Group, a Member 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 Interim Head of Legal & Governance Services, Mr Philip McCourt, then Head of Governance, Mrs Diane Baker and a Senior Governance Officer, Ms Gemma George. Given previous comments in Council, the CRG began its work with standing orders for the council and its committees and sub-committees.

- 2.2 A process was undertaken to compare the current standing orders to model standing orders. These were the model provided with 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 a positive part of a revised set of standing orders or be discarded as being no longer relevant or out of sync with current law or good practice.
- 2.3 Alongside this, Members of the CRG raised areas of possible change to the current Standing Orders, based on requests communicated to themselves or their group or criticisms of current practice. Some of these were about custom and practice rather than a change to the core rules, however, and would be dealt with elsewhere. The matters raised for consideration as revised standing orders were then worked through by the Group as outlined in the previous report.
- 2.4 Following a number of meetings, the draft revisions to Council Standing Orders were recommended to the Council meeting of 4th December 2013 and stood over until the following meeting for debate. By general consent the Council then referred these suggested changes back to the CRG to allow Members time to fully consider the changes.
- 2.5 Discussions were had separately at each of the political groups and the Constitutional Review Group then came together on 11th March 2014. The CRG came to the view that:
 - (i) the resulting revised Council Standing Orders (attached as **Appendix 1**) are to be recommended to Council for adoption; and
 - (ii) an associated revised petition scheme is to be presented to Cabinet for recommendation on to Council.
- 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 law, but a number will be seen to be significant in altering 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, including an overall time limit of 20 minutes allowed for members' questions on notice.

- (d) Submission of petitions to be referred on in a straightforward way and as part of a new petition scheme.
- (e) Amendments to motions to be submitted in advance of the Council meeting and in writing, other than in exceptional circumstances, so as 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 Mayor.
- (g) Provision for the public to record the meeting
- (h) Description of the Annual Meeting in two parts
- (i) Inclusion of a standing order to respond to the updated Nolan Principle on conflicts of interest.

2.8 Since the last Council meeting, the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 were issued, which provide for compulsory recorded votes at budget meetings of full council and which came into force on 25th February 2014. This change has been reflected in the draft at Appendix 1

2.9 A further change to mandatory standing orders is proposed by Ministers. This will reflect for meetings of the Council the current statutory requirements on meetings of the cabinet, that,

'while the meeting is open to the public, any person attending the meeting for the purpose of reporting the proceedings is, so far as practicable, to be afforded reasonable facilities for taking their report'.

This removes the current standing order, derived from the Local Government Act 1972, by which the Mayor's permission is required before audio or photographic recordings may be taken of the meeting. In being a change to the law it also removes the uncertainties around protection of privacy where the Council undertakes this change itself, as was the proposal in the draft. This has also been reflected in the draft at Appendix 1.

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 a direct repetition of the relevant Act or Regulation. These are included where required.

5. BACKGROUND DOCUMENTS

5.1 Notes and agenda of the Constitution Review Group.
Table of comments on comparing PCC and model standing orders

5.2 All other background papers are otherwise published.

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 at 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 requirements
- 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 leader of an opposition group (which will normally be limited to one minute);
 - v. receive questions from, and provide answers to, the public in accordance with Standing Order 10;
 - vi. receive petitions from the public in accordance with Standing Order 11;
 - 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 12.2
 - 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 he or she 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 he or she 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 Political Group's Whip or Leader or Deputy Leader and in accordance with political balance requirements) 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 Political Group's Whip (or Leader or Deputy Leader) and in accordance with political balance requirements) 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 he or she 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 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

he or she 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 and in accordance with the Council's petition scheme 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

12.2.1 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.

12.2.2 The total time allocated for Questions under this item shall be limited to 20 minutes.

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 monitoring 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 monitoring 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 that a motion:

- 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

he or she 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 he or she 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 he or she 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 in relation to motions that 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 monitoring 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 monitoring 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 he or she 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 he or she 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 he or she 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, he or she will put the procedural motion to the vote. If it is passed he or she 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, he or she 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 rule of law and the way in which he or she considers 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 personal explanation will be final.

15.14 Statement of accuracy

A member may make a request to the Mayor to make a statement of accuracy at any time. If permitted, the statement will be limited to the accuracy of a fact cited by the member speaking and may not exceed thirty 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 organisations in 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 five 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 five 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 18.4 and 18.5, 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 recorded in writing and entered into the minutes.

18.5 Budget decision

At a budget decision meeting of the Council the names of the persons who cast a vote for the decision or against the decision or who abstained from voting will be recorded in writing and entered into the minutes of the proceedings of that meeting

For the purposes of this Standing Order:

- (a) “budget decision” means a meeting of the Council at which it—
 - (i) makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992; or
 - (ii) issues a precept under Chapter 4 of Part 1 of that Act, and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting; and
- (c) references to a vote are references to a vote on any decision related to the making of the calculation or the issuing of the precept as the case may be.

18.6 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.

18.7 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 at full Council they must stand and address the meeting through the Mayor. If more than one member stands, the Mayor will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order, a point of personal explanation or a 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 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 he or she 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.

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 1-3, 10, 15.6(b), 16 and 18.5 do not apply to committees or sub-committees.

COUNCIL	AGENDA ITEM 16(c)
16 APRIL 2014	PUBLIC REPORT

Contact Officer:	Gillian Beasley Chief Executive Officer and Electoral Registration Officer	Tel: 01733 452390
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SUBMISSION ON WARD BOUNDARIES FOR THE COUNCIL

R E C O M M E N D A T I O N S
FROM : Chief Executive
It is recommended that the Council endorses and recommends the submission (attached at Appendix 1) on revised ward boundaries to the Local Government Boundary Commission for England on behalf of the Peterborough City Council.

1. PURPOSE AND REASON FOR REPORT

- 1.1 The Local Government Boundary Commission for England (LGBCE) is responsible for conducting electoral reviews for principal councils. Electoral reviews look at whether the boundaries of wards or divisions within a local authority need to be altered. The LGBCE conducts these reviews to ensure fairer representation at local government elections, in particular taking into account the number of councillors, the number of wards or divisions and whether the wards or divisions should be represented by a single councillor, or jointly by two or three councillors.
- 1.2 The LGBCE initiated a review of Peterborough City Council in 2013. Consequently an Electoral Review Group (ERG) of members and officers has been meeting to review the number of councillors representing Peterborough City Council and the ward boundaries within the City's area. The ERG was led by Jim Stevens, sourced through the Association of Electoral Administrators. Officers in attendance and supporting the ERG's work are the Chief Executive, the Director of Governance and the Compliance Manager (Elections).

2. BACKGROUND

- 2.1 The first stage of the ERG began in September 2013 when the LGBCE consulted the public on increasing the number of councillors representing

Peterborough City Council from 57 to 60 councillors. That consultation closed on the 11 November and the LGBCE announced in January 2014 that it considered 60 councillors was the appropriate number of members to represent the citizens of Peterborough.

- 2.2 Following that the LGBCE began a public consultation on the warding arrangements for the City's area, which ran from the 14 January to the 1 April 2014. The submission attached as Appendix 1 is the Council's response to that consultation. The submission was sent on the 1 April in accordance with the consultation deadline but the LGBCE has agreed to take into account the minutes of this Council meeting as the formal endorsement of the submission.
- 2.3 The ERG met six times during the period of the consultation to consider the factors which contribute to the future electoral arrangements for Peterborough. The ERG is a cross party group of members and senior officers, with additional views being invited from all members of the Council by Jim Stevens, the project lead. The primary factors for consideration are the future growth of the City to 2019, particularly large housing developments, which were obtained from planning growth predictions and the requirement of the LGBCE that Peterborough should aim for three member wards across the City's area.
- 2.4 The submission recommends 20 three member wards across the City with a further single member ward for the Barnack area. Although this will increase the overall number of councillors to 61, the Council is requesting the Barnack ward is considered as a specific exception to the general principle of three member wards. In other wards within the City the submission aims to achieve an overall councillor to elector ratio of 1:2460 with variances which support the future growth of the City.

3. NEXT STAGES

- 3.1 Once the LGBCE has considered all the representations submitted in response to the consultation it will publish a report, which will set out in detail a pattern of wards which the LGBCE will invite further views upon. This final round of consultation is expected to begin in July 2014 for a further 12 week period during which the Council will again have the opportunity to make submissions to the LGBCE on the proposals. The consultation documents will be available to view in the Town Hall reception area from the date of publication.
- 3.2 The LGBCE will formulate final recommendations for ward boundaries following the July consultation and is expected to make final recommendations in early 2015.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications as the review of ward boundaries is still undergoing a consultative process. Once the LGBCE has finalised its

recommendations the Council will be in a position to consider whether there are any financial obligations arising from the revised boundaries.

5. LEGAL IMPLICATIONS

- 5.1 Section 56 of the Local Democracy Economic Development and Construction Act 2009 requires that from time to time the LGBCE reviews and makes recommendations about the electoral arrangements for a principal council. Peterborough City Council is a principal council.
- 5.2 Schedule 2 of the 2009 Act sets out the statutory criteria which the LGBCE, and therefore the Council's submission, has to have regard to. These are
- the need to secure equality of representation
 - the need to reflect the identities and interests of local communities; and
 - the need to secure effective and convenient local government
- 5.3 The LGBCE begins its consideration with a presumption that local authorities which elect by thirds, as at Peterborough City Council, will operate under a uniform pattern of three member wards. The LGBCE will depart from that presumption where the recommended pattern would not meet the statutory criteria set out at paragraph 5.2

6. BACKGROUND DOCUMENTS

- 6.1 Notes and agenda of the ERG.
LGBCE Electoral reviews technical guidance July 2012

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APPENDIX 1

Submission by Peterborough City Council on warding arrangements to the Local Government Boundary Commission for England

1. Introduction and Background

This document sets out Peterborough City Council's (PCC) submission to the Local Government Boundary Commission for England (LGBCE) for new warding arrangements following the Commission's decision on "Council size" to increase the number of councillors to represent Peterborough from 57 to 60 members.

The last Review of the electoral arrangements for the PCC area was carried out by the Boundary Committee for England (BCFE) and completed in July 2002. At that time, the BCFE identified in their final report that "the city of Peterborough can be divided into four distinct urban areas; the southern area (the area south of the River Nene, the western area (the area north of the River Nene and west of the railway line), the eastern area (the area north of the River Nene, east of the railway line and south of Soke Parkway) and the northern area (the area east of the railway line and north of Soke Parkway)". Clearly, these physical barriers still exist and the Council believes that the principles applied then ought to form the basis of the current review of electoral arrangements (warding).

In reaching its proposals, the Council's cross-party Electoral Review Group's (ERG) members have considered firstly, the need to give effect to the LGBCE's guidelines for three-member wards for councils that elect by thirds, as against the existing one, two and three member wards, and secondly, the effects of proposals for new warding arrangements in order to address both the current imbalances in the existing elector: councillor ratios across a number of wards in the City.

On the basis of 60 councillors, the average cllr: elector ratio in 2019 will be 1: 2,501 with 20 wards, as against the existing number of 24 wards. However, in order to achieve a simply numeric solution by adopting this approach it would create a severe imbalance in the Western rural area of 36% above the average for the whole of PCC.

From the outset, the Council received a number of representations from individual members and the parish councils within the existing Barnack ward for it to remain as a single-member ward. Both the Council and the ERG concluded that the only sensible approach would be to divide the Western rural area into one three-member ward by merging the existing wards of Glinton & Wittering and Northborough, and for the existing ward of Barnack to remain as a single-member ward. The case for a single-member ward will be set out later in this submission.

This conclusion has been reached having considered but discarded alternative solutions. In view of this, the Council's submission has been prepared on the basis of a council consisting of 61 councillors and the average cllr: elector ratio of 1: 2,460 with 21 wards.

The table below shows the current wards with the projected 2019 electorate.

Western rural wards

Barnack	2,570
Glington & Wittering	5,260
Northborough	2,360
	<hr/>
	10,190

Eastern rural wards

Eye & Thorney	5,350
Newborough	2,330
	<hr/>
	7,680

Northern urban wards

Paston	8,010
Walton	4,490
Werrington North	5,930
Werrington South	5,560
	<hr/>
	23,990

Eastern urban wards

Central	8,110
Dogsthorpe	7,180
East	8,590
North	4,110
Park	7,370
	<hr/>
	35,360

Western urban wards

Bretton North	7,280
Bretton South	2,380
Ravensthorpe	5,430
West	7,160
	<hr/>
	22,250

Southern urban wards

Fletton & Woodston	8,700
Orton Longueville	7,300
Orton Waterville	7,620
Orton with Hampton	15,630
Stanground Central	9,140
Stanground East	2,180
	<hr/>
	50,570

Total electorate	<hr/>
	150,040

As a consequence of the decision to base these proposals on a membership of 61 with 21 wards, the new warding arrangements are set out in the tables below.

These figures are based upon the principle that the new patterns of wards should result in each councillor representing roughly the same number of voters across the Council's area. Variances to the average ratio are explained in the submission following this table on a ward by ward basis.

Western rural wards

Ward Name	Electorate 2019	Variance
Barnack	2,570	4.5%
Ginton, Northborough & Wittering	7,620	3.3%

Eastern rural wards

Ward Name	Electorate 2019	Variance
Eye, Newborough & Thorney	7,680	4.1%

Northern urban wards

Ward Name	Electorate 2019	Variance
Gunthorpe	8,000	8.4%
Paston & Walton	7,810	5.8%
Werrington	8,086	9.5%

Eastern urban wards

Ward Name	Electorate 2019	Variance
Central	6,749	-8.5%
Dogsthorpe	7,180	-2.7%
East	6,590	-10.7%
North	7,471	1.2%
Park	7,370	0%

Western urban areas

Ward Name	Electorate 2019	Variance
Bretton	7,280	-1.4%
Ravensthorpe	7,782	5.4%
West	7,188	-2.6%

Southern urban wards

Ward Name	Electorate 2019	Variance
Fletton & Stanground	7,030	-4.7%
Fletton & Woodston	7,866	6.6%
Hampton Vale	6,670	-9.9%
Hampton and Hempstead	7,035	-4.7%
Orton Longueville	8,083	9.5%

Orton Waterville	7,856	6.4%
Stanground South	6,030	-18.3%

New Ward Descriptions and Explanations

Western rural wards

Barnack Ward:

The proposal is for a single-member ward on the same boundaries as the existing ward. The justification for this based on the electorate is set out on page 1 of this submission. The Council recognises that by asking for a single-member ward it needs to make a case not just in respect of numbers but also why it is important to maintain its community identity.

The Barnack Ward consists of six villages and a number of smaller settlements together with isolated farms. There is no likelihood of any further growth in housing in this area in the foreseeable future and it is entirely a rural ward with specific interests and traditions that differ from other wards. The ward has a long history formally as Barnack Rural District Council and subsequently as a single-member ward within Peterborough District Council and more recently, Peterborough City Council. In its day, Barnack Rural District Council sat in Stamford Town Hall. Village children go to one of the two local primary schools, although some students have their secondary education in Glinton. However, a number go to King's School, Peterborough, Stamford Endowed Schools and Oundle. Also, there are plans for a new Free School in Stamford that aims to recruit from the ward's villages.

Stamford is seen by the many of villagers as their main shopping centre.

The ward is bordered by the railway in the east, A47 to the north, A1 in the west and an area of woods, agricultural land and part of another ward to the south. The B1443 runs across the middle of the ward. There is an hourly bus service to Stamford and Peterborough along this road and it is very well used.

Local groups such as the Helpston Tennis Club, Play Groups, Ufford Cricket Club and Barnack Bowls club all provide a focus for the local community and are in part financially supported by the parish councils that form the Barnack ward group.

Glinton, Northborough & Wittering Ward:

The proposal is for a merging of the two existing wards of Glinton & Wittering (currently a two-member ward) and the single-member ward of Northborough. Glinton and Wittering are already situated in separate geographical locations but have worked well as a ward unit for many years. The addition of Northborough making up a three-member ward is considered to be the best solution.

Having recognised that a single three-member ward for the western rural area was not sustainable, given the location of Barnack to the west with its own strong community ties, it is logical that the existing ward of Glinton & Wittering be merged with Northborough, which adjoins it to the north to give good electoral equality across the proposed western rural wards.

This would also retain the same number of councillors for the ward as already exists.

Eastern rural wards

The proposal is to merge the two existing wards of Eye & Thorney with the ward of Newborough. Whilst this will create a single three-member ward covering a large rural area, the same number of councillors would represent that electorate and given the total number of electors in the eastern rural area, there are no alternative proposals that would meet the Commission's criteria of electoral equality.

Northern urban wards

In order to achieve the primary objective of creating 3-member wards, it is proposed to reduce the number of wards to three as against the existing four wards of Paston, Walton, Werrington North and Werrington South. These four wards currently include one two-member ward and have variances of 14%, 8%, 16% and 23% respectively. Clearly, to retain four wards in this area would not meet the LGBCE's guidance. These proposals will reduce the existing number of councillors from 11 down to 9 to make 3 new three-member wards.

With the projected development on what is known as Paston Reserve, which lies to the east of Paston Parkway, there needs to be a re-adjustment of the neighbouring wards to reflect the above issues.

Gunthorpe Ward:

The proposal is to create a new ward from the existing Paston ward (polling districts PAS1, PAS2 and PAS4 (that part lying to the east of Paston Parkway) and polling districts SWE2 and SWE3 from the existing Werrington South ward. There are strong links between these areas in relation to the schools that serve both existing wards. The proposed name of the ward is merely to reflect the central area of Gunthorpe.

Paston & Walton Ward:

The Existing Paston ward broadly contains the communities of Paston, Gunthorpe and Paston Reserve. The proposal is to create a new ward is to include the polling districts PAS3 and PAS4 (that part lying to the west of Paston Parkway) from the existing Paston ward, and merge them with the existing Walton ward (polling districts WAL1 and WAL2), plus that area of land including the mobile home park from polling district SWE1 (South Werrington). At present the existing Walton ward boundary in this particular location follows a stream which cuts through the park and it is therefore proposed that the boundary be altered to encompass the whole of the mobile home site within the new ward, rather than it being split between two wards as it currently is.

Werrington Ward:

The proposal is to create a new ward from the existing Werrington North ward (polling districts NWE1, NWE2 and NWE3) and including that part of the existing Werrington South ward (polling district SWE1), which lies to the south west of the

existing Werrington North ward (excluding that part of the mobile home park to be transferred to the new Paston & Walton ward).

Eastern urban wards

The existing wards of Central, Dogsthorpe, East, North and Park currently have variances of 14%, 5%, 8%, 11% and 2.5%. As this is made up of 4 three-member wards and one two-member ward, it is proposed to adjust the electoral boundaries to facilitate 5 three-member wards. In order to increase the electorate for the new North ward, there has been a need to adjust both the Central and East ward boundaries to effect this change. The difficulty in finding an electoral balance in this block of wards is that the wards proposed to be changed all have variances below the average electoral average. Alternatively, if it had been proposed to reduce the number of wards from five to four, the opposite would have happened, resulting in far higher than acceptable variances above the average.

Central Ward:

The proposal is to create a new ward from the existing ward polling districts of CEN3 and CEN4 and Silverwoods Road, Summerfields Road and that of Lincoln Road (west side) up to the junction of Cambridge Avenue, plus part of polling district EAS2 of the existing East ward (west of the Frank Perkins Parkway), which lies naturally within the centre of Peterborough ward.

Dogsthorpe Ward:

It is proposed that there should be no change to the existing Dogsthorpe ward, which contains polling districts DOG1, DOG2, DOG3, DOG4 and DOG5.

East Ward:

The proposal is to use the existing East ward polling districts of EAS1, EAS3, EAS4 and EAS5, but to only retain a small part of EAS2 (east of the Frank Perkins Parkway). Whilst this will result in a variance of 10% below the average as the potential for further development exists in this area.

North Ward:

On its own the existing North ward boundary is unsustainable in respect of the electorate and the proposal is to create a new ward from the existing North ward polling districts of NTH1 and NTH2, plus polling districts CEN1 and CEN2 (excluding Lincoln Road, part of Silverwood Road and Summerfield Road) from the existing Central ward.

Park Ward:

It is proposed no change to the existing Park ward, which contains polling districts PAR1, PAR2 and PAR3.

Western urban wards

The existing wards of Bretton North, Bretton South, Ravensthorpe and West are all within a range of less than 10% variance but are currently served by two three-member wards, one two-member ward and one single-member ward. It is therefore, proposed to create 3 three-member wards. However, this cannot be achieved by a simple merger of the two wards that have a single member and the other two-member ward as their respective boundaries do not adjoin each other.

Bretton Ward:

The proposal is to retain the existing Bretton North, which contains polling districts BRN1, BRN2, BRN3 and BRN4, but to rename it Bretton ward.

Ravensthorpe Ward:

The proposal is to retain the existing Ravensthorpe ward, which contains polling districts RAV1, RAV2 and RAV3, plus polling district WES1 from the existing West ward and Charlotte Way from polling district WES3.

West Ward:

The proposal is to create a new ward from polling districts WES2, WES3 (less Charlotte Way) and WES4 from the existing West ward, plus the current Bretton South ward (polling district BRS).

Southern urban wards

By 2019, 30% of the PCC electorate will be within the southern urban area. The current six wards of Fletton & Woodston, Orton Longueville, Orton Waterville, Orton with Hampton, Stanground Central and Stanground East have variances of 15.8%, 4.6%, 5%, 33.3%, 0.6% and 3.7%. The proposal is now to increase the number of wards in this area from six to seven. Notwithstanding the current high imbalance, this area is subject to extensive growth not only over the next five year but beyond. Ideally, it would have been preferable to simply create new wards with the specific development areas just to accommodate both the current and future growth. However, this would potential create 'ghost' wards in the short term and it would be difficult to elect councillors where very few electors would exist. Therefore, this has led to a proposal to adjust the boundaries of all the wards within this urban grouping.

Fletton & Stanground Ward:

The proposal is to create a new ward from polling districts FLE1 (which lies to the east of the railway line from the existing Fletton & Woodston ward, plus polling districts STC1, STC2 and STC4 of the existing Stanground Central ward. This would create a more appropriate geographical ward, whereby the existing Fletton & Woodston ward is divided by the railway line and will also absorb the new development within Stanground.

Fletton & Woodston Ward:

The proposal is to retain the existing ward polling districts FLE2, FLE3 and FLE4, but to include part of ORH1 (north of Oundle Road) from the existing Orton with Hampton ward. This area sits adjacent to the existing Fletton & Woodston ward.

Hampton Vale Ward:

The proposal is to create a new ward from polling districts ORH3 (part of, including Bank Avenue; Braymere Road; Delves Way; Harn Road; Osier Avenue and Torold Drive), ORH4 and ORH5 (part from the existing Orton with Hampton ward).

Hampton and Hempstead:

The proposal is to create a new ward from polling districts ORH1 (part of, including Landsdowne Walk and Shewsbury Avenue), ORH2, ORH3 (part of, excluding Bank Avenue; Braymere Road; Delves Way; Harn Road; Osier Avenue; Torold Drive).

Orton Longueville Ward:

The proposal is to retain the existing polling districts of ORL1, ORL2, ORL3 and ORL4 (part of, excluding Kinnears Walk; Osprey and Sayer Court), plus ORH1 (part of, excluding Barford Close; Boltoph Green; Burwell Reach; Catherine Close; Chippenham Mews; Farriers Court; Glemsford Rise; Gretton Close; Landsdowne Walk; Lavenham Court; Lidgate Close; Oundle Road (part); Robert Rayner Close; Rothwell Way; Shewsbury Avenue; Wakerley Drive).

Orton Waterville Ward:

The proposal is to retain the existing polling districts ORW1, ORW2, ORW3 and ORW4, plus ORL4 (part of, including Kinnears Walk; Osprey and Sayer Court).

Stanground South Ward:

The proposal is to create a new ward from polling districts STC3 from the existing Standground Central ward (including the Cardea development) and the existing ward of Standground East (polling district STE), which naturally links to two areas together.

Appendices

Included with this submission are the relevant maps showing the proposed wards and their existing polling district boundaries.

Conclusion

This submission is based upon consideration of the LGBCE's guidance for warding arrangements. Peterborough City Council elects its Councillors three years out of every four where a third of Councillors are elected at each election, therefore this submission sets out proposals that seek to deliver three member wards to best fit that election cycle. The Council is requesting that the LGBCE consider the Barnack ward as a specific exception to this principle as it is justified on grounds of community interests and identities. All other wards are proposed as three member wards whose

electorate is within the proposed acceptable ratio of member to electorate. In some areas the variances in the number of electors is justified on predicted growth of the City (where the variance has a negative value) or on the basis of retaining existing community identities (where the variance has a positive value).

The Council submits that these proposals will achieve an effective and convenient local government with a ward pattern that reflects its electoral cycle.

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COUNCIL	AGENDA ITEM No. 16(d)
16 APRIL 2014	PUBLIC REPORT

PETERBOROUGH CITY COUNCIL PAY POLICY STATEMENT FOR 2014/15 AND SENIOR MANAGEMENT PAY REPORT

R E C O M M E N D A T I O N S
FROM : Chief Executive and Advisor to HR
That Council adopts the Pay Policy Statement for 2014/15, which is appended to this report and notes the decisions made by Employment Committee in relation to the Senior Management Pay Review.

1. PURPOSE & REASON FOR THE REPORT

- 1.1 Council is required by the Localism Act 2011 to pass a resolution approving the Pay Policy Statement for each financial year. This report asks council to approve the Pay Policy Statement for 2014/15.
- 1.2 In the period since the last pay policy statement was approved by council, a review of senior manager pay at Peterborough City Council was undertaken and a revised pay scale has been agreed by Employment Committee. The Pay Policy Statement for 2014/15 has been updated to reflect this and the details of the review undertaken and decisions made by Employment Committee in relation to the senior management pay review are included in this report for council to note.

2. BACKGROUND

2.1 Background to Pay Policy Statement 2014/15

- 2.1.1 The Localism Act (the Act) requires that the council approves a pay policy statement that sets out the authority's policies for the financial year relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 2.1.2 The Act contains specific items that must be included in the Pay Policy, and the statement recommended to council is compliant with those requirements. It has also been drafted having regard to the guidance provided by the Department of Communities and Local Government (DCLG) "Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act".
- 2.1.3 The requirement to approve, publish and comply with a Pay Policy Statement builds on the Code of Recommended Practice for Local Authorities on Data Transparency that has led to the council already publishing data on senior salaries and the structure of the council's workforce. The requirement in the

Act is based on the premise that elected members should have a significant input into how decisions on pay are made, particularly decisions on senior pay, and that they are open about policies that determine those decisions, to enable local taxpayers to take an informed view of whether local decisions on remuneration are fair and make the best use of public funds.

- 2.1.4 The Act and government guidance recognises that each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The Act does not impose policies, and only requires that authorities are open about how their own policies and local decisions are made.

2.2 Background to the Senior Management Pay Review

- 2.2.1 Prior to the recent revisions to the senior manager pay scale, the previous Senior Manager Pay Scale (Appendix 2) at Peterborough City Council had been in place for a number of years, during which neither the pay scale nor the pay bands had been reviewed.
- 2.2.2 In line with the council's Pay Policy, national pay increases agreed by the Joint Negotiating Committee (JNC) for Chief Officers were applied over this period with the last increase agreed by the JNC taking effect in 2008.
- 2.2.3 Over the intervening period the local government landscape has changed radically, partly due to the austerity measures of government and partly through adopting new ways of working, with many services now being provided externally. As a result the local government job market has changed significantly since the pay scales were originally designed.
- 2.2.4 In addition, evidence from recruitment campaigns over the past 24 months has suggested that the council's pay scale did not have sufficient flexibility to attract and retain high calibre candidates for the most senior posts within the council. As a result, the council has, in some cases, had to step outside the structure of the pay scale banding in order to secure several high profile and critical posts within the authority, predominantly within Children's Services.
- 2.2.5 At the time of commencing the senior management restructure it became apparent that the existing pay structure for senior managers was out-of-date and did not provide the council with a pay structure, which reflected prevailing market conditions and enabled the attraction and retention of high-calibre staff. This was further evidenced through the independent, external job evaluation process applied by the Hay Group to the most senior posts within the authority, whereby one post fell completely outside the scope of the existing pay bands.
- 2.2.6 Given the need to control employment costs in line with budgetary requirements and taking into account the factors above, it was felt that it was essential to review the senior management pay scale to enable the council to be confident that salaries for senior managers properly reflect the current market conditions in which recruitment takes place and in which local government now operates.

3. KEY CHANGES TO PAY POLICY STATEMENT FOR 2014/15

- 3.1 The pay policy codifies the approach to remuneration that has already been agreed by Employment Committee. The key changes to note in the 2014/15 statement are:
 - 3.1.1 In line with recent legislation, the policy now states that in the case of transfers in to the council the contractual terms and conditions of the employees will be **static** at the point of transfer. This will apply in all cases **excluding** those where the council has the possibility of participating in the negotiation process of such collective agreements concluded after the date of the transfer. This will mean that any pay award negotiated after transfer will not be paid (providing the council had no possibility of participating in the negotiation process).
 - 3.1.2 Government guidance states that “full council should be offered the opportunity to vote before large salary packages are offered in respect of a new appointment. The Secretary of State considers that £100,000 is the right level for that threshold to be set.” The policy has been amended to state that Full Council is responsible for approving salary packages of £100,000 before they are offered in respect of a new appointment. Salary package includes salary, bonuses, fees or allowances routinely paid. It also states that Full Council is responsible for approving severance packages beyond £100,000 for staff leaving the organisation.
 - 3.1.3 The policy has been updated to reflect the changes agreed by Employment Committee in relation to the senior manager pay review.

4. PROCESS UNDERTAKEN TO REVIEW SENIOR MANAGEMENT PAY SCALE

- 4.1 As set out in the council’s Pay Policy Statement, the Hay Group job evaluation system is the council’s chosen methodology for the evaluation of senior posts within the authority. In addition, Hay were able to provide access to up-to-date and relevant benchmarking information from the wider marketplace.
- 4.2 The Hay Group worked with the council to create a revised pay scale, which provides the council with the flexibility to attract, motivate and retain senior staff whilst carefully managing salary costs at a senior level. In addition, it was recognised that this was an opportunity to create a transparent pay system, which would support internal fairness, equity and openness in relation to pay for senior managers and could be a valuable communication tool in terms of demonstrating to existing or potential staff how their contribution will be rewarded.
- 4.3 The first key decision was to determine the appropriate market position for Peterborough City Council in relation to pay for senior managers i.e. should Peterborough position itself in the upper quartile, lower quartile, market median or somewhere along the continuum. As a medium-sized, unitary authority, it was recognised that Peterborough City Council needs to attract candidates from both the public and voluntary sectors with the skills and experience required to deliver its agenda and this would not be achieved with a lower quartile market position. In addition, staff at Peterborough City

Council will be attractive to private sector employers, who will seek to take advantage of their skills. Furthermore Peterborough City Council competes nationally for candidates and therefore needed to set a salary scale which allows for national rather than just regional influences.

- 4.4 To assist with their decision-making, Employment Committee were therefore provided with benchmark data at the 25th, 50th and 75th percentile in relation to two data sets, the first being other public sector and not-for-profit organisations only (i.e. excluding the private sector) and the second being a broad range of private sector, public sector and not-for-profit organisations. This allowed Employment Committee to see the salary bands that would be applicable at the lower quartile, market median and upper quartile in each data set. It also articulated the significant pay differential that would result from the inclusion of private sector data, even with the exclusion of financial services.
- 4.5 Consideration was given as to whether data from the not-for-profit sector should be included however it was recognised that staff could move to or be hired from this sector and the inclusion of this data did in fact increase the pay data by c. 5%.
- 4.6 Before reaching a decision on the proposed revisions to the senior management pay scale, Employment Committee also reviewed the outcome of the staff consultation process with senior managers.
- 4.7 Although no trade unions are officially recognised for consultation purposes for senior managers, the proposals regarding the pay scale were shared with the council's Joint Consultative Forum (JCF) at their meeting on 17 October 2013. Following this, and in accordance with council practice, consultation took place between 18 October 2013 and 18 November 2013 with all senior managers affected by the proposals. During this period individuals had the opportunity to request a 1:1 meeting, or to submit feedback in writing or verbally.
- 4.8 Following the close of the consultation period all senior managers were written to, providing a response to the concerns they had raised and setting out the proposed recommendations for Employment Committee. All feedback from the consultation process, including the response to consultation, was shared in full with Employment Committee.
- 4.9 After careful deliberation and consideration of the data, the consultation outcome and the Chief Executive's recommendations, Employment Committee decided that the appropriate market position was a blended one, based upon a local government / not-for-profit market median with sufficient band width to respond to market conditions. By positioning pay at the 50th percentile and allowing for a band width of +/- 10% around the median, Employment Committee felt that the council would be able to target its resources effectively and ensure that it is neither overpaying nor underpaying for posts which are of an equivalent size in the wider economy and in local government.
- 4.10 The revised pay scale as approved by Employment Committee is set out in Appendix 3.

5. SUMMARY OF KEY CHANGES TO SENIOR MANAGEMENT PAY SCALE

5.1 The table underneath provides an overview of the key changes to the senior management pay scale as agreed by Employment Committee.

	New Senior Management Pay Scale	Previous Senior Management Pay Scale
1.	Consists of 7 pay bands. Each pay band is based on the market median (the 50 th percentile using local government and not-for-profit benchmark data) with a band width of +/- 10%.	Consisted of 5 pay bands and 2 additional pay points (one for the Chief Executive and a further pay point, which in practice has not been used for many years).
2.	Salaries can be set at any point within the pay band. There are no set pay points within the pay bands, which provides the council with flexibility in determining pay.	There were 5 fixed spinal column points within each pay band. Staff had to be allocated to one of these rigid pay points on the previous senior management pay scale. This made the system inflexible and rigid and reduced the council's ability to actively manage costs in the senior management pay system.
3.	Pay bands are designated numerically from 1 to 7, with Pay Band 1 being the highest and Pay Band 7 the lowest band.	Pay bands were given titles e.g. Head of Service 3 / HoS 2 / HoS1, Director 2 / Director 1 and Chief Executive. The titles of the pay bands were out-of-date, as the applicable pay band did not relate to the job title.
4.	Each pay band corresponds to a range of points under the Hay Evaluation Scheme. The evaluated point score for each post determines the applicable pay band.	Each pay band corresponded to a range of points under the Hay Evaluation Scheme. The evaluated point score for each post determined the applicable pay band.
5.	Salaries upon appointment are determined with reference to the 'Guidance' document produced by the Hay Group and agreed by Employment Committee setting out the principles to be applied (Appendix 4). The adoption of this Guidance document will promote a consistent, transparent and defensible framework for determining senior manager pay.	Upon appointment, candidates were placed on a spot salary corresponding to one of the spinal column points within the relevant band. In determining the applicable spinal column point, consideration was given to prevailing market conditions and the level of skills and experience the candidate brought to the role.

6.	<p>There is no incremental progression within the senior management pay scale.</p> <p>Employment Committee has agreed to the development of a proposal on pay progression linked to performance (as assessed through the annual PDR process). Once the proposal has been developed it will be submitted to Employment Committee for consideration.</p>	<p>There was no automatic, incremental progression through spinal column points.</p> <p>Once a spot salary for a post was allocated, no further increase was applied unless the post holder changed role or undertook additional responsibilities, which caused the role to be re-evaluated.</p> <p>This system had the potential to create equal pay risks over time.</p>
7.	<p>With the exception of those Tier 1 and Tier 2 posts whose pay is set by Employment Committee, the Chief Executive will have oversight across the council of pay awarded to senior managers.</p> <p>This will ensure consistency and equity across the council in the determination of pay for senior managers. It will also ensure that pay for senior managers is determined in accordance with the council's Pay Policy, pay philosophy and desired market positioning.</p>	<p>Under the previous pay scale, senior managers had autonomy to set pay for posts under their direction (with the exception of any posts dealt with by Employment Committee).</p>

5.2 In addition to the changes set out above, Employment Committee also agreed the following key points in relation to the senior management review:

5.2.1 All senior manager job descriptions should be reviewed and salaries appraised against the revised senior management pay scale.

5.2.2 In conducting this review of job descriptions, the Senior Manager Job Evaluation Process (as approved by Employment Committee) should be applied. (Appendix 5).

5.2.3 Senior managers subject to this process should have the right to appeal the outcome of their job evaluation in accordance with the Senior Manager Job Evaluation Appeal Process (as approved by Employment Committee). (Appendix 6)

5.2.4 Pay protection should be awarded to senior managers whose salary decreases following the implementation of the revised pay scale / job evaluation process, on the same terms as set out in the council's Redundancy Policy i.e. 12 months full pay and 6 months half pay.

5.2.5 During this process, a consistent approach should be adopted in relation to the allocation of job titles for senior managers, whereby Tier 1 posts are designated as Executive Director or Director, Tier 2 posts are designated as

Assistant Director and Tier 3 posts have a title which reflects the role undertaken e.g. Service Manager / Head of Service.

6. PROCESS FOR CREATING JOB DESCRIPTIONS FOR SENIOR MANAGEMENT POSTS

6.1 Work on the senior manager pay scale review took place at the same time as the implementation of the senior manager restructure at Peterborough City Council and as part of the latter process, considerable attention was placed on the development of accurate job descriptions for those senior management posts, which were either revised or newly created as a result of the senior management restructure.

6.2 As a result, detailed job descriptions were written for the following newly-created posts:

- Director for Communities
- Director of Growth and Regeneration
- Director of Governance
- Executive Director Adult Social Care and Health and Wellbeing

6.3 In addition, job descriptions for the following existing posts were amended, to accurately reflect changes in the posts as a result of the senior management restructure:

- Chief Executive
- Executive Director Resources
- Executive Director Children's Services

6.4 The job descriptions were written by the Head of Human Resources using a standard template to ensure consistency and to facilitate the evaluation process. All financial data for the job descriptions was provided by the Head of Strategic Finance.

6.5 Careful consideration was given to the competencies required at Director level, resulting in the creation of a number of generic competencies across all job descriptions at this level in relation to leadership and performance, risk and financial management.

6.6 Job descriptions for the aforementioned posts (with the exception of the job description for the Chief Executive) were reviewed and approved by the Chief Executive and shared with the relevant portfolio holder in accordance with Part 3 Section 2.3.3.11 of the Constitution before being agreed by Employment Committee.

7. EVALUATION MECHANISM FOR SENIOR MANAGEMENT POSTS

7.1 The grading of posts at Head of Service level and above at Peterborough City Council is determined by reference to the Hay Group Job Evaluation Method, which is applied to determine the relative size and importance of jobs within the council as well as their difficulty.

7.2 Under the Hay job evaluation method, each post is evaluated on its own merits, taking into consideration the context, organisation, reporting

structures, relationships with other roles and the way in which the job operates within its environment. Roles are compared through an iterative process to create a rank order within an organisation.

- 7.3 The Hay evaluation method is based on measuring 3 factors; Accountability, Know-How and Problem Solving. Accountability measures the impact of the job and the constraints on the post holder in terms of taking independent action. To achieve the accountabilities of the post, the post holder needs Know-How. This factor measures the total knowledge and skills developed by job experience and training, which the job holder needs in order to perform the job in a fully acceptable way. Problem Solving refers to the use of Know-How to identify, delineate and resolve problems to achieve results. This factor measures the level of complexity of thinking involved when the job holder applies Know-How to get the job done.
- 7.4 During the evaluation process, the job content is analysed relative to each factor and is represented by a numerical value. These factor values are then totaled to determine the overall job size, providing an overall point score for each post.
- 7.5 To ensure the independence, accuracy and rigor of the evaluation process applied to the senior management restructure, all job descriptions approved by Employment Committee were evaluated externally by two Hay Group Job Evaluation Consultants using the aforementioned Hay Group Job Evaluation Method.
- 7.6 Once the initial process of evaluating each job description was undertaken by these accredited Hay evaluators, the job evaluation outcomes were then reviewed by a separate Public Sector Specialist within the Hay Group, to ensure consistency and accuracy in the evaluation process and to validate the outcomes.
- 7.7 The Hay Group then provided the Head of HR with the evaluation outcome for each post, consisting of an overall point score per post. This total point score per post determined the applicable pay band on the revised senior management pay scale. (Appendix 7)
- 7.8 Evaluation outcomes were shared with the post holders, who had the opportunity to appeal the score allocated to their post. The evaluation outcomes were then shared with Employment Committee, to assist with its obligation to determine salaries for these posts under its Terms of Reference No. 2.3.1.1 'To appoint Directors and Heads of Service, and determine terms and conditions of employment'.

8. EMPLOYMENT COMMITTEE DECISIONS RE PAY FOR SENIOR MANAGEMENT TEAM

- 8.1 At its meeting on 3 February 2014, Employment Committee debated and agreed the salaries awarded in respect of both the revised and the newly created posts in the senior management team, including the post of Chief Executive. For reasons of transparency and impartiality, the Chief Executive was not present for any part of the Committee's discussion relating to her post / salary.

- 8.2 In reaching a decision Employment Committee considered the Hay job evaluation outcome for each post, the Hay Guidance document on setting salaries and the relevant market research data presented at the meeting.
- 8.3 The job evaluation outcome and Employment Committee pay decision per post are set out in Section 8.5 of this report. The Employment Committee pay decisions are summarised in Appendix 8. Pay was backdated to 1 November 2013 for all posts, to reflect the date agreed by Employment Committee for the implementation of the senior management restructure.
- 8.4 Any individual who is unhappy with the salary allocated to their post through this process has the opportunity to raise a grievance, in accordance with the council's Grievance Policy. All incumbents of the posts set out underneath have confirmed their acceptance of the pay set by Employment Committee.

8.5 **Employment Committee Pay Decision Per Post**

- 8.5.1 Set out below are the decisions made in respect of each post by Employment Committee. Councillor Sandford has separately requested that this report contain information about salaries paid to each of the post-holders prior to the restructure and, where there has been an increase in salary, the justification for the change in that salary. Whilst this information was not presented to Employment Committee as most of these posts are new posts, it is included in this report. This information is however freely available on the council's website and in reports presented to Employment Committee and to this Council in public in October 2013. Those reports set out in detail the change in responsibilities of the new posts.

8.5.2 **Chief Executive**

The post of Chief Executive was allocated a point score of **2128** points under the Hay job evaluation scheme.

This places the post in Pay Band 1 of the new pay scale, with a point range of 1801 - 2140 points and a band width of £153,000 - £187,000. The median point on Pay Band 1 is £170,000.

Employment Committee decided to maintain the post-holder's existing salary level and awarded a salary of **£170,175** per year.

8.5.3 **Executive Director Resources**

The post of Executive Director Resources was allocated a point score of **1560** points under the Hay job evaluation scheme.

This places the post in Pay Band 2 of the newly proposed pay scale, with a point range of 1508 – 1800 points and a band width of £127,014 - £155,240. The median point on Pay Band 2 is £141,127.

Employment Committee decided to set salary at the median point and awarded a salary of **£141,127** per year.

As Executive Director Strategic Resources the post-holder, John Harrison, was previously paid £121,192 per year. The additional responsibilities

resulting in an increase in salary to £141,127 per year for the post of Executive Director Resources are set out in detail underneath.

Back Pay Claim

As referenced earlier in this paper (Section 2.2.5), the external evaluation of the job description for the post of Executive Director Resources resulted in a point score (1560 points), which fell outside the scope of the previous pay scale (the maximum point score on the Director 1 band on the previous pay scale was 1507 points).

Employment Committee considered that the increase in responsibilities in relation to this post had in fact accumulated over a number of years as detailed underneath:

- Business Transformation – Created in 2006.
- Programme and Project Management and Performance Management - Transferred in 2007.
- Waste Strategy and Energy from Waste Projects - Transferred in 2007.
- Registration Service - Transferred in 2007.
- Former ‘Leisure Services’ - Transferred in September 2009 including responsibility for Vivacity services, cemeteries and crematorium services.
- City Services - From April 2009 the post-holder had responsibility for developing and letting contract and from March 2011 the post-holder took on contract responsibility for Enterprise (now Amey).
- Energy – Transferred in 2011 which included renewable generation, efficiency and creation of Esco.
- Miscellaneous – Over the period responsibility taken on for Westcombe Engineering and business support services to all departments.

The post-holder submitted a request in February 2008 to have his role re-evaluated but despite this request, an evaluation was not undertaken at that time.

A careful analysis of the responsibilities added to the post has been undertaken and from this it has been evidenced that the additional responsibilities undertaken up to early 2011 would not have been sufficient to trigger a job evaluation point score above the ceiling for the ‘Director 1’ pay band within the previous pay scale.

It was however recognised by Employment Committee that back pay should be awarded from 1 April 2011, as the accumulated responsibilities from this date onwards would have resulted in a job evaluation point score above the maximum on the Director 1 band on the previous pay scale.

Custom and practice would dictate that the post-holder's grading and pay would normally have been reviewed at this point but unfortunately no mechanism existed within the pay scale to enable this increase in responsibilities to be reflected by a corresponding increase in pay band or spinal column point.

Taking this into account and to maintain equity and fairness in the pay system, Employment Committee agreed a backdated pay award of **£31,563.75** for the period from 1 April 2011 to 31 October 2013.

8.5.4 **Executive Director Children's Services**

The post of Executive Director Children's Services was allocated a point score of **1418** points under the Hay job evaluation scheme.

This places the post within Pay Band 3 of the newly proposed pay scale, with a point range of 1261 - 1507 points and a band width of £103,811 - £126,880. The median point on Pay Band 3 is £115,345.

Employment Committee decided to maintain the post-holder's existing salary level and awarded a salary of **£125,000** per year.

8.5.5 **Executive Director Adult Social Care and Health and Wellbeing**

The post of Executive Director Adult Social Care and Health and Wellbeing was allocated a point score of **1418** points under the Hay job evaluation scheme.

This places the post within Pay Band 3 of the newly proposed pay scale, with a point range of 1261 - 1507 points and a band width of £103,811 - £126,880. The median point on Pay Band 3 is £115,345.

Employment Committee then considered the supplementary market data presented, which confirmed that similar roles in comparable local authorities are currently paid at a rate above the applicable pay band for this post. This data was collated by the research team at Gatenby Sanderson, an independent, external, specialist search and selection company.

Employment Committee determined that it did not wish to compromise the pay system by awarding a salary, which sat outside the applicable pay band for the post. It therefore decided to set salary at the median point of the pay band at **£115,345** per year but also awarded the post holder a market supplement of **£20,000** per year.

The market supplement was awarded for an initial period of two years with effect from 1 November 2013 and is subject to annual review thereafter, in accordance with the council's Market Related Pay Policy.

Post Holder

Jana Burton, Executive Director Adult Social Care and Health and Wellbeing

Previous Role (Tier 1, Director of Adult Social Care)

The post-holder previously held the post of Director of Adult Social Care and was paid £110,235 per year.

New Role (Tier 1, Executive Director Adult Social Care and Health and Wellbeing)

In her new role as Executive Director Adult Social Care and Health and Wellbeing the post-holder is paid a base salary of £115,345 per year and is responsible for:

- Adult Social Care.
- Public Health.
- The Health and Wellbeing agenda.

8.5.6 **Director for Communities**

The post of Director for Communities was allocated a point score of **1418** points under the Hay job evaluation scheme.

This places the post within Pay Band 3 of the newly proposed pay scale, with a point range of 1261 - 1507 points and a band width of £103,811 - £126,880. The median point on Pay Band 3 is £115,345.

Employment Committee decided to set the salary at the median point and awarded a salary of **£115,345** per year.

Post Holder

Wendi Ogle-Welbourn, Director for Communities

Previous Role (Tier 2, Assistant Director Strategic Commissioning and Prevention)

The post-holder previously held the second tier post of Assistant Director Strategic Commissioning and Prevention for Children's Services and was paid £105,186 per year.

New Role (Tier 1, Director for Communities)

In her new role as Director for Communities the post-holder is paid £115,345 per year and is responsible for strategy, commissioning and prevention for:

- Children's Services.
- Adult Social Care services.
- Public Health services.
- Neighbourhoods services.

The post-holder is also responsible for the provision of services for:

- Children.
- Neighbourhoods.
- Public Health.

8.5.7 Director of Growth and Regeneration

The post of Director of Growth and Regeneration was allocated a point score of **1312** points under the Hay Group job evaluation scheme.

This places the post within Pay Band 3 of the newly proposed pay scale, with a point range of 1261 - 1507 points and a band width of £103,811 - £126,880. The median point on Pay Band 3 is £115,345.

Employment Committee then considered the supplementary market data presented, which confirmed that similar roles in comparable local authorities are currently paid at a higher rate than the median point in Pay Band 3. This data was collated by the research team at Gatenby Sanderson, an independent, external, specialist search and selection company.

Employment Committee decided to set salary at the median point of the pay band at **£115,345** per year but also awarded the post holder a market supplement of **£5,000** per year in recognition of external market factors.

This market supplement was awarded for an initial period of two years with effect from 1 November 2013 and is subject to annual review thereafter, in accordance with the council's Market Related Pay Policy.

Post Holder

Simon Machen, Director of Growth and Regeneration

Previous Role (Tier 2, Head of Planning, Transport and Engineering Services)

The post-holder previously held the second tier post of Head of Planning, Transport and Engineering Services and was paid £90,323 per year.

New Role (Tier 1, Director of Growth and Regeneration)

In his new role as Director of Growth and Regeneration the post-holder is paid a base salary of £115,345 per year and is responsible for:

- A wide range of infrastructure, regulatory and environmental services including Planning, Transport and Engineering Services.
- Growth.
- Regeneration.
- The council's new Joint Venture arrangement.
- The commissioning and performance management of Opportunity Peterborough, the Peterborough Delivery Partnership and highway services providers.
- Resilience / Health and Safety.

8.5.8 Director of Governance

The post of Director of Governance has been allocated a point score of **1056** points under the Hay Group job evaluation scheme.

This places the post within Pay Band 4 on the newly proposed pay scale, with a point range of 1056 - 1260 points and a band width of £85,500 - £104,500. The median point on Pay Band 4 is £95,000.

Employment Committee decided to set salary at the median point and awarded a salary of **£95,000** per year.

Post Holder

Kim Sawyer, Director of Governance

Previous Role (Tier 2, Head of Legal Services)

The post-holder previously held the second tier post of Head of Legal Services. As such she was responsible for the delivery of legal services and was paid £74,314 per year.

New Role (Tier 1, Director of Governance)

In her new role as Director of Governance the post-holder is paid £95,000 per year and is responsible for:

- Legal Services.
- Governance.
- Regulatory Services.
- Communications.
- Human Resources.
- Performance Management
- Elections.

9. IMPLICATIONS

9.1 Financial Implications

9.1.1 There are no specific financial implications to the approval of the Pay Policy Statement. The contents of the statement are consistent with the current approach to remuneration as agreed with Employment Committee and the current remuneration of employees is accounted for in the 2014/15 budget proposals.

9.1.2 It is inevitable in any review of senior manager roles that there will be some upward and downward movement in relation to salaries for individuals. Those managers who take on additional responsibilities as a result of changes in the organisation are likely to see an increase in pay. Others may experience a decrease in pay as a result of adjustments to the proposed pay scale to reflect market conditions.

9.1.3 Those managers whose salary decreases as a result of this process will have a measure of pay protection applied, in accordance with the terms agreed by Employment Committee, which are equivalent to those offered to all staff under the applicable council policy.

9.1.4 Furthermore, the agreement to develop a pay progression proposal for senior managers which is linked to performance will provide the council with the

opportunity to explore the potential benefits of linking reward and performance for senior staff within the organisation.

- 9.1.5 A final figure for the overall saving achieved through the senior management restructure cannot be confirmed until restructures within directorates have been completed, job descriptions have been reviewed and salaries for senior manager posts have been finalised however this first phase of restructuring has resulted in a saving of £687,553 to date through the deletion of six senior management posts and one support post. These savings will contribute towards the budget savings identified within the MTF5.

9.2 Legal & Human Resource Implications

- 9.2.1 It is a requirement of the Localism Act 2011 that the council must approve a Pay Policy Statement. Once the Pay Policy Statement is passed, all decisions relating to remuneration must be made in accordance with it.
- 9.2.2 Council is advised that the Pay Policy Statement appended to this statement has legal and human resources approval. It has been prepared with regard to the guidance given by the Secretary of State in relation to sections 38 to 43 of the Localism Act 2011. As with any other resolution, council may move amendments to the policy before it is passed by council, but it is strongly advised to seek both legal and human resources advice before moving an amendment, as amendments may have employment law implications, and may need consultation with affected employees and trade unions. In the absence of legal and human resources advice having been obtained in advance, council is advised to pass the resolution in its current format, and subsequently seek advice with a view to referring an amended Pay Policy Statement to a subsequent council meeting.
- 9.2.3 As soon as practicable after approving or amending its Pay Policy Statement the council must publish it in such manner as it thinks fit, which must include publication on the authority's website.
- 9.2.4 To date the senior management restructure process has dealt with the top tier of senior management posts within the council however as agreed by Employment Committee, the Chief Executive will review all senior manager posts in the council, which are currently evaluated on Hay. As a result, further job descriptions for second tier posts will be submitted to Employment Committee for review and approval. It is anticipated that the review of all senior manager posts, which are not subject to restructuring proposals, will be completed over the coming months.

9.3 Equalities Implications

- 9.3.1 The council's Pay Policy is consistent with its obligations as an employer to comply with equality duties. It ensures that all employees are rewarded fairly and objectively, without discrimination, for the work that they undertake on behalf of the council, and provides an objective mechanism to review pay dispersal throughout the council.
- 9.3.2 The revised pay scale that has been adopted by Employment Committee following consultation with senior managers at Peterborough City Council will provide the council with a framework for allocating pay equitably and transparently and minimising the risk of equal pay claims. It will also aid the

recruitment and retention of high-calibre staff at Peterborough City Council, whilst ensuring budgetary control in difficult financial circumstances.

10. CONSULTATION

- 10.1 Any change to terms and conditions including pay involves relevant employee consultation in advance of the change being implemented. As no unions are recognised for collective bargaining purposes for senior managers, individual consultation was undertaken with each senior manager impacted by the proposals to revise the senior management pay scale and all feedback from this consultation process was shared with Employment Committee before a decision was made to implement the changes to the senior management pay scale.

11. BACKGROUND DOCUMENTS

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

Department of Communities and Local Government (DCLG) guidance "Openness and accountability in local pay: Guidance under section 40 of the Localism Act" February 2013.

Hutton Review of Fair Pay in the Public Sector: Final Report March 2011

12. APPENDICES

- Appendix 1: Pay Policy Statement 2014/15
- Appendix 2: Previous Senior Manager Pay Scale
- Appendix 3: Revised Senior Manager Pay Scale
- Appendix 4: Guidance on Setting Senior Manager Salaries
- Appendix 5: Senior Manager Job Evaluation Process
- Appendix 6: Senior Manager Job Evaluation Appeal Process
- Appendix 7: Hay Group Job Evaluation Outcomes
- Appendix 8: Employment Committee Pay Awards

PAY POLICY STATEMENT FOR 2014/15

1. Purpose of the Policy

- 1.1 The council is required by ss38 to 43 of the Localism Act 2011 to produce an annual pay policy statement. It must be approved by Full Council each year, and must then be published on the council's website.
- 1.2 The statement sets out the council's policy with regard to:
- The remuneration of chief officers (as defined in 4.1);
 - The remuneration of the lowest paid employees (as defined in 6.2); and
 - The relationship between chief officers' remuneration and that of officers' (who are not chief officers).
- 1.3 Remuneration includes salary or payment under a contract for services, expenses, bonuses, performance related pay and severance payments.
- 1.4 The objectives of this policy are:
- 1.4.1 To set remuneration at a level sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the council's priorities,
- 1.4.2 To reflect fairness and equality of opportunity, and
- 1.4.3 To set out the council's approach to remuneration in a fair and transparent manner.

2. Pay Framework

- 2.1 The Council's main pay framework was implemented in April 2007 in line with national joint council (NJC) guidance, with the grade for each role being determined by a job evaluation process. This followed a national requirement for all local authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer. As part of this the council determined a local pay framework for NJC posts, up to grade 15.
- 2.2 In exceptional circumstances, basic pay for any officer may be supplemented by a market supplement if market evidence on demand for these skills support it. The process and terms of these payments is clearly detailed within the Market Supplement policy.

2.3 This pay policy statement does not relate to:

- staff of local authority schools
- contractors
- companies wholly or partially owned by the council
- the receipt or distribution of any payments received by the Chief Executive in her role as Returning Officer

3. Pay Awards

3.1 The council's policy on pay awards for all employees, including chief officers, has been to follow national negotiations. During 2013 the following pay awards were implemented:

Terms and Conditions type	Increase awarded	Date effective
National Joint Council Single Status	1%	01 April 2013
NHS	1%	01 April 2013
Youth & Community JNC	1%	01 September 2013
Soulbury	1%	01 September 2013

However, the last national pay award for Chief Officers was in April 2008.

3.2 **The Council will implement any national settlement reached in respect of the financial year 2014/15, for staff on single status terms and conditions. Negotiations are not yet concluded.** Where staff have been transferred in to the council their contractual terms and conditions will be **static** at the point of transfer. This will apply in all cases **excluding** those where the council has the possibility of participating in the negotiation process of such collective agreements concluded after the date of the transfer. This will mean that any pay award negotiated after transfer will not be paid (providing the council had no possibility of participating in the negotiation process).

3.3 There is incremental progression for NJC evaluated posts where increments are paid in accordance with agreed council policy, usually on an annual basis. Incremental progression for NJC evaluated jobs is automatic within the pay range for the job, and takes place until the maximum incremental point within the pay range is achieved. Thereafter the employee is only eligible for any annual cost of living award negotiated by the appropriate bodies.

4. Definition of Chief Officer

4.1 As is required by the Localism Act, for the purpose of this policy, chief officers are defined as:

- Head of Paid Service (Chief Executive)
- Monitoring Officer (Director of Governance)
- s151 Officer (Executive Director of Resources)
- Statutory Chief Officers: Executive Director of Children's Services, Executive Director of Adult Social Care and Health and Wellbeing and Director of Public Health.
- Non-Statutory Chief Officers: Director of Growth and Regeneration. Director for Communities. Any post that reports directly to the Chief Executive (other than administrative posts)
- Deputy Chief Officers: anyone who reports directly to a statutory or non-statutory chief officer (other than administrative posts).
- Any self-employed individual engaged by the council in one of the categories above

A list of posts and officers included in this definition is attached at Appendix A.

5. Policy relating to remuneration of Chief Officers

5.1 Local government has changed radically; this council is no exception and many of our services are now provided externally. Evidence from recent recruitment campaigns has suggested that the pay scale did not have sufficient flexibility to attract and retain high calibre candidates for the most senior posts within the council. As part of the recent review of the council's senior management structure it was recognised that in addition to revising job descriptions, a review of senior manager pay scales was required to ensure salaries properly reflect the current market conditions.

5.2 Employment Committee agreed the following parameters in relation to the senior manager pay review:

- Senior manager role profiles should be evaluated independently under Hay, which is the council's chosen job evaluation system for senior managers.
- There will be seven pay bands going forward which are anchored at the 50th percentile (market median) and range between 10% below or 10% above this market anchor point. Application of the council's Market Supplement policy will be considered in cases where the market dictates a rate that is above the 50th percentile and evidence is provided to support this.
- Pay protection will be applied for those who see a reduction in their salary in accordance with the council's existing Redundancy Policy pay protection arrangements.

- Salary upon appointment will be set in accordance with the Guidance Document on Setting Senior Manager Pay.
 - A pay progression proposal linked to performance (as assessed using the Council's Performance Development Review system) will be developed during 2014.
- 5.3 Full Council is responsible for approving the appointment of the Head of Paid Service (Chief Executive). Full Council is responsible for confirming the dismissal of the Chief Executive, and for confirming the dismissal of the Solicitor to the Council (Director of Governance) or the Chief Finance Officer (Executive Director of Resources) following the recommendation of such a dismissal by Employment Committee. All Cabinet members have a right to object to the appointment or dismissal before the recommendation is made.
- 5.4 Employment Committee is responsible for approving the appointment (including remuneration) or dismissal of all other Directors, Assistant Directors and Heads of Service, only some of whom are Chief Officers. All Cabinet members have a right to object to the appointment or dismissal.
- 5.5 Full Council is responsible for approving salary packages of £100,000 before they are offered in respect of a new appointment. Salary package includes salary, bonuses, fees or allowances routinely paid. Full Council is responsible for approving severance packages beyond £100,000 for staff leaving the organisation.
- 5.6 There is no Incremental progression for Chief Officers. Any increase previously paid was at the discretion of the Chief Executive and appropriate Cabinet Member, and linked to a change in responsibilities, or agreed on recruitment following an initial period in the role. The Chief Executive and Director in consultation with the relevant portfolio holder and the Executive Director of Resources are authorised to amend and update the job descriptions of Directors, Assistant Directors and Heads of Service.
- 5.7 Information relating to the remuneration of senior officers is published annually in the statement of accounts, and also in accordance with the Department of Communities and Local Government's (DCLG) Transparency Code. The Council will continue to follow these requirements when determining disclosure for Chief Officers. Information in relation to payments made under a contract for services (for Chief Officers who are self-employed) will be published at the same time.

6. Policy relating to remuneration of the council's lowest paid employees

- 6.1 The Localism Act requires the council to determine who its lowest paid employees are. It may adopt any definition which most appropriately fits local circumstances, providing it explains in the policy why that definition has been adopted.
- 6.2 For the purpose of this policy, the Council defines its lowest paid employees as those in the bottom 10% of employees by remuneration. As of February 2014 this covered 135 staff with a full time equivalent salary between £12,435 and £17,425. The average remuneration package for those employees is in the region of £15,779. For employees who work part-time, their salary is calculated pro rata to the full-time equivalent. The bottom point of the NJC

salary tables was deleted from 01 October 2013 and the lowest paid staff on this point moved up to the second point of the grade.

- 6.3 The definition used to define the lowest paid workers is the same as the definition applied in the 2013/14 Pay Policy. This definition has been selected because it captures a meaningful number of employees and avoids the distortions that might occur with a very small group, or the excessive averaging that would be required if a larger group was used, such as the lowest quartile. This definition has been agreed with the relevant trade unions.
- 6.4 Former council employees who have transferred to external contractors with whom the authority has contracted to perform services are excluded from this definition.

7. Policy relating to remuneration of all employees

- 7.1 The council's policy is to differentiate between remuneration of its employees by setting different levels of basic pay to reflect differences in responsibility, but not to differentiate on other allowances, benefits and payments it makes. The council has separate policies relating to travel and subsistence, redundancy, relocation, and other entitlements, and does not differentiate between chief officers and those who are not chief officers in respect of entitlement to these benefits. Similarly, all officers who work on elections are entitled to payment for specific roles such as count supervisor or count assistant, at rates agreed each year by the Returning Officer, and the rates agreed relate specifically to the election role undertaken, and not to the grade or employment status of the officer undertaking the role.

7.2 Mobile telephones

Officers (including chief officers) are entitled to be provided with a mobile telephone or other personal data device if it is necessary to carry out their duties. Personal use is permitted, but must be reimbursed in accordance with council policies, so this is not classified as a benefit in kind for tax purposes.

7.3 Policy on receipt of salary & pension

The Local Government Pension Scheme (LGPS) does not allow current employees to receive their pension at the same time as their salary unless it is under a flexible retirement arrangement. New starters may join who are already in receipt of a pension from previous service in the LGPS or another pension provider. It is also the council's policy not to re-engage officers who have left the council on a redundancy basis, except in exceptional circumstances where the Chief Executive considers it necessary for continuity of an essential service.

7.4 Enhancement of pension benefits

Most employees are eligible to join the Local Government Pension Scheme, which in certain circumstances provides for the exercise of discretion that allows retirement benefits to be enhanced. Pension regulations require the council to issue a written policy statement on how it will exercise the various discretions provided within the scheme, and this is published as a separate document entitled "Local Government Pension Scheme Discretionary Policy".

That policy was approved by Employment Committee in March 2010. Under the policy, the council will consider each case on its merits, but its usual policy is not to enhance benefits for any of its employees, with no distinction made between chief officers and those who are not chief officers. Different rules apply to those in the Teacher's Pension Scheme and the NHS Pension Scheme.

7.5 Termination of employment

In relation to the termination of employment, the council will have due regard to the making of any appropriate payments where it is in the council's best interests. Any such payments will be in accordance with contractual or statutory requirements and take into account the potential risk and liabilities to the council, including any legal costs, disruption to services, impact on employee relations and management time. The council will have specific regard to the legal requirements which apply to the termination of employment of the Head of Paid Service (Chief Executive), the s151 Officer (Executive Director of Resources), and the Monitoring Officer (Director of Governance).

8. The relationship between the remuneration of the council's chief officers and those who are not chief officers

8.1 The Localism Act requires the council to state the relationship between the remuneration of chief officers and those who are not chief officers, and leaves the council the flexibility to determine how to express this. This was considered in the Hutton report, which was asked to explore the case for a fixed limit on pay dispersion in the public sector through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. Hutton concluded that this was not helpful, and that the most appropriate metric is the top to median earnings. However, the council would not expect that the remuneration of its highest paid officer would exceed 20 times the remuneration paid to its lowest paid employee, except in exceptional circumstances, which must be specifically authorised by the Employment Committee and reviewed annually. The Chief Executive's remuneration is currently 10.78 times the remuneration of the lowest paid employees.

This is summarised below:

	Feb 12	Feb 13	Feb 14
Chief Execs salary	£170,175	£170,175	£170,175
Lowest salary (using bottom 10%)	£15,931	£15,011	£15,779
Ratio	10.68 to 1	11.34 to 1	10.78 to 1

8.2 Hutton considered that the most appropriate metric to track the pay dispersion across the organisation is the multiple of the remuneration of the Chief Executive to the average remuneration of the organisation's workforce. The table below shows both the mean and the median average

The current calculation and ratio is as follows:

	Feb 13		Feb 14	
	Median	Mean	Median	Mean
Chief Exec's salary	£170,175	£170,175	£170,175	£170,175
Average	£25,528	£28,320	£27,323	£29,990
"pay multiple" ratio	6.67 to 1	6.01 to 1	6.41 to 1	5.67 to 1

8.3 The 'average salary' is calculated as follows:

- Median – where the full time equivalent salaries of every employee are listed in order of value, and the value of the employee in the middle is used. In this case, in Feb 2014 the council had 1355 employees covered by this pay policy. When all of these salaries are listed in order, the total salary package of the 677th employee is £27,323.
- Mean - where the full time equivalent salaries of every employee are added together, and then divided by the total number of employees (in this case 1355). It should be noted that adding the salaries together is not the same as calculating the total pay bill. This is because full time equivalent salaries are used for these figures, but in the council a significant number of staff have part time contracts.

8.4 A graph showing pay dispersal across the council as at February 2014 is included at Appendix B. This is likely to fluctuate as the shape of the council changes, particularly if further services are transferred into, or out of the council's control. During the year the workforce has reduced due to the closure of the final residential home for older people, a voluntary redundancy programme, transfer out of adult social care administrative staff to Serco, and the transfer out of highways staff to Skanska. There has also been a transfer in of the public health staff. These changes impact on the salary structure along with the overall staff numbers.

8.5 The ratios comparing the Chief Executive's pay to average and lowest salaries has decreased. The cause is the changing structure of the organisation and the increase to pay of those covered by the national conditions. As there has been no change or increase to the Chief Executive's salary this has resulted in a reduced ratio.

9. Review of the Pay Policy Statement

- 9.1 This policy will be kept under review in the light of external best practice and legislation, internal data on recruitment and retention, and external pay data. Any changes will be discussed with all stakeholders including recognised trade unions before being presented to council for approval. Council will approve its Pay Policy Statement at least on an annual basis, normally at the council meeting when the council's budget is considered.
- 9.2 The transfer of further staff into or out of the council may have an impact on salary differentials in the future.

10. Notes

- 10.1 This pay policy statement is not intended to be a statement of terms and conditions for a chief officer's employment contract;

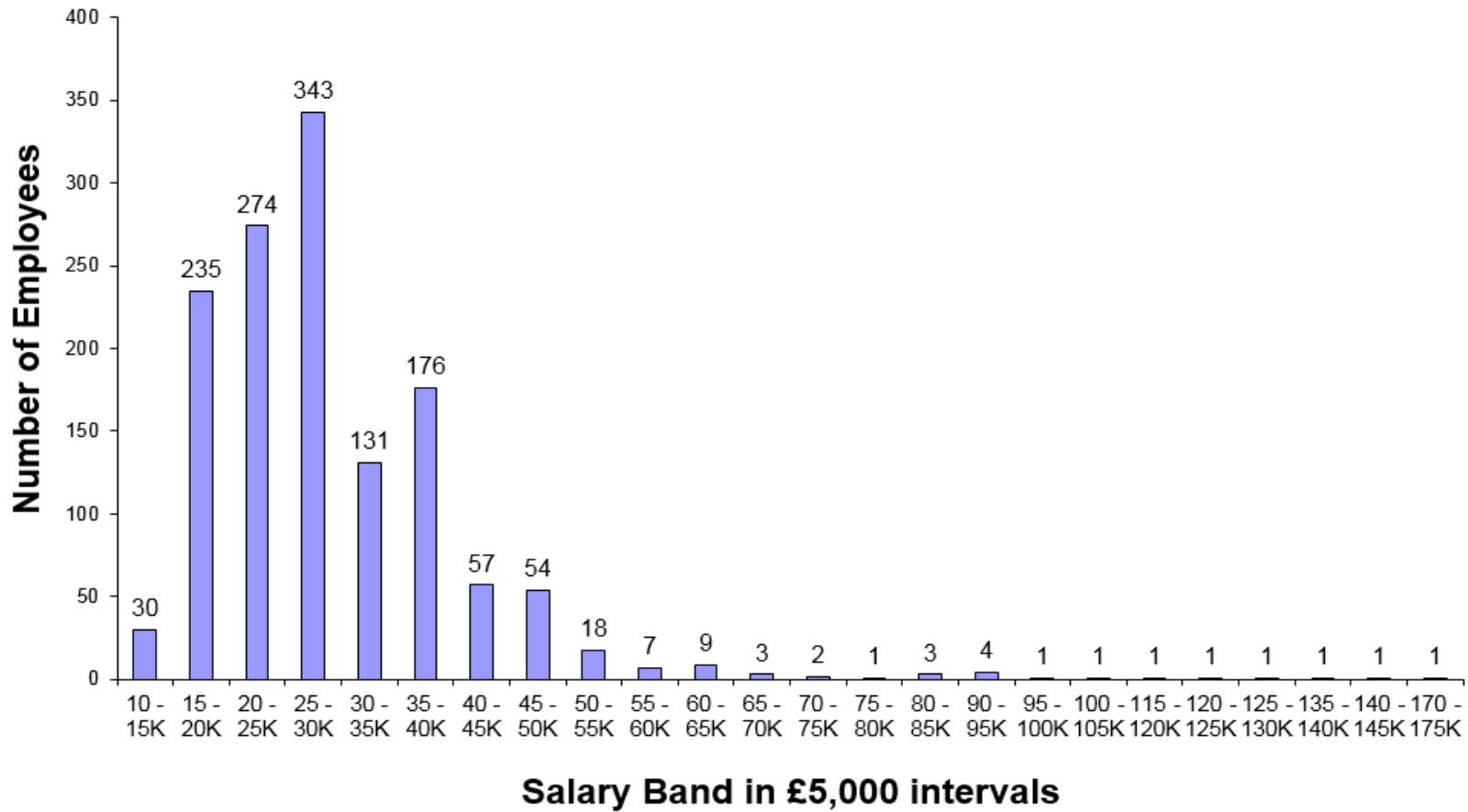
- 10.2 Nothing in this pay policy statement is intended to revoke other council policies related to pay, or terms and conditions of employment;
- 10.3 This pay policy statement has been prepared having regard to the guidance given by the Secretary of State in relation to sections 38 to 43 of the Localism Act 2011.

APPENDIX A: LIST OF ROLES INCLUDED IN THE DEFINITION OF CHIEF OFFICER AS DEFINED IN 4.1 OF THE PAY POLICY

ROLE	OFFICER IN POST AT FEB 2014
Chief Executive (Head of Paid Service)	Gillian Beasley
Director of Governance (Solicitor to the Council) (Monitoring Officer)	Kim Sawyer
Executive Director of Resources (s151 officer)	John Harrison
<u>Statutory Chief Officers:</u> Executive Director of Children's Services Executive Director of Adult Social Care and Health and Wellbeing Director of Public Health	Sue Westcott Jana Burton Dr. Henrietta Ewart (Interim)
<u>Non-statutory Chief Officers:</u> Director of Growth and Regeneration Director for Communities Head of Commercial Operations	Simon Machen Wendi Ogle-Welbourn Annette Joyce
<u>Deputy Chief Officers</u> (reports directly to Statutory Chief Officer): Head of Legal Services Head of Governance Head of Regulatory Services Head of Communications Head of Performance Management Head of HR Head of Finance Assistant Director Corporate Property and Children's Resources Head of Strategic Commissioning & Transformation Assistant Director Education Assistant Director Safeguarding Families and Communities Head of Quality, Information and Performance Assistant Director Care Services Delivery Assistant Director Adult Social Care Commissioning	Mike Rowan (Interim) Phil McCourt (Interim) Peter Gell Andy Carter (Interim) Vacant Lyn Neely (Interim) Steven Pilsworth Jonathan Lewis (substantive post) Ricky Fuller Jonathan Lewis (Temporary) Vacant Tina Hornsby Debbie McQuade (Acting up) Paul Grubic (Interim)
<u>Deputy Chief Officers</u> (reports directly to non-statutory Chief Officer): Head of Peterborough Delivery Partnership Head of Planning and Compliance Head of Resilience and Building Control Head of Strategic Planning, Housing and Environment Head of Peterborough Highway services Assistant Director for Communities and Targeted Services Assistant Director for Commissioning	Andrew Edwards Nick Harding Kevin Dawson Richard Kay Andy Tatt Adrian Chapman Lou Williams

APPENDIX B: DISTRIBUTION OF SALARIES ACROSS THE COUNCIL

Distribution of salaries across the Council [non schools]
at 1st February 2014



APPENDIX 2: PREVIOUS SENIOR MANAGER PAY SCALE

Senior Management Pay Scale			
Spinal Column Point	Annual Salary	Pay Band	Hay Point Score
01	£55,375	Head of Service 3	614 - 734
02	£59,914		
03	£63,451		
04	£67,741		
05	£72,027		
06	£61,200	Head of Service 2	735 - 879
07	£63,927		
08	£68,988		
09	£74,314		
10	£80,031		
11	£66,311	Head of Service 1	880 - 1055
12	£74,314		
13	£78,317		
14	£84,317		
15	£90,323		
16	£84,607	Director 2	1056 – 1260
17	£91,067		
18	£94,893		
19	£100,039		
20	£105,186		
21	£91,463	Director 1	1261 - 1507
22	£98,925		
23	£108,616		
24	£114,329		
25	£121,192		

26	£166,105	Chief Executive	
27	£118,890	Director	

APPENDIX 3: REVISED SENIOR MANAGER PAY SCALE

PAY BAND	POINT RANGE (HAY)	MEDIAN + 10 %	50th PERCENTILE (MEDIAN)	MEDIAN -10 %
Pay Band 1	1801 - 2140	£187,000	£170,000	£153,000
Pay Band 2	1508 - 1800	£155,240	£141,127	£127,014
Pay Band 3	1261 - 1507	£126,880	£115,345	£103,811
Pay Band 4	1056 - 1260	£104,500	£95,000	£85,500
Pay Band 5	880 - 1055	£90,135	£81,941	£73,747
Pay Band 6	735 - 879	£77,237	£70,215	£63,194
Pay Band 7	614 - 734	£65,137	£59,215	£53,294

APPENDIX 4: GUIDANCE ON SETTING SENIOR MANAGER SALARIES

This note provides a description of policy on setting salaries within pay bands. The policy you decide upon is flexible, this note should be seen as guidance on good practice for public sector organisations.

Principles

The new system is intended to provide greater flexibility to reflect the different experience levels and market rates of new recruits and the performance of staff once in post. At the same time, salaries must be managed fairly according to clear criteria. Where the flexibility is used to differentiate salaries, there must be a clear and demonstrable link to evidence about performance or the market.

Recruitment Salaries

The new pay ranges range from 10% below to 10% above a market anchor point. It is expected that most recruitment salaries will be set in this zone, at or close to the range minimum. Factors influencing the starting salary within this recruitment and development zone will include:

- The previous salary and therefore expectations of the individual.
- The candidate's experience and therefore the level of contribution they are expected to make in the first few months.
- Salaries of existing employees on the same grade and/or in comparable roles.

In a small number of exceptional cases it may be necessary to set a starting salary at or above the fully acceptable level. This is likely to be for one of two reasons:

1. This is a highly experienced and capable recruit who has a track record of achievement in a similar role and/or at a similar level before. They are therefore expected to be high performers from the outset.
2. The skill set needed for the job is unusually expensive in the market. In practice, the pay market shows few major functional variations and depending on where you choose to set pay (upper quartile or median), it should be rarely be necessary to offer more.

In either case, it is essential to identify clear and robust supporting evidence and to keep a record of the reasons for the decision. This will provide an audit trail to assist later pay reviews and to provide a defence against any equal pay challenge. In the case of market price (reason 2 above) there should be regular – at least annual – checks on the market to test whether the market pay lead for the skill has changed or disappeared.

Progression

It is recommended that pay progression following appointment or promotion will be managed according to the performance of the individual, rather than rewarding time served. This is consistent with recent central government messaging on moving away from time based incremental progression.

Fully satisfactory performers recruited on the range minimum should take no more than three years to reach the fully acceptable salary level for their grade. Staff who are high performers and/or enter the range above the minimum will reach fully acceptable level faster than this.

Hay Group, November 2013

APPENDIX 5: SENIOR MANAGER JOB EVALUATION PROCESS

- Step 1:** Line Manager asks individual to update their job description to ensure that it accurately reflects the role undertaken. Line Manager provides a copy of the individual's existing job description (where available) for reference. Individual updates job description and submits to Line Manager within 1 week for verification.
- Step 2:** Once the job description is agreed with the Line Manager, Line Manager provides individual with standard Hay template for completion. Individual completes Hay template using information from the agreed job description and submits to Line Manager within 1 week for review and verification.
- Step 3:** Line Manager arranges meeting with individual within 1 week to discuss any queries and agree final version for submission for evaluation. Line Manager verifies all budgetary data with finance before meeting. Line Manager and individual sign to confirm agreement of completed Hay template.
- Step 4:** Line Manager ensures Director sign-off before submitting job evaluation and any supporting evidence to HR Business Partner.
- Step 5:** HR Business Partner submits job evaluation form to Hay (providing all data has been verified by Line Manager, finance and departmental Director) and confirms timeframe for completion to Line Manager and individual.
- Step 6:** If necessary, HR Business Partner will arrange a telephone call between the individual, the Line Manager and Hay Consultant to discuss any aspects of the role which may require further clarification.
- Step 7:** Evaluation outcome provided by Hay to HR Business Partner. Information disseminated to Line Manager, who will arrange a meeting with the individual to inform them of the outcome and right of appeal. Line Manager should document the discussion and provide the individual with a copy of the notes following the meeting.
- Step 8:** HR Business Partner writes to the individual to formally confirm job evaluation outcome, inform individual of their right of appeal and provide details of appeals process.

APPENDIX 6: SENIOR MANAGER JOB EVALUATION APPEAL PROCESS

Step 1: An employee who wishes to submit an appeal against the grading of his/her job description must submit their appeal in writing to their Line Manager, within 2 weeks of receiving written confirmation of the outcome of the job evaluation process, setting out the grounds on which they are appealing.

Step 2: Informal Senior Manager Job Evaluation Appeal Process

Upon receipt of a job evaluation appeal, the Line Manager should notify their HR Business Partner and arrange an informal meeting with the individual and the HR Business Partner, normally within 3 days.

The individual may choose to be accompanied to the informal meeting by a colleague or trade union representative.

The purpose of the meeting is to understand the grounds of the appeal and determine whether the appeal can be resolved informally e.g. through further clarification / discussion with Hay to understand the scoring.

If the appeal cannot be settled (or is not withdrawn) at the informal resolution stage, the formal Senior Manager Job Evaluation Appeal Process should be initiated.

Step 3: Formal Senior Manager Job Evaluation Appeal Process

Where possible, an Appeal Panel will be convened within 4 weeks of receipt of an appeal to hear a senior manager job evaluation appeal.

The individual who is appealing will be written to, to invite him/her to the Appeal Hearing and to confirm the date, time and venue of the appeal.

The individual may choose to be accompanied to the Appeal Hearing by a colleague or trade union representative.

The Appeal Panel will consist of a departmental Director, a Head of Service from the relevant business area and a representative from the HR department.

Should the senior manager submitting the appeal be a Chief Officer or a deputy Chief Officer, the appeal will be heard by the Council's Employment Committee, supported by the Head of HR.

Step 4: Appeal Outcome

The individual will receive written confirmation of the outcome of their appeal. The decision of the Panel is final and no further right of appeal will be provided.

N.B. Should an individual be dissatisfied with the salary awarded as a result of the job evaluation process, they will have an opportunity to raise a grievance using the Council's Grievance Policy.

APPENDIX 7: HAY GROUP JOB EVALUATION OUTCOMES

POST TITLE	HAY POINT SCORE	PAY BAND	MEDIAN + 10 %	50 th PERCENTILE (MEDIAN)	MEDIAN -10 %
Chief Executive	2128	Pay Band 1	£187,000	£170,000	£153,000
Executive Director Resources	1560	Pay Band 2	£155,240	£141,127	£127,014
Executive Director Children's Services	1418	Pay Band 3	£126,880	£115,345	£103,811
Executive Director Adult Social Care and Health and Wellbeing	1418	Pay Band 3	£126,880	£115,345	£103,811
Director for Communities	1418	Pay Band 3	£126,880	£115,345	£103,811
Director of Growth and Regeneration	1312	Pay Band 3	£126,880	£115,345	£103,811
Director of Governance	1056	Pay Band 4	£104,500	£95,000	£85,500

APPENDIX 8: EMPLOYMENT COMMITTEE PAY AWARDS

POST TITLE	HAY POINT SCORE	PAY BAND	MEDIAN + 10 %	MEDIAN	MEDIAN -10 %	SALARY AWARDED BY EC	MARKET SUPPLEMENT
Chief Executive	2128	1	£187,000	£170,000	£153,000	£170,175	N/a
Executive Director Resources	1560	2	£155,240	£141,127	£127,014	£141,127	N/a
Executive Director Children's Services	1418	3	£126,880	£115,345	£103,811	£125,000	N/a
Executive Director Adult Social Care and Health and Wellbeing	1418	3	£126,880	£115,345	£103,811	£115,345	£20,000
Director for Communities	1418	3	£126,880	£115,345	£103,811	£115,345	N/a
Director of Growth and Regeneration	1312	3	£126,880	£115,345	£103,811	£115,345	£5,000
Director of Governance	1056	4	£104,500	£95,000	£85,500	£95,000	N/a