

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL
SCRUTINY COMMITTEE**

**WEDNESDAY 12 JUNE 2013
7.00 PM**

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest and Whipping Declarations

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council. Members must also declare if they are subject to their party group whip in relation to any items under consideration.

3. Minutes of Meetings held on:

3 - 16

- 18 March 2013
- 20 March 2013

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

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



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

5. Exclusion of the Press and Public

In accordance with Standing Orders, Members are asked to determine whether the Annex attached to Appendix 1 of item 7, Energy Performance Contract (EnPc) , which contains exempt information relating to the financial and business affairs of the Council namely, the tender prices submitted by bidders and their relevant scores, as defined by Paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972, should be exempt and the press and public excluded from the meeting when it is discussed, or whether the public interest in disclosing this information outweighs the public interest in maintaining the exemption.

6.	Enterprise Peterborough Partnership Performance Progress Report	17 - 22
7.	Energy Performance Contract (EnPC)	23 - 30
8.	Establishment of Task and Finish Group to Investigate the Benefits of extending 20MPH Speed Limits	31 - 32
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10.	Notice of Intention to Take Key Decisions	45 - 56
11.	Date of Next Meeting	

Thursday, 11 July 2013

Committee Members:

Councillors: S Allen (Chair), N Arculus (Vice Chairman), J Peach, Y Maqbool, S Martin, Thulbourn and J A Fox

Substitutes: Councillors: D McKean, Forbes and C Ash

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

Emergency Evacuation Procedure – Outside Normal Office Hours

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**MINUTES OF A MEETING OF THE SUSTAINABLE GROWTH AND ENVIRONMENT
CAPITAL SCRUTINY COMMITTEE
HELD IN THE BOUGES/VIERSEN ROOMS, TOWN HALL
ON 18 MARCH 2013**

- Present:** Councillors M Todd (Chairman), G Casey (Vice Chairman),
M Nadeem, Y Maqbool, JA Fox, N Thulbourn
- Also Present:** Cllr Sandford, Group Leader, Liberal Democrats
Cllr Elsey, Cabinet Advisor
James Collingridge, Enterprise Partnership Manager
Richard Oldfield, Enterprise Partnership Director
- Officers Present:** Simon Machen, Head of Planning, Transport and Engineering
Services
Mike Kealey, Interim Head of Human Resources
Mike George, HR Analyst
Mark Sandhu, Head of Customer Services
Belinda Evans, Complaints Manager
Ricky Fuller, Head of Strategic Client Services
Osman Hamir, Lawyer
Paulina Ford, Senior Governance Officer

1. Apologies for Absence

Apologies were received from Councillor Martin.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

3. Minutes of Meetings held on:

- 2 November 2012
- 8 November 2012
- 19 November 2012
- 6 February 2013

The minutes of the meetings held on 2nd, 8th, and 19th November were approved as an accurate record. The minutes of the meeting held on 6th February 2013 were also approved as an accurate record.

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

There were no requests for call-in to consider.

5. Annual Human Resources Monitoring Report

The report provided the Committee with an update on staffing and workforce matters since reporting to the Sustainable Growth Scrutiny Committee on 10 January 2012. The report informed Members of turnover, absence, appraisals and training activity, employee relations cases and workforce diversity. Highlights included:

- Headcount and FTE had been fairly even since March 2012.
- Significant changes had included the transfer of support services to Serco and the TUPE in of Adult Social Care staff from NHS.
- Restructuring within services had continued in order to meet budget requirements and business needs.
- Voluntary turnover was currently running at 7.6%, up slightly on the previous 12 months, which was below the average benchmark for large authorities.
- The average number of days employees were off sick was 7.21 but there had been a step change in March 2012 to 10.53 when Adult Social Care transferred in. Improvement in rates has been achieved since the transfer.
- New monitoring tools had been introduced to monitor absence.
- In the 12 months to 30th November, 702 staff had no absence at all.
- Emphasis has continued on embedding the Personal Development and Review process, and rates of completion during 12/13 are at 96%. This includes Adult Social Care, who have been newly incorporated into the scheme.
- 60% off staff had been rated as a 3 in their PDR.
- Rates of Disciplinary and Grievance Cases had decreased, one reason being that transfers out of the organisation have included areas in which there tended to be a higher number of formal actions.
- HR continued to monitor the equality impact of HR decisions, policies and procedures through Equality Impact Assessments when policies were reviewed \ revised, and through workforce monitoring. A proposal had been made for approval to expand monitoring to the other protected characteristics under the 2010 Equality Act in order to have expanded workforce data to inform future Impact Assessment.

Questions and observations were made around the following areas:

- Members were concerned about the consistency of scoring within the PDR process. *Members were advised that HR monitored the scores across each Directorate and would note if a significant number of people were being scored significantly higher or lower than a three in a particular area of the organisation. The Corporate Management Team also reviewed the scoring data and the training and development Manager also audited a selection of PDR's to ensure consistency.*
- Members sought clarification on whether the scoring of the PDR's would be reflected in performance related pay. *Members were informed that the PDR process had been focused on performance and was not currently linked to pay.*
- Members sought clarification on the budget proposal to not pay sick pay for the first three days of sickness. Had this suggestion come from an HR issue or as a budget saving. *Members were advised that it had come from a need to save money. The proposal had changed from applying to all absences to only those people who had high frequency casual absences.*
- Members wanted to know what other authorities had implemented the proposed no pay for the first three days of sickness. *Members were informed that Hertfordshire had introduced a no pay for the first two days of sickness across the workforce.*
- Members wanted to know how people with long term medical conditions would be treated under the new proposals. *Members were advised that the two key definition categories to be used would be 'an underlying medical condition' or 'a series of short term unrelated medical conditions'. If there was an underlying medical condition the person would not be subject to the first three days of sickness not being paid.*
- Members were concerned that the report had stated that 3219 FTE days had been lost over 12 months to November 2012 to stress, depression, anxiety and fatigue. What was being done to address this situation? *Members were advised that the profile of the workforce had changed and the two areas that generated the most absence for stress, depression, anxiety and fatigue were Adult Social Care and Children's Services. An employee assistance programme had been introduced into Children's Services which provided employee support such as counselling. A low cost health service support was also being considered.*

- Members sought clarification regarding the absence category named 'Other'. Members had noted that the report stated that 2081 FTE days had been lost to this category. *Members were informed that the scheme used to categorise sickness was used by all Local Authorities to enable bench marking between authorities. The category 'Other' covered a list of medical conditions that did not fall into the other named categories.*
- Members had noted that the report had stated that there had been some changes in the workforce profile, for example a reduced ethnic minority representation. Members sought clarification as to why this had happened. *Members were advised that the council was in a period of low recruitment due to budget restrictions which limited the opportunity for recruitment policies to improve diversity trends. A considerable numerical affect on the workforce profile was a mixture of TUPE of staff in and out of the organisation [Serco, Adult Social Care] in recent periods, which meant the Council had a new base line to work from. The reduced representation did not really reflect either failures in implementing fair processes, or excessive leavers from ethnic minorities.*
- Members requested that the Interim Head of Human Resources look into further detail as to why the diversity of staff employed at the council had dropped and what could be done to change this.
- Members felt that not enough was being done to recruit people from the Ethnic Minorities or with disabilities.
- Members wanted to know what was being done to encourage employees to aspire to achieve above average. What was being done to inspire people to achieve? *Members were advised that over the last few years there had been large scale restructures within the council and the focus had been on managing this change. Going forward work would be done on developing a leadership culture and identifying core values and developing staff.*
- Members wanted to see more benchmarking data within the report to compare Peterborough to other authorities. *Members were advised that this had been included in the report but would be made clearer in the future.*
- Members wanted to know why there was an Interim Head of Resources and a Head of Resources. *Members were informed that Lynn Neely, Head of Resources was employed on a full time basis and ran the HR team. Mike Kealey, Interim Head of Human Resources informed members that his role was more of an advisory role and was not employed on a full time basis.*
- What Equality Impact Assessment had been done with regard to the proposal to implement no pay for the first three days of sickness? *Members were advised that an Equality Impact Assessment had not been conducted yet as talks with the Trade Unions were still ongoing. An Equality Impact Assessment would be undertaken when a decision had been made on the policy.*
- Members were concerned at the number of days lost (2,899 FTE) through absence due to Musculo-skeletal including back and neck illness. What support was being given to these people to help them back to work? *Members were advised that robust risk assessments were in place to reduce the risk of occurrence at work of such conditions. A new Health Scheme was also being considered that would help people get back to work faster.*
- Did the council provide counselling services for people with stress, depression and anxiety? *Members were advised that independent counselling support was provided and in particular to staff within Children's services as social workers were more likely to suffer from stress and depression due to the nature of their job.*

ACTIONS AGREED

The Committee requested that the Interim Head of Human Resources:

1. Look into why the diversity of staff employed particularly Ethnic Minorities and people with disabilities at the council had dropped and what could be done to change this and report back to the Committee.

2. Provide a further progress report in six months time to the Committee.
3. Provide a copy of the Equality Impact Assessment regarding the new 'no pay for the first three days of sickness' policy should it be implemented.

6. Corporate Complaints Annual Monitoring Report 2011/2012

The report provided the Committee with a summary of formal corporate complaints monitored between 1 April 2011 and 31 March 2012 which came under the Corporate Complaints Policy. The report also informed Members of a proposed change to the current Corporate Complaints process from three stages to two stages. Members were advised that compliments about council services continued to exceed complaints and had shown an increase on the previous year. The Annual Local Government Ombudsmen report had also been included in the report.

Questions and observations were made around the following areas:

- Members sought clarification as to why there was a high number of Stage 1 complaints (108) logged for 2011/12 for shared transactional services under Strategic Resources and in particular for delayed/failed service (63). *Members were informed that the shared transactional services department included the old revenue and benefits department, and the payments processing team including payroll. The revenues and benefits department had always received a high number of complaints. The delayed/failed service remained the most common category of complaint with 49% of the total number of stage 1 complaints. It should be noted that the number of housing benefit cases being dealt with within the city were 1800 and it was therefore inevitable that there might be delays in receipt of benefit but 63 was still too high and was being worked on to reduce this number.*
- Members were pleased to see that compliments had now been included in the report.
- Members complimented the Head of Customer Services for his professional and excellent service.
- If a complaint is still not resolved at stage 3 does the complainant have any further course of action that can be taken? *Members were advised that if the complainant was still not happy with the outcome at stage 3 they would be informed of their right to go to the Local Government Ombudsman.*
- At a meeting of the Sustainable Growth Scrutiny Committee on 6 March 2012 Members had sought clarification as to what happened to complaints that had been made directly to Councillors. Were they logged as a complaint in the normal way through the corporate complaints database? There was a concern that they were not logged. It was therefore recommended that the Head of Customer Services pilot over a period of time with members of the Committee if the complaints they received had already been logged with the Central Complaints Department. Councillor Maqbool had volunteered to conduct the pilot for her ward but there had not been many complaints in her ward so this had not proved to be a successful pilot. The Chair therefore agreed that another Councillor from the Committee should step forward to conduct the pilot. The Chair asked for nominations to be sent to the Senior Governance Officer.
- Members sought clarification around the proposed removal of the stage 3 process. *Members were informed that the rationale behind reducing the stages to two was timescales and the necessity of a third stage. The timescale for dealing with complaints was 12 weeks but the Local Government Ombudsman was not prescriptive as to how many stages there should be. In an effort to reduce the timescale that a complaint took to be investigated it was proposed to reduce the stages to two. This would allow the complainant to go to the Ombudsman at an earlier time. The majority of the stage 3 cases did not add anything to the stage 2 process.*
- Members requested that when dealing with planning complaints it should be made very clear to the complainant what process would be followed. *The Head of Planning, Transport and Engineering Services agreed that it would be made clearer at stage 1 of a planning complaint what process would be followed for the type of complaint registered.*

- Members noted that the Enterprise Complaints procedure appeared to be very different to that of the council procedure and only showed a one stage process. *Members were advised that it was a three stage process covering fifteen working days in total.*

ACTIONS AGREED

1. The Committee noted the report and endorsed the proposed change from a Stage 3 process to a Stage 2 process to the Corporate Complaints process.
2. The Head of Customer Services to report back to the Committee in one year's time.
3. Committee members wishing to take part in the pilot monitoring complaints received by councillors to register their nomination with the Senior Governance Officer.
4. The Head of Customer Services to proceed with the pilot of monitoring complaints received by councillor's once the new Councillor nomination has been received.
5. The Head of Planning, Transport and Engineering Services to ensure that all planning complaints are given a clear direction at stage 1 which complaints process will be followed for the type of complaint.

7. Enterprise Peterborough Partnership Performance Report

Councillor Eley, Cabinet Advisor introduced the report which provided the Committee with an update on progress of delivery of services on the Council's behalf for the following areas of business:

- refuse and recycling collection
- street cleansing and grounds maintenance ("Street Care")
- facilities management
- property design
- building maintenance
- hospitality and school catering
- building cleaning
- public and home to school transport
- travellers' site management
- courier services
- Council's fleet maintenance;
- Hackney carriage and private hire licence testing;
- Interface management; and
- parks, trees and open spaces.

Members were informed of the following:

- Enterprise was measured against more than 100 Key Performance Indicators (KPI's) on a monthly basis and had performed better on the majority of KPI's than their predecessor City Services.
- Last summer had been the wettest and worst summer for some time which had caused a major challenge for grass cutting. Enterprise responded with a new fleet of vehicles and increased their workforce by 25% at no cost to the Council.
- Enterprise had turned a corner and was now tackling long standing issues.
- The new food waste collection service had been successfully mobilised over a five week period and to date the service had collected in excess of 1,000 tonnes of food waste.
- On the 21 February 2013 it was announced that Ferrovial Services, the parent company of UK public services provider Amey, had signed an agreement to acquire Enterprise plc.
- A new communications manager had been put in place who would be tasked with promoting the good news stories.
- The council had moved from a people based service to an intelligence led service and relied on good intelligence and good mapping data which was now available to monitor services more effectively.

The Enterprise Partnership Director gave Members an overview of the new cleaning regime that had been implemented across the city. The city had now been divided into high intensity,

medium intensity and low intensity areas for cleansing. High intensity areas would be cleaned daily and low intensity would be cleaned 3 times a week. The city had been divided into five areas and each area had a work gang which was expected to clean to a Grade A specification. Additional supervisors had been employed with Samsung smart phones with an app for quality checking. Five checks would be completed per day and the data collected would be sent to the Enterprise Partnership Manager who would collate the data to see if objectives were being achieved.

Questions and observations were made around the following areas:

- Will the tree survey programme be offered to all ward councillors? *Members were advised that a schedule of tree surveys had been produced for the next three years. At the beginning of work in each ward area a notification would be sent out to ward councillors to advise them that a tree survey was about to be started. Ward councillors would have the opportunity to meet with officers from Enterprise if they wished to and some councillors had already taken advantage of this. The tree survey was about the health and safety of the tree and people it may affect and the objective was to ensure a long term healthy tree stock.*
- Were there any parts of the city and surrounding villages that had not been provided with the food waste bins apart from those already mentioned in the report? *Members were informed that a food caddy had been provided to everyone across the city including the villages apart from flats and schools. Rolling out the new service had meant a significant change for staff which had taken four months to embed.*
- Members were concerned about the retendering of certain bus routes especially 406, 410 and 411.
- Members sought clarification with regard to the performance of passenger transport. The report had shown a total number of 18 KPI's with 9 fails. *Members were advised that under the 18 KPI's there were 127,669 measurable activities and out of those there were 9 failures of which Enterprise were penalised for not having delivered them. It was therefore in the interest of Enterprise to ensure that all activities were delivered.*
- Why is the removal of chewing gum from the City Centre not included in the contract between PCC and Enterprise? *Members were informed that the paving chosen for the cathedral square was too soft to be cleaned by the normal method. Enterprise and PCC were working together to find a solution to the problem and had looked at alternative methods of cleansing.*
- Members sought clarification with regard to the recent acquisition of Enterprise by Ferrovial Services and wanted to know if this would impact on the service being delivered. *Members were informed that it was an acquisition of a business and was currently subject to European regulatory approval which was expected to be completed in early April. Members were assured that the obligations of the business would remain the same post acquisition.*
- Members commented that when Enterprise took over the service from City Services they had stated that there would be a high quality service at less cost. There had been a £3M savings under the initial two year contract. The recent budget however had identified an increase in budget to three areas (trees, public transport, street cleansing) which amounted to £1.6M. Members were concerned that if this were to continue this would mean paying more money for the same service. *Members were advised that it was normal practice when entering into a new contract to offer a subsidised service initially and Enterprise had taken the burden of this in the initial two year contract. The subsidy could not last forever and the contract when renewed would go onto a more commercial footing.*
- Under the budget proposals for last year Enterprise were asked to make £100K of additional savings and in particular with grass cutting. These savings were not made. The budget for cutting grass was £800K per annum. Why were no savings being made on cutting grass? *Members were informed that the savings had not been forgotten but the weather last year had not allowed those savings to be made. Grass cutting was a priority and had to be cut.*

- Members were pleased to hear that Service Level Agreements (SLA) were now in place for some services and wanted to know if this would continue across all service areas under Enterprise. *Members were advised that every service that Enterprise delivered would be covered by a Service Level Agreement. The KPI's within the SLA were currently being looked at and defined. Ways of clearly communicating the SLA's to staff and Councillors were also being looked at.*
- Members requested that the KPI's be brought to the Committee when they had been rewritten.
- The report mentioned that Enterprise had been developing a new and comprehensive Green Open Spaces Strategy. Members wanted to know when this would be ready. *Members were advised that it had been incorrectly described in the report and that it was not a new strategy but an implementation plan for the existing Green Open Spaces strategy and plans.*

ACTIONS AGREED

The Committee requested that Enterprise provide a further progress report in three months time and to include:

- the revised KPI's if ready
- the implementation plan for the Green Open Space Strategy

8. Notice of Intention to take Key Decisions

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

ACTION AGREED

The Committee noted the latest version of the Council's Notice of Intention to take key Decisions and requested further information on:

- Award of Contract for the 413 Bus Service – KEY/27DEC12/01
- Moy's End Stand Demolition and Reconstruction – KEY/03APR/12

10. Date of Next Meeting

Wednesday 20 March 2013

The meeting began at 7.00pm and ended at 09.55pm

CHAIRMAN

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**MINUTES OF A MEETING OF THE SUSTAINABLE GROWTH AND ENVIRONMENT
CAPITAL SCRUTINY COMMITTEE
HELD IN THE BOUGES/VIERSEN ROOMS, TOWN HALL
ON 20 MARCH 2013**

- Present:** Councillors M Todd (Chairman), G Casey (Vice Chairman),
M Nadeem, Y Maqbool, JA Fox, N Thulbourn
- Also Present:** Cllr Sandford, Group Leader, Liberal Democrats
Cllr JR Fox, Representing Group Leader, Peterborough Independent
Forum
Councillor Hiller, Cabinet Member for Housing, Neighbourhoods and
Planning
Councillor Seaton Cabinet Member for Resources
- Officers Present:** Simon Machen, Head of Planning, Transport and Engineering
Services
Mark Speed, Transport and Planning Manager
Jack Eagle, Transport Planning Officer
Andy Tatt, Transport and Engineering Group Manager
Anne Keogh, Housing Strategy Manager
Helen Turner, Lawyer
Dania Castagliuolo, Governance Officer

1. Apologies for Absence

No apologies were received.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

3. Call in of any Cabinet, Cabinet Member or Key Officer Decisions

There were no requests for call-in to consider.

4. Peterborough Highways Services Contract 2013 - 2023

The Cabinet Member for Housing, Neighbourhoods and Planning introduced the report which provided the Committee with information on progress on the consolidation of the existing four highways contracts into one contract with a single partner.

The Committee were recommended to note and endorse the actions taken, and to be taken in connection with this procurement.

Questions and observations were made around the following areas:

- Members commented that taking on apprentices and graduates was a good idea and queried whether the Committee would have any further involvement in the decision of the preferred bidder. *The Head of Planning, Transport and Engineering advised the Committee that it would only come back to Committee if the decision was called in.*
- Members suggested that the Committee should have access to Service Level Agreements and Key Performance Indicators to enable them to scrutinise and advise constituents of future work. *Members were informed that with the new contract there*

would be no new developments, it would remain the same as the existing one. The detailed specification was being led by the Council and not the future contractor. The existing contracts were due to expire at the end of July 2013 however they had been extended until the end of September 2013. The work would need to start at the beginning of October and there would not be time for the Specifications to be scrutinised. The specifications were safety driven and they had to remain within the Highways budget.

- Members were concerned that residents did not have knowledge of the Highway Service's plans and therefore did not know what to expect. *Members were advised that residents expectations should not change as the Highway Services intervened in terms of the asset based upon safety criteria as the Council did not have money to focus on aesthetics.*
- Members queried whether it would be an additional risk for the Council to be involved with a single contractor and whether there were any clauses within the ten year contract to enable the Council to pull out if the contractors were not carrying out their work correctly. *The Transport and Engineering Group Manager advised the Committee that the contractor would be a major company and would get efficiencies working with the supplier and sub contractors therefore there should not be any cause for concern. There would be penalties for the contractors if they did not meet the key performance indicators and they could lose years off the contract however they could also gain years for good performance.*
- Members commented that street lighting in Peterborough had improved although in some areas of the city the street lights had not been changed could this be included within the new contract. *Members were informed that inspections were carried out regularly and proactive work would be carried out on streetlights in the Autumn/Winter time. In Peterborough there were over 24,000 street lights and it was impossible for them all to be checked, therefore the bidder would be challenged as they would need to resolve the issue and make it easier for streetlights to be monitored.*
- Members queried with the merging of four contracts which was savings led would the Council be able to assure that Peterborough would not lose the quality of service. *The Cabinet Member for Housing, Neighbourhoods and Planning advised members that they should not see a difference in the level of service once the contracts had been merged.*
- Members commented that they thought Peterborough City Council could do more to clear footpaths during the winter months when they were frozen and dangerous. *The Transport and Engineering Group Manager advised Members that the Council had to prioritise within the city centre as to which routes were cleared and gritted. A new product was now in use on some footbridges which released the salt gradually on those structures gritted, other new initiatives were also being investigated.*

ACTIONS AGREED

The Committee noted and endorsed the actions taken and to be taken in connection with the procurement of the contract with a single partner for the Peterborough Highways Service Contract 2013 – 2023.

5. Local Transport Plan Programme of Works

This report was presented to the Committee to seek their views on the draft Local Transport Plan Capital Programme of Works and the Highways Revenue Maintenance Schemes 13/14 prior to its consideration by the Cabinet Member for Housing, Neighbourhoods and Planning.

The Local Transport Plan 2011-2016 and the generic five year programme were adopted by the Council on 13 April 2011 following an extensive consultation with consultees and a wide range of stakeholders.

The Neighbourhood Committees had been consulted and agreed the programme for 2013/14 at a meeting on 13 February 2013.

Appropriate consultation would also be undertaken on individual schemes in the programme as required.

The Committee were asked to scrutinise the proposed programme of works contained in annexes 1-4 and make any recommendations.

Questions and observations were made around the following areas:

- Members requested further information on the Dropped Kerb Programme mentioned on page eleven of the report and queried whether it was citywide and if so would it be possible for Officers to Contact Councillors to find out where the dropped kerbs were needed. *The Transport and Planning Manager advised the Committee that the Drop Kerb and Mobility Improvements Programme were concentrated on the city centre at the request of DIAL as they felt it was not very accessible to disabled people. This was now being extended to other parts of the city. A request database was kept and requests were put in to order of priority. Members were advised to write in with any requests.*
- Members commented that the Congestion 'Hot Spot' Treatment Scheme on page eleven was a good idea as when road works were in progress the traffic became excessive and the bus routes were blocked. *Members were advised that the new technology Intelligent Transport Systems had become more popular and its function was to report traffic flow. The Council worked closely with the Bus companies to resolve problems they had with traffic.*
- Members were concerned that cycle chains were being left on cycle racks within the city centre and some of them had been there for long periods of time. They could be a hazard or seen as unsightly and queried whether this issue could be resolved. *Members were advised that this issue would be looked in to.*
- Members queried how the streets were chosen in Annex 2 of the report to be included in the Highways Maintenance Programme. *The Transport and Planning Manager informed the committee that the maintenance assessment procedure included the condition factor, the strategic importance of the road and the cost factor.*
- Members queried whether every street was inspected as it seemed that some areas on the main highways were never included on the list. *Members were advised that it worked on a hierarchy system therefore the streets that were used more frequently or were in bad condition would appear on the lists.*
- Members queried why Bus Priority Measures were mentioned within the Local Transport Plan and not the report to the Committee. *Members were advised that the Intelligent Transport System was part of the Bus Priority Measure.*
- Members commented that within the projects using the £5M from the sustainable travel fund there was no mention of bus priority. *Members were informed that the Intelligent Transport System was targeted towards busses. The Network Management Group Manager advised Members that Peterborough had over 880 Kilometres of road and over 1 million kilometres of footway therefore it was an immense task to keep it all safe and maintained.*
- Members commented that there had been a Bus Users Group formed which Stagecoach representatives regularly attended therefore any complaints could go through them.
- Members queried whether the Department for Transport had been informed that while £727,000 of funding was being received from them £600,000 of bus services subsidies were going to be cut. *Members were informed that the Department for Transport were advised of what the money had been spent on and then the money would be reimbursed therefore they were aware of exactly how the money had been spent. The Head of Planning, Transport and Engineering advised the committee that there was no condition within the Department for Transport to restrict the usage of funding to bus services.*
- Members commented that they felt that the Micro Asphalt Surface Treatment made no difference to the treated surfaces and suggested that the roads were fully resurfaced as this would save money in the long term. *The Network Management Group Manager advised Members that it was not just the worst condition roads that were being noted it*

was also the roads that were not far from deterioration and if these were left untreated it would cost more to fix the whole road and the funds may not be available.

- Members queried whether there was a system in place to recognise the usage of the roads and when they needed to be inspected. *Members were advised that recent surveys stated that roads needed to be inspected on average every eighty years although Peterborough City Council carried out annual surveys on highly trafficked roads.*
- Members commented that a significant number of extra roads would be added to Great Haddon once the development plans were adopted and queried how this would impact city management and setting up a new contract. *The Head of Planning, Transport and Engineering Services commented that this would be one of the attractive aspects for the bidders. There was a highway asset management plan in place and the Council would check that the roads were to the correct standard before they were adopted in the city.*
- Members queried whether cycle paths had the same management system as the roads. *The Network Management Group Manager informed the Committee that the cycle paths were built to a very robust standard and they were inspected every twelve months*
- Members referred to the accessibility schemes on page eleven of the report and requested an update on the disabled parking bays on St Peters road. *Members were informed that the order for the disabled parking bays had been placed however the date for having the facility in place had not yet been confirmed.*
- Members queried whether the Council still monitored noise levels as some dwellings ran side by side with major highways. *The Transport and Planning Manager informed the Committee that noise control played a big part in major schemes as it was required to be controlled by law.*

ACTIONS AGREED

The Committee requested that the Transport and Planning Manager look into resolving the issue of cycle locks being left on cycle racks within the city.

6. Affordable Housing Capital Funding Policy

The purpose of this report was to enable the Committee to scrutinise recommendations to be put before Cabinet on 25 March 2013. The primary recommendation having been the suspension of any further grant allocations from the Council's Affordable Housing corporate resources part of the Capital Programme until a thorough review of the Council's policy on funding schemes from this source was undertaken. Such a review was considered necessary to ensure the Council gains maximum benefit and value from the use of its Capital Programme resources.

The report to Cabinet would recommend that schemes that discharged obligations to provide affordable housing in accordance with individual Section 106 agreements would still be considered and Section 106 receipts would continue to be applied to fund such schemes in accordance with the 2011 Policy Framework.

The following issues had arisen which had prompted the recommendation that a review of the Policy was undertaken:

- Grant uptake had been relatively low, perhaps a result of the fairly constrained bidding criteria within the policy.
- The finances of the Council had, in general terms, become even tighter; there was therefore a need to review whether best value was being achieved from this funding policy.
- Adult Social Care had been brought back in to the Council, there was therefore a need to review whether the policy should be revised to compliment the Council's amended Adult Social Care duties.

- The Council had some particular areas it wished to target investment, such as the continued transformation of the city centre. There was therefore a need to review whether the policy should be amended to compliment those priority areas.
- The Council continued to support the growth of the city, including new homes, but recognised the difficult economic conditions the house building industry faced, there was therefore a need to review the Policy to see if amendments to it could further stimulate the house building market.

A number of options for policy amendments had provisionally been explored and it was in the following areas which Cabinet were to be asked to endorse officers to investigate:

- (i) Whether the scoring criteria within the policy be amended so as to favour bids in specific priority locations, such as the city centre and rural areas
- (ii) Whether priority could be given to those bids which assisted the Council in meeting its children and adult social care duties
- (iii) Whether it was legally possible and would offer better value if funds were made available as a loan rather than a grant or a mixture of the two
- (iv) Whether the funds could be made available to the wider house building market rather than, as was the case with the current policy, just registered providers
- (v) Whether the current definition of 'Affordable Housing' used in the policy could be widened so that other forms of low cost housing could become eligible for funding
- (vi) Whether the policy could be amended so as to better link with wider growth and investment possible initiatives of the Council, such as a Local Housing Company, other joint ventures or making the best use of our own land and property portfolio

Due to the more restrictive nature of Section 106 funds, it was recommended that grant allocations were still considered, where funded from this source. This was so that the Council could:

- a) Continue to fulfil its legal obligations arising from individual Section 106 agreements
- b) Continue to allocate some funding during the policy review period on any high quality schemes which required funding support
- c) Acknowledge the fact that very few, if any, of the list (i) – (vi) above was likely to be able to be applied to the funds held in this second pot (and therefore suspension would be futile)

The Committee were asked to comment on the issues raised within the report before it was presented to Cabinet on 25 March 2013. The Committee's views would then be reported to Cabinet to help them inform their decision.

Questions and observations were made around the following areas:

- Members queried why it was necessary to put the fund on hold whilst a review of the policy was being conducted and how long the review would take. *The Housing Strategy Manager advised the Committee that the funding was to be suspended whilst the Council decided what the best use of that money would be although there would still be Section 106 money available that could be allocated. It was difficult to estimate how long the review would take as it would also involve officers from other departments.*
- Members were concerned that if funding was frozen then and the review took longer than expected this would affect affordable housing and the demand on the Social housing list. *The Head of Planning, Transport and Engineering Services advised Members that there were other schemes available which were affordable with no funding contributed from the Council therefore affordable housing would be continued to be provided in Peterborough.*
- Members requested information on the applications for funding that had already been made. *The Housing Strategy Manager informed Members that the first bid was in May 2012 for £230,000 which funded seventeen affordable units and a second bid had been approved in March 2013 for £450,000 which would fund twenty six units eight of which*

would be supported units for people with mental health issues. The average cost per unit was £17,000 for both schemes.

- Members queried where these schemes were going to be delivered in Peterborough. *Members were informed that the schemes were located in Windsor Avenue and Eastfield Road.*
- Members commented that the review requested was reasonable and requested that this item was brought back to the Committee after the review.
- Members queried page twenty four part 4.2 and 4.4 of the report which mentioned Children and Adult Social Care Duties, what did this entail. *Members were informed that duties implied that the cost was now back with the council therefore if people were housed outside of Peterborough because there needs could not be met then the cost would usually be high. The Council's priority was to reduce these costs by providing the necessary facilities in Peterborough.*
- Members queried whether any of the funding could be contributed towards the Local Authority Mortgage Scheme. *Members were advised that the plan was to provide a further £1M to Lloyds Bank for the Mortgage Scheme and to extend the scheme to other lenders.*

ACTIONS AGREED

The Committee requested that a further report on the Affordable Housing Capital Funding Policy be brought back to the Committee following the review of the Council's Policy of funding schemes.

The meeting began at 7.00pm and ended at 08.55pm

CHAIRMAN

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 6
12 JUNE 2013	Public Report

Report of Executive Director – Strategic Resources

Report Author - John Harrison, Executive Director – Strategic Resources
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ENTERPRISE PETERBOROUGH PARTNERSHIP PERFORMANCE REPORT

1. PURPOSE

1.1 This is an opportunity for the Committee to hear from and question officers of the Council and the Partnership Director, Richard Oldfield, on the performance of Enterprise Peterborough.

2. RECOMMENDATIONS

2.1 The Sustainable Growth and Environment Capital Scrutiny Committee are asked to review and comment on this report.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

3.1 The Enterprise Peterborough partnership contributes to all the priorities in the Sustainable Community Strategy:-

- Creating opportunities – tackling inequalities;
- Creating strong and supportive communities;
- Creating the UK’s environmental capital; and
- Delivering substantial and truly sustainable growth.

4. BACKGROUND AND CONTEXT

4.1 Enterprise Peterborough reported to the Committee in March 2013. At that time the committee requested a report back on progress in a number of specific items:

- New StreetCare Service Model
- Progress on the Recycling and Food Waste collection Service
- Development of the Green Open Space Implementation Plan
- Report on KPI performance for 2012/13

5. KEY ISSUES OF CONCERN TO THE COMMITTEE

5.1 Update

5.1.1 Enterprise Peterborough is in the early stages of understanding the impact of the

integration with Amey. As stated previously, our expectation is that the takeover will strengthen and enhance the quality and value-for-money of the services provided by Enterprise Peterborough.

- 5.1.2 This report updates the Committee on specific issues of concern raised at the last meeting. Enterprise Peterborough will present the committee with a series of maps that depict the service delivery challenges face throughout the city.
- 5.1.3 The use of maps is important as it illustrates the way(s) in which Enterprise Peterborough is intending to drive further improvements to its services: by developing a richer understanding of what is happening – and working well and working less well – in different parts of Peterborough, the Council and Enterprise will be able to identify more rigorously those areas that could benefit from more intensive activity.
- 5.1.4 Working within the existing envelope of resource for Enterprise Peterborough we will be looking at where activity can be reprioritised and/or refocused to deliver both better services and better value-for-money. The Council is committed to supporting Enterprise Peterborough through sharing intelligence and data about neighbourhoods and areas in the City in order to identify and agree a cross-Council approach to improving the quality of services provided.
- 5.2 **Update on the roll out of the Street Care Service**
- 5.2.1 The new service model is bedding in and has been refined to respond to the actual conditions on the ground.
- 5.2.2 Over the last few months Enterprise Peterborough have received the detailed GIS data for the city, relating to the streets they cleanse and the grass they cut. Enterprise Peterborough have developed detailed service delivery plans for the StreetCare Service, using the GIS data along with the specification they work to and the service standards set by the Council in the contract specification. The designation of streets as High, Medium or Low intensity is defined in the contract specification, along with the period of time they have to recover streets from Grades C or D back to Grade A.
- 5.2.3 In planning the service Enterprise Peterborough have utilised the knowledge they have gained over the last 2 years on the behaviours of residents in the various areas of the city along with our expected productivity levels, per day, for each of their staff members deployed. Enterprise Peterborough have reassigned staff to new teams and redrawn the area boundaries for each team. They have provided daily work sheets for each team and the charge hand is responsible for signing off each work sheet daily, to confirm areas have been cleansed to EPA Grade A, or identify the exceptions and reasons for these.
- 5.2.4 The supervisors are conducting 5 quality checks on their designated work areas each day and rectifying any issues, within the day or early the next day. The quality checks are recorded on a new EIMS, the Health Safety Quality and Environment, management system and photographs are taken of the areas and saved within the EIMS system. This data is readily available to PCC in the client team to audit. In addition the client team carry out independent audits of the work, using the same agreed EIMS check lists.
- 5.2.5 As a result of this work Enterprise Peterborough can now demonstrate that they have not suffered any KPI penalties for the last 3 months in Street Care e.g. Lincoln Road is within the specification set out in the contract.

- 5.2.6 Enterprise Peterborough has reviewed the resource levels they are inputting in to the Wards across the city to achieve the Service Level and from the review they have identified a number of Hot Spots within the City. This will be demonstrated through a pictorial map that will be presented to the committee. The map identifies the following challenges:
- 5.2.6.1 Higher intensity cleansing and litter picking – potential for increased cost for these areas
- 5.2.6.2 Higher intensity fly tipping – potential for increased cost for these areas
- 5.2.7 Following a review of the data a group is being formed from across the Council and with Enterprise Peterborough to understand the challenges and develop community engagement plans to secure support for behavioural change. Support from councillors and community groups will be sought, for ideas and implementation.
- 5.2.8 Enterprise Peterborough has received positive feedback from Councillors on the Ward Walks they have carried out and also from residents.
- 5.2.9 Ward Walk packs have been issued to all councillors. These include: -
- Maps of the Grass cutting 10 day cycle
 - Photographs of EPA Grading standards for Street Cleansing from A to D
 - Recovery times depending on Street Intensity level set in the Specification
 - Ward Councillors issues raised in the last 6 months
 - Ward Resident issues raised in the last 6 months

5.3 **Progress on Recycling and Food Waste**

- 5.3.1 The recycling performance of each Ward has been mapped to show the percentage of the waste from the Black and Green Bins, which is recycling. This will be demonstrated through a pictorial map that will be presented to the committee
- 5.3.2 In addition the Food Waste performance by ward will also be demonstrated through a pictorial map that will be presented to the committee.
- 5.3.3 The data enables the landfill cost per area to be calculated and the potential financial benefit from improvements in recycling to be assessed. The group identified in above will also consider the benefits, challenges and actions that can be implemented to increase the recycling participations rates to enable the Environment Capital Target of 65%+ to be achieved.
- 5.3.4 Food waste is continuing at over 100 tones a week which puts Enterprise Peterborough on track to achieve the projected targets and savings that justified the implementation.
- 5.3.5 As suggested above, the advantage of having and using data at a more localised level is that the Council and Enterprise Peterborough can work together to understand specific challenges – and to develop appropriate responses, whether through enhanced communication, education or enforcement.

5.4 **Green Open Space Implementation Plan**

- 5.4.1 A draft plan has been developed suggesting a categorisation of the parks and open spaces around the city into three types (City, Neighbourhood and Community) and different levels of service specific to these.

- 5.4.2 The implementation plan is intended to determine the strategic framework for the delivery of the contractual obligations by Enterprise Peterborough and demonstrate how service improvements could be delivered. It sets out standards for green open spaces and an action plan for service development and improvements which is linked to performance monitoring and review.
- 5.4.3 The vision for the implementation plan is to have “A sustainable network of high quality green and open spaces, which exceeds customer expectations and enhances the natural environment of Peterborough”
- 5.4.4 The key factors that have been taken into account in developing the approach include:
- Green Flag awards
 - Estate maintenance
 - Climate change strategy
 - Landscape maintenance schedules
 - PCC tree and woodlands strategy
 - PCC biodiversity strategy
 - Green and open spaces development plan
 - Play strategy
- 5.4.5 In addition a number of site development plans are being produced, which will cover several park areas around the City. These will be shared with the committee in due course.
- 5.4.6 Crucially, the approach being developed by Enterprise Peterborough raises a number of important questions about the overall level of investment that PCC will want and/or will be able to make over the coming years. The Council and Enterprise Peterborough are currently reviewing a range of options that will aim to show what might be achievable with different amounts of money being spent.
- 5.5 **KPI's / Customer Satisfaction**
- 5.5.1 The KPI performance across all service areas has been high overall since the last Scrutiny committee with failure only on the Passenger Transport service.
- 5.5.2 The significant KPI failure for 2011 – 2012 is in the Recycling %. 47% of waste overall was recycled in the year against a target of 54%. This highlights the need for the working group discussed about to improve recycling across the city through the use of enforcement and education.
- 5.5.3 The other area of persistent KPI failures is in the Passenger Transport Service. These are broadly caused by Bus breakdowns. Enterprise Peterborough has sought to address this in the service extension with some new buses and an additional spare bus.
- 5.5.4 The review of the KPI set is underway looking to make the set more robust and less ambiguous. Enterprise Peterborough is also looking to include new KPI's on customer satisfaction utilising baseline data from the recent Citizens Panel survey. Once the new KPI's are complete they will share these with the committee.
- 5.5.5 The partnership was included in the citizen's panel survey this year with questions on the Waste and Recycling Service, Street Care Service and Park trees and Open Space.

5.5.6 The outputs from the survey are being reviewed by the partnership team and being used as a base line of the perception of the services, in what they believe to have been a challenging year for the service, with some significant change and severe weather conditions. The out puts from the review will be in two areas

5.5.6.1 Firstly action plans will be drawn up to address the service issues that demonstrate the greatest potential for transformation.

5.5.6.2 Secondly the partnership team will identify some of the key perception measures and the performance recorded against these and agrees a target level for next year's survey result with appropriate financial impact.

- Benchmark of opinion of the service based on a challenging year
- Outputs being reviewed in detail to develop the action plan

6.0 IMPLICATIONS

6.1 The partnership enables the Council to continue to provide value for money services through its partner.

7. CONSULTATION

7.1 Observations made by Members and other stakeholders have been taken into account in this report.

8. NEXT STEPS

8.1 Through the data described in this report Enterprise Peterborough will be adopting an intelligence lead approach to deal with issues across the city and looking at the various Hot Spots. Through utilising the intelligence lead approach they can ensure that the correct resources and machinery are applied across the city.

The report also recognises that a joint approach is needed through both education and enforcement to achieve both improved recycling rates and a cleaner city.

9. BACKGROUND DOCUMENTS

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

9.1 None

10. APPENDICES

10.1 None

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SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 7
12 JUNE 2013	Public Report

Report of the Executive Director - Strategic Resources

Report Author: John Harrison, Executive Director – Strategic Resources
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ENERGY PERFORMANCE CONTRACT (EnPC)

1. PURPOSE

- 1.1 To provide the committee with an update on energy efficiency (EnPC) on council owned buildings and seek any views on the draft CMDN that relates to a contract award
- 1.2 There is an exempt annex (annex 1) attached to the CMDN to this report that is NOT FOR PUBLICATION in accordance with paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972 in that it contains information relating to the financial and business affairs of the Council namely, the tender prices submitted by bidders and their relevant scores, and to disclose them could compromise the Council's negotiating position in the proposed transaction. The public interest test has been applied to the information contained within the exempt annex and it is considered that the need to retain the information as exempt outweighs the public interest.

2. RECOMMENDATIONS

- 2.1 That the committee consider the draft CMDN on a contract award for an EnPC contract.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The area supports the delivery of the Council's Environmental Capital ambitions.

4. BACKGROUND

- 4.1 The council has recently entered into a partnership with British Gas around energy efficiency for domestic properties in the city.
- 4.2 There is also a need to consider entering into a major contract to deal with energy efficiency of council owned buildings such as the town hall, regional pool etc.

5. KEY ISSUES

- 5.1 The attached report deals with the contract award for such matters.
- 5.2 Energy efficiency plays a vital part in the nation's energy strategy. The government and Europe will be legislating to increase responsibilities in this area. For example in 2015 there will be a requirement to conduct energy efficiency audits. The contract ward once again places Peterborough at the forefront of leading change in advance of the national agenda.

6. IMPLICATIONS

6.1 The contract seeks to reduce cost, reduce carbon and generate income. These support the Environmental Capital and the medium term financial strategy.

7. CONSULTATION

7.1 Internally only at this stage.

8. NEXT STEPS

8.1 Subject to the committees comments the CMDN will be signed and the contract will be operational by the end of June 2013.

9. BACKGROUND DOCUMENTS

None

10. APPENDICES

10.1 Appendix 1 - Draft CMDN: Energy Performance Contract (EnPC) – Nomination Of Contractor and Exempt Annex

ENERGY PERFORMANCE CONTRACT (EnPC) – NOMINATION OF CONTRACTOR
Councillor Seaton, Cabinet Member for Resources
June 2013
Deadline date: Not Applicable

Cabinet portfolio holder: Responsible Director:	Councillor Seaton, Cabinet Member for Resources John Harrison, Executive Director Strategic Resources
Is this a Key Decision?	YES If yes has it been included on the Forward Plan : Yes Unique Key decision Reference from Forward Plan : KEY/ 30MAY/13/03
Is this decision eligible for call-in?	YES
Does this Public report have any annex that contains exempt information?	Yes the attached annex is NOT FOR PUBLICATION in accordance with paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972 in that it contains information relating to the financial and business affairs of a person (including the Council), have specifically the tender prices submitted by bidders and their relevant scores, and to disclose them could compromise the Council's negotiating position in the proposed transaction. The public interest test has been applied to the information contained within the exempt annex and it is considered that the need to retain the information as exempt outweighs the public interest.

RECOMMENDATIONS

The Cabinet Member is recommended to:

1. Authorise the award of a framework contract for the Energy Performance Contract (EnPC) to Honeywell Building Solutions (a trading name of Honeywell Control Systems Ltd) referred to in this report as "Honeywell" for an eight year period commencing July 2013;
2. Authorise the Executive Director of Strategic Resources to call-off individual contracts under the framework;
3. Authorise the Head of Strategic Finance to:
 - (1) Commission Blue Sky Peterborough Ltd, the Council's wholly owned energy services company, to call-off individual contracts under the framework on behalf of the Council in respect of the councils portfolio and other buildings where appropriate.
 - (2) Provide the funding for any such contracts under the Invest to Save Budget.

1. SUMMARY OF MAIN ISSUES

1.1 This report is submitted to the Cabinet member following an EU competitively tendered Framework Agreement for Energy Efficiency Services.

2. PURPOSE OF THIS REPORT

2.1 This report is for Councillor Seaton to consider exercising delegated authority under paragraph 3.3.6 of Part 3 of the constitution in accordance with the terms of their portfolio at paragraphs 3.9 (j) and (k) of Part 3 of the constitution

2.2 The attached report/background information is NOT FOR PUBLICATION in accordance with paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972 in that it contains information relating to the financial and business affairs namely, the tender prices submitted by bidders and their relevant scores, and to disclose them could compromise the Council's negotiating position in the proposed transaction. The public interest test has been applied to the information contained within the exempt annex and it is considered that the need to retain the information as exempt outweighs the public interest.

3. TIMESCALE *(If this is not a Major Policy item, answer NO and delete second line of boxes).*

Is this a Major Policy Item/Statutory Plan?	NO

4. DETAILS OF DECISION REQUIRED

4.1 As part of the Council's status as the Home of Environmental Capital, the Council is seeking to ensure that, where energy is used, it will be done so effectively and efficiently. The Council is committed to using sustainable energy sources and will invest in, demonstrate and promote the benefits of energy efficiency and renewable generation. In doing so, the Council will help to reduce the impact of climate change and its own contribution to the causes of climate change.

4.2 As part of this commitment, the Council has already entered into a number of energy related contracts including a solar photovoltaic (PV) framework agreement and the Ready to Switch programme.

4.3 To date a significant amount of work has been devoted to energy generation and this contract deals with the complementary issue of energy saving and efficiency.

4.4 In April 2012, the Council issued a Prior Information Notice (PIN) under the OJEU procurement process, to better understand the market appetite within the UK for energy efficiency interventions across the public and civic asset base. Although energy efficiency programmes are a relatively well established approach in business, as far as the Council is aware, at this time there were only very limited programmes using this approach within the public sector.

4.5 This Council initiative had strong support from both the Green Investment Ban (GIB) and UK Green Investments (UKGI), set up by the Department for Business Innovation and Skills (BIS).

4.6 Officers were encouraged by the level of interest shown by the market, with the PIN being issued to 52 companies. 13 companies subsequently responded to the OJEU Pre-Qualification Questionnaire (PQQ), a very strong response to a new and challenging initiative. Six (6) companies were taken through from the PQQ stage, (although one subsequently dropped out due to business refocusing), and the Council followed the full OJEU procurement process, eventually taking four (4) of these companies through to the Competitive Dialogue process.

- 4.7 Following further detailed dialogue and process two companies were taken through to the final stage of the Call for Final tenders.
- 4.8 The scope of the framework is:
- To provide a single contractor
 - For an eight year period framework (“Framework”)
 - For individual contracts for energy saving interventions are up to a 15 year period (provided the opportunities are found within the eight year framework)
 - To cover all building types of a local authority and also a college
 - To be available to all councils in the UK to utilise
 - To cover all forms of energy efficiency interventions (changes to buildings, plant etc.)
 - To encompass on site energy generation where appropriate
 - To allow for area wide generation schemes where appropriate
 - To provide a private sector funded option for interventions
- 4.9 It should be noted that the Framework only covers non domestic properties. For Domestic properties the Green Deal has been developed nationally. In the short term in particular this contract complements the recent Strategic Partnership with British gas which focuses around domestic energy efficiency.
- 4.10 As part of developing the Framework the Council has worked closely with Hertfordshire County Council which has supplied asset types for review as part of the contract process.
- 4.11 The East of England Regional Efficiency Improvement Partnership has also been supporting three councils in the East of England who will be looking to be potential early adopters of the Framework: Basildon, Southend on Sea and Thurrock Councils.
- 4.12 Attached at Annex 1 are the results of the final tender. Overall the scores recommend that the contract be awarded to Honeywell Building Solutions (a trading name of Honeywell Control Systems Ltd).

5 CONSULTATION

- 5.1 Initial consultation has been undertaken with relevant teams across the council and in particular with Children’s Services in respect of the schools portfolio. Some of the individual schools are aware of the potential contract as the schools were subject to review as part of the contract evaluation.
- 5.2 Externally the Framework has been aligned with national government priorities around non domestic energy efficiency – in particular with the GIB.
- 5.3 The contract is not ward specific.

6 ANTICIPATED OUTCOMES

- 6.1 It is anticipated that the Cabinet member will agree to award this contract to Honeywell. Once the Framework is in place, both Blue Sky Peterborough and other eligible bodies will be able to award call-off contracts from the Framework. This in itself will generate income for the Council. The Council will also benefit through any call-off contracts awarded in the Peterborough area through guaranteed savings on energy costs on the projects that are the subject of the contract.

7 REASONS FOR RECOMMENDATIONS & ANY RELEVANT BACKGROUND INFORMATION

- 7.1 The Council has never had such a contract in place and carried out a procurement process that is fully compliant with EU legislation. Cabinet approval is now required under the Council's contract regulations for the contract to be awarded to Honeywell.

8 ALTERNATIVE OPTIONS CONSIDERED

- 8.1 Status quo: This was rejected on the basis that the Council would lose the opportunity to make savings in energy consumption and energy costs. This would have an adverse impact on the Council's financial position, and would also not be consistent with the Council's desire to be Environment Capital.
- 8.2 The only other contract available potentially in the UK was the London refit scheme. When officers started this procurement process, they were aware of the RE-FIT scheme and this was then going through a re procurement. The new RE-FIT 2 contract is available to use but individual contracts are tendered which adds to the individual costs and also loses the benefits and opportunities of an aggregated portfolio across the whole Council area. They also did not have the benefit of on site generation or potential district wide schemes.

9 IMPLICATIONS

9.1 Legal & procurement implications

- 9.1.1 The Council has followed a procurement process that is fully compliant with the EU procurement rules, and its own internal contract regulations. It will continue to do so following this decision, in the way that it enters into and monitors the framework contract.

9.2 Financial implications

- 9.2.1 The initial award of the framework contract does not in itself lead to a financial commitment from the Council. Individual energy efficiency proposals will be brought forward, outlining the business case, including recommending how the scheme should be financed, and how that investment will be repaid. The initial investment could be through one of the following three sources:
- The Council funds directly (including through using the Invest to Save capital funding)
 - Blue Sky Peterborough invest directly (in turn drawing loan finance from the council)
 - Honeywell invest and take a share of future savings
- 9.2.2 The savings generated from the energy efficiency schemes will cover a number of areas. The Council's ability to invest in energy efficiency measures will lead to a reduction in its annual CRC bill which is estimated to be £85k in 2013/14 and will be expected to rise to £204k in 2014/15. The aim will be to reduce this annual bill and also take the council out of any liability when CRC 3 takes place in 2017/18.
- 9.2.3 The contract guarantee arrangements mean that the council will also benefit from avoiding costs that arise as a result of energy bills generally rising above RPI.
- 9.2.4 The Council can utilise the Invest to Save Budget for individual efficiency programmes. All projects have to pass the test of being self financing under the contract and therefore meet the required criteria for use of the Invest to Save Budget. This assessment against the criteria will form part of the initial business case. Separately to this contract, the Council continues to report updates on the use of the Invest to Save budget as required. A review of the use of the Invest to Save budget by the Council's external auditors (PWC) is also due to be discussed at the Audit Committee meeting of 24th June 2013.

- 9.2.5 Approval of any individual proposals will then need to be in line with the Councils decision making requirements. For example if the value exceeds £500k this will be a Cabinet Member Key decision.
- 9.2.6 The Council can choose the level of interventions and therefore can decide to only take those that are profitable and forgo those that have longer paybacks.
- 9.2.7 Investment by the council in BSP would be at market rates. These would be in region of 3¾% higher than the cost of borrowing through the PWLB. It is estimated that the interventions available will total in excess of £10m. This would lead to a surplus of approximately £375k in the first full year.
- 9.2.8 The capital programme includes schemes which include energy efficiency and these can therefore be deleted and have result capital financing savings. It will also reduce the impact on the need to include future capital schemes.
- 9.2.9 A target was approved in the current MTFs of £450k of savings per year for the range of energy measures the Council is pursuing. The savings generated through this contract will need to contribute towards this existing target.

9.3 Asset management

- 9.3.1 It will be necessary to ensure that the payback period for any contracts are within the expected useful life of an asset.
It is not considered that there are any other relevant implications that need to be included in this report.

10 DECLARATIONS / CONFLICTS OF INTEREST & DISPENSATIONS GRANTED

- 10.1 The Executive Director Strategic Resources and the Cabinet member for resources are both directors of Blue Sky Peterborough Ltd (BSP). As BSP is a wholly owned local authority company established under the Local Government and Housing Act 1989, no conflict of interest arises in respect of the actions of any council officer or member acting in his or her capacity as a Director or officer of the company when implementing the Council's instructions to its company.
- 10.2 To however avoid any suggestion that there may be the report seeks approval for the Head of Strategic Finance to deal with any individual contracts and financial transactions with BSP.

11 BACKGROUND DOCUMENTS

None

Consultation	Section	Name	Outcome	Date
(officers/ward councillors) <i>Legal and finance should be consulted regarding the proposals. Ward Councillors, other Cabinet Members and officers should be consulted if the proposals will have an impact on their service area/ward.</i>	Ward Councillors <i>(if decision is ward specific)</i>			
	Legal	Kim Sawyer		
	Finance	Steven Pilsworth		
	Democratic Services	Alex Daynes		
	Procurement Project Director <i>(if decision is contract/procurement related)</i>	Andy Cox		
	Head of Strategic Property <i>(if decision is property related)</i>	Andrew Edwards		
	Other Officers / Members			
Director's approval <i>Directors are requested not to sign if the above section is incomplete</i>				Date
Date sent to Cabinet Member if key decision	<i>To be inserted by Democratic Services</i>			
If key decision – date decision may be taken	<i>To be inserted by Democratic Services</i>			
Cabinet Member approval				Date
Reasons for making decision Please tick one of the Options	Option 1 I agree with the officer's reasons for recommending the decision.			
	Option 2 I agree with the officer's reasons for recommending the decision and have the following additional comments to make.			
<i>Once signed by Director, please pass to Democratic Services. We will contact the Cabinet Member and arrange for signature.</i>				

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 8
12 JUNE 2013	Public Report

Report of the Solicitor to the Council

Contact Officer(s) – Paulina Ford, Senior Governance Officer
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ESTABLISHMENT OF A SCRUTINY TASK AND FINISH GROUP TO INVESTIGATE THE BENEFITS OF EXTENDING 20MPH SPEED LIMITS ACROSS RESIDENTIAL AREAS OF PETERBOROUGH

1. PURPOSE

- 1.1 The purpose of this report is for the Committee to consider and agree the Terms of Reference and membership of a Task and Finish Group which has been formed following a request by Council at its meeting on 17 April 2013 for the Committee to investigate the benefits of extending 20mph speed limits across residential areas of Peterborough review.

2. RECOMMENDATIONS

That the Committee approves:

1. The Terms of Reference for the Investigation.
2. The membership of the Task and Finish Group

3. BACKGROUND

- 3.1 At its meeting on 17 April 2013 Council agreed the following motion put forward by Cllr Sandford and amended by Cllr Walsh:

Council notes:

1. The clear evidence which shows that restricting traffic speed has a significant beneficial impact on reducing the number and severity of road accidents, particularly those involving children;
2. That 34 local authorities (including Bristol, Cambridge, Newcastle, York, Liverpool, Islington, Southwark and Camden) have introduced 20mph speed limits in residential areas covering more than 8 million people and that many other councils have either agreed in principle or are actively considering similar proposals.

Council therefore calls upon the Sustainable Growth and Environment Capital Scrutiny Committee to investigate the benefits of extending 20 mph speed limits throughout residential areas in the Peterborough District and to present proposals to the Cabinet not later than 31 March 2014.

3.2 DRAFT TERMS OF REFERENCE

At their first meeting on 29 May 2013 the Group considered its terms of reference and it is proposed that the Terms of Reference for the review are:

Terms Of Reference

Safety

- To seek a range of views on the impact of 20mph speed limits and 20 mph zones on road safety in terms of reducing vehicle speeds and casualty numbers.
- To investigate what options other local authorities across the country are pursuing in terms of 20 mph speed limits/zones

Environmental

- To gain an understanding of any potential environmental impacts of 20mph speed on air quality, tail pipe and carbon emissions as well as noise
- To gain an understanding of any potential consequences of any displacement of traffic as a result of introducing lower speed limits

Health

- To gain an understanding of the potential 'other benefits' which 20mph speeds may bring, such as health benefits, increased sociability and better walking and cycling conditions

Economic

- To identify the benefits, feasibility and potential cost of various 20 mph speed options in the city

Equality

- To investigate the benefits 20mph limits/zones will have on vulnerable people in the city.

To develop recommendations for the future development of Council policy on 20 mph speed limits/zones and prioritise implementation if required.

3.3 MEMBERSHIP

As part of the process of setting up the Task and Finish Group the Senior Governance Officer wrote to all Group Secretaries to request nominations for membership. The nominations put forward were:

Councillor McKean
Councillor Lamb
Councillor Peach
Councillor JR Fox
Councillor JA Fox
Councillor Shearman
Councillor Shaheed

It is therefore proposed that these nominations are confirmed as the membership of the Task and Finish Group.

4. NEXT STEPS

- 4.1 If the Terms of Reference and membership of the Task and Finish Group are agreed by the Committee then the Task and Finish Group will proceed with the investigation and report back to the Committee with its findings to a meeting in February 2014 prior to reporting to Cabinet in March 2014.

5. BACKGROUND DOCUMENTS

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

- 5.1 None

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 9
12 JUNE 2013	Public Report

Report of the Solicitor to the Council

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

REVIEW OF 2012/2013 AND WORK PROGRAMME FOR 2013/14

1. PURPOSE

- 1.1 To provide the Committee with a review of the work undertaken during 2012/13 by the Sustainable Growth Scrutiny Committee and Environment Capital Scrutiny Committee. To develop a work programme for 2013/14 for the Sustainable Growth and Environment Capital Scrutiny Committee.

2. RECOMMENDATIONS

- 2.1 That the Committee considers the 2012/2013 year in review and makes recommendations on the future monitoring of these items where necessary.
- 2.2 That the Committee determines its priorities, and develops a work programme for the forthcoming year.

3. REVIEW OF 2012/13

- 3.1 The Sustainable Growth and Environment Capital Scrutiny Committee was established by Council at its annual meeting on 23 May 2012. During the year 2012/2013, the Committee considered the following issues:

Information / Update

- Overview of Environment Capital Programmes/Projects
- Sustainable Growth: Introduction, Overview and Work Programme
- Review of 2011/12 and Future Work Programme

Monitoring / Calling to Account

- Peterborough – Serco Strategic Partnership Quarterly Performance Report
- Enterprise Peterborough Partnership Performance Report
- Environment Capital Progress Report
- Delivery Strategy For South Bank And Surrounding Areas
- Progress Report on the Carbon Reduction Commitment Energy Efficiency Scheme and Carbon Management Action Plan
- Progress Report from the Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environment Capital
- Annual Human Resources Monitoring Report
- Corporate Complaints Annual Monitoring Report 2011/12

Policy / Plans / Consultation

- Energy from Waste and Associated Works and Services
- Community Infrastructure Levy (CIL): Preliminary Draft Charging Schedule (PDGS)
- City Centre Development Plan Document
- Flood and Water Management Supplementary Planning Document

- Local council tax support scheme consultation
- Budget 2012/13 and Medium Term Financial Plan
- Affordable Housing Capital Funds Policy
- Peterborough Highways Service Contract 2013 – 2023
- 2013/14 Local Transport Plan Capital Programme of Works (CPW)

Two Call-In Meetings were held to consider the call-in of the following decisions:

1. Executive Decision - Energy From Waste Facility And Associated Works And Services – Aug12/Cmdn/077
2. Executive Decision - Development of Ground Mounted Solar Photovoltaic (Pv) Panels (Solar Farms) and Wind Turbines - NOV12/CAB/134

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

4. WORK PROGRAMME 2013/14

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

4.2 The Committee's remit is:

1. To review and scrutinise the delivery of the Sustainable Community Strategy priorities of truly sustainable growth and of creating the UK's environmental capital.

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

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

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

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

- Business Efficiency
- Growth
- Planning and Development
- Regeneration
- Strategic Resources
- Environment, Transport & Engineering
- Waste Strategy & Management

4. To exercise the powers of overview and scrutiny with regard to the Council's corporate functions.

5. To receive and consider the Executive's annual budget proposals and make recommendations

6. To exercise the powers of overview and scrutiny with regard to over-arching policy

framework documents, seeking the view of other scrutiny committees where appropriate. This will include the Corporate Plan; Sustainable Community Strategy and Single Delivery Plan.

7. To review and scrutinise the Council's performance in relation to budgetary management
 8. To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues in relation to the terms of reference of the committee.
 9. Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.
 10. Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Committee on a time-limited basis.
 11. To consider any appeals from petition organisers who are not satisfied with the outcome of the Council's consideration of their petition.
- 4.3 A draft work programme which shows the items which are currently scheduled along with items carried over from last year is attached at Appendix 2.

5. BACKGROUND DOCUMENTS

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

- 5.1 Minutes of the Sustainable Growth and Environment Capital Scrutiny Committee held on 13 June, 12 July, 29 August, 6 September, 8 November, 19 November 2012 and 6 February, 18 March and 20 March 2013.

6. Appendices

- 6.1 Appendix 1 - Responses to recommendations made during 2012/2013
Appendix 2 – Draft Work Programme 2013/14

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**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
RECOMMENDATIONS MADE DURING 2012-2013**

APPENDIX 1

ITEM / MEETING	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
13 JUNE 2012			
Waste 2020 Programme-Energy from Waste Facility and Other Associate Works and Services	<p>1. That the Committee note and endorse the actions taken, and to be taken, in connection with the procurement of the Energy from Waste Facility and other associated works and services</p> <p>2. That the Committee continue to be kept updated as the Waste 2020 Programme and facilities progress.</p>	Councillor Lee, Cabinet Member for Culture, Recreation and Strategic Commissioning	<p>No further reports were requested by the committee.</p> <p>The decision made by Councillor Seaton, Cabinet Member for Resources and Councillor Lee, Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning and published on 13 August 2012 regarding Energy from Waste Facility and associated works and services – AUG12/CMDN/077 was called in on 15 August 2012. The Committee heard the call-in on 29 August and following discussion and questions raised on the reasons stated on the request for call-in, the Sustainable Growth and Environment Capital Scrutiny Committee did not agree to the call-in of this decision.</p>
12 JULY 2012			
Interim Report on the Performance of Serco Partnership	The Committee recommends that the Serco Partnership Manager provide the Committee with an annual report on progress of the partnership.	Sean Hanson, Serco Partnership Manager	Annual report to be provided as part of the 2013/2014 work programme.
Enterprise Peterborough	The Committee recommends that the Enterprise Peterborough Partnership Manager provide the Committee with a report on progress of the partnership in six months.	Richard Oldfield, General Manager, Enterprise Partnership	Report was presented to the Committee at its meeting on 18 March 2013. A further report has been requested in six months time.

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
RECOMMENDATIONS MADE DURING 2012-2013**

APPENDIX 1

ITEM / MEETING	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
<p>6 SEPTEMBER 2012</p>	<p>Peterborough 'Community Infrastructure Levy (CIL): Preliminary Draft Charging Schedule (PDCS)' and Infrastructure Delivery Schedule (IDS)</p>	<p>The Committee recommends that: I. The consultation documentation makes it absolutely clear that the intention, subject to consultation, is that the element of the CIL receipts which is to be ring fenced for spend by Neighbourhood Committees should be distributed to each Neighbourhood Committee on an equal basis i.e. each Neighbourhood Committee would receive exactly the same level of CIL funding irrespective of size, population or level of growth within a Neighbourhood Committee Area.</p>	<p>Officers advised that wording was amended as follows: The wording in the Peterborough CIL Preliminary Draft Charging Schedule consultation document (November 2012) para 5.11 read : "The city council will provide a meaningful proportion of the CIL monies to local neighbourhoods from the adoption of their Charging Schedule. The current proposal is to take 5% of total annual CIL receipts and split this amount equally across the Neighbourhood Committee Areas".</p> <p>The wording in the Peterborough CIL Preliminary Draft Charging Schedule consultation document (November 2012) para's 5.13 and 5.14 read:</p>
	<p>II. The Cabinet report emphasises that infrastructure projects can be added to the Peterborough Infrastructure Delivery Schedule (IDS) 'at any time'. This would ensure, for example, that projects identified in Community Action Plans that have been justified with an evidence base later this year could be added to the IDS after 24 September 2012 without having to wait for the annual full refresh of the IDS.</p>	<p>Richard Kay / Simon Pickstone for inclusion into the Cabinet Report for 24 September 2012 meeting.</p>	<p>5.13 As required, the city council will publish on its website a list of infrastructure projects or types of infrastructure that it intends will be, or may be, wholly or partly funded by CIL following adoption of the Draft Charging Schedule. As such, this list (known as the Regulation 123 List) will set out the city councils priorities and will dictate which projects receive CIL funding in the immediate future as CIL money cannot be spend on anything which is not on this list. 5.14 It is anticipated that, through an agreed process working with key partners, an Annual Infrastructure Delivery Schedule outlining the coming years' future infrastructure priorities will be produced. This would work with a range of other agendas and plans.</p>

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
RECOMMENDATIONS MADE DURING 2012-2013

APPENDIX 1

ITEM / MEETING	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
8 NOVEMBER 2012	<p>Flood and Water Management Supplementary Planning Document (SPD)</p> <p>The Committee recommend that:</p> <ol style="list-style-type: none"> 1. Cabinet adopt the Flood and Water Management Supplementary Planning Document; and that; 2. The Flood and Water Management Officer reword section 6.11.8 to clarify that the tree and woodland cover would also be expanded in quantity as well as quality. 	<p>Julia Chatterton, Flood & Water Management Officer</p>	<p>At its meeting on 10 December 2012 Cabinet considered the report and RESOLVED to: Adopt the Flood and Water Management Supplementary Planning Document.</p> <p>The SPD was amended as requested before it went to Cabinet in December 2012. Section 6.11.8 was then moved to be 6.10.7 as it was felt to have more weight in the section on biodiversity and habitat (6.10) than in the section on health and safety, access and amenity (6.11).</p> <p>New wording in bold and underlined below:</p> <p>6.10.7 As discussed in the <i>Peterborough Trees and Woodlands Strategy (2012)</i>, Peterborough City Council aims to sustainably maintain and improve the quality of existing tree and woodland cover as well as to find opportunities to expand the extent of woodland. Site design should therefore start with the assumption that existing native trees should be retained and where possible new native trees should be incorporated into the site design. Trees can provide benefits in terms of water quality and flood risk management as discussed in the Environment Agency and Forestry commission's <i>Woodland for Water (2011)</i> report. The city council's natural environment team can provide advice on tree management.</p>

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**DRAFT SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
WORK PROGRAMME 2013/14**

Meeting Date	Item	Progress
<p>12 June 2013 <i>Draft Report 24 May</i> <i>Final Report 3 June</i></p>	<p>Establishment of a Scrutiny Task and Finish Group to Investigate the Benefits of extending 20mph Speed Limits across Residential Areas of Peterborough To agree to the establishment of the Task and Finish Group and agree Terms of Reference. Contact Officer: Paulina Ford</p> <p>Energy Performance Contract (EnPC) To receive an update on energy efficiency (EnPC) on council owned buildings and comment on the draft CMDN that relates to a contract award. Contact Officer: John Harrison</p> <p>Enterprise Peterborough Partnership Performance Progress Report To scrutinise the performance of the Enterprise Peterborough Partnership and make any recommendations. Contact Officer: Dominic Hudson</p> <p>Review of 2011/12 and Future Work Programme To review the work undertaken during 2011/12 and to consider the future work programme of the Committee. Contact Officer: Paulina Ford</p>	<p>Requested at 18 March 2013 meeting</p> <p>Items from this report to be programmed into the work programme.</p>
<p>11 July 2013 <i>Draft Report 26 June</i> <i>Final Report 3 July</i></p>	<p>Peterborough – Serco Strategic Partnership Performance Report Annual Report To scrutinise the Serco Strategic Partnership Performance and make any recommendations. Contact Officer: Dominic Hudson</p>	<p>Further report requested on an Annual basis</p>

Meeting Date	Item	Progress
	<p>Environment Capital Action Plan</p> <p>Contact Officer: Charlotte Palmer</p>	
<p>5 September 2013 <i>Draft Report 21 Aug</i> <i>Final Report 28 Aug</i></p>	<p>Human Resources Monitoring Report – Six Monthly Progress Report</p> <p>Contact Officer: Mike Kealey</p>	<p>Requested 18 March 2013 meeting.</p>
<p>7 November 2013</p>		
<p><i>Draft Report 23 Oct</i></p>		
<p><i>Final Report 30 Oct</i></p>		
<p>8 or 20 January 2014 (Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p>Budget 2014/15 and Medium Term Financial Plan</p> <p>To scrutinise the Executive's proposals for the Budget 2012/13 and Medium Term Financial Plan.</p> <p>Contact Officer: John Harrison/Steven Pilsworth</p>	
<p>7 April 2014 <i>Draft Report 20 Mar</i> <i>Final Report 27 Mar</i></p>	<p>Annual Human Resources Monitoring Report</p> <p>To scrutinise the Annual HR Monitoring Report.</p> <p>Contact Officer: Mike Kealey</p>	

Meeting Date	Item	Progress
	<p>Corporate Complaints Annual Monitoring Report 2012/13</p> <p>To scrutinise the complaints monitoring report 2011/12 and identify any areas of concern.</p> <p>Contact Officer: Mark Sandhu/Belinda Evans</p>	

TO BE PROGRAMMED 2013/2014

Item	Comments
<p>One Planet Living (OPL) framework</p> <p>Contact Officer: Rachel Huxley, PECT/Charlotte Palmer</p> <p>ESCO – Update & Progress Report - John Harrison</p>	<p>When appropriate</p>
<p>Local Flood Risk Management Draft Strategy – Julia Chatterton</p> <p>Sustainable Growth Overview and Update</p>	<p>Will be ready for sept/nov</p> <p>To include Moy's End update.</p>
<p>Contact Officers: Contact Officer: Andrew Edwards/Simon Machen/Neil Darwin</p> <p>Overview of Environment Capital Programmes/Projects</p> <p>To receive an update on the Environment Capital Programmes and Projects currently in place.</p> <p>Contact Officer: Charlotte Palmer</p>	
<p>Affordable Housing Capital Funding Policy – Anne Keogh / Simon Machen</p>	<p>Requested at meeting on 20 March 2013. To come back to committee after review of Councils policy of funding schemes.</p>

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 10
12 JUNE 2013	Public Report

Report of the Solicitor to the Council

Report Author – Paulina Ford, Senior Governance Officer, Scrutiny

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

NOTICE OF INTENTION TO TAKE KEY DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Sustainable Growth and Environment Capital Scrutiny Committee outlining the content of the Notice of Intention to Take Key Decisions.

2. RECOMMENDATIONS

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

3. BACKGROUND

- 3.1 The latest version of the Notice of Intention to Take Key Decisions is attached at Appendix 1. The Notice contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can make. No new decisions have been taken.

- 3.2 The information in the Notice of Intention to Take Key Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.

- 3.3 If the Committee wished to examine any of the key decisions, consideration would need to be given as to how this could be accommodated within the work programme.

- 3.4 As the Notice is published fortnightly any version of the Notice published after dispatch of this agenda will be tabled at the meeting.

4. CONSULTATION

- 4.1 Details of any consultation on individual decisions are contained within the Notice of Intention to Take Key Decisions.

5. BACKGROUND DOCUMENTS

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

None

6. APPENDICES

Appendix 1 – Notice of Intention to Take Key Decisions

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PETERBOROUGH CITY COUNCIL'S NOTICE OF INTENTION TO TAKE KEY DECISIONS

PUBLISHED: 16 MAY 2013

APPENDIX 1

NOTICE OF INTENTION TO TAKE KEY DECISIONS

In the period commencing 28 days after the date of publication of this notice, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual cabinet member, the name of the cabinet member is shown against the decision, in addition to details of the councillor's portfolio. If the decision is to be taken by the Cabinet, it's members are as listed below:
Cllr Cereste (Leader); Cllr Lee (Deputy leader); Cllr Scott; Cllr Holdich; Cllr Hillier; Cllr Seaton; Cllr Fitzgerald; Cllr Dalton; Cllr Walsh.

This Notice should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis. Each new notice supersedes the previous notice and items may be carried over into forthcoming notices. Any questions on specific issues included on the Notice should be included on the form which appears at the back of the Notice and submitted to Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to alexander.daynes@peterborough.gov.uk or by telephone on 01733 452447.

Whilst the majority of the Executive's business at the meetings listed in this Notice will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies this is indicated in the list below. A formal notice of the intention to hold the meeting, or part of it, in private, will be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed (unless a notice of intention to hold the meeting in private has been given).

You are entitled to view any documents listed on the notice, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483), e-mail to alexander.daynes@peterborough.gov.uk or by telephone on 01733 452447. For each decision a public report will be available from the Governance Team one week before the decision is taken.

All decisions will be posted on the Council's website: www.peterborough.gov.uk/executive/decisions. If you wish to make comments or representations regarding the 'key decisions' outlined in this Notice, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this notice.

PREVIOUSLY ADVERTISED DECISIONS

KEY DECISION REQUIRED	DECISION MAKER	MEETING OPEN TO PUBLIC	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (IF ANY OTHER THAN PUBLIC REPORT)
<p>Moy's End Stand Demolition and Reconstruction - KEY/03APR/12</p> <p>Award of Contract for the Demolition of the Moy's End Stand and Reconstruction</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	N/A	<p>Sustainable Growth and Environment Capital</p>	<p>Internal and External Stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterboro.ugh.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11</p> <p>To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	N/A	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterboro.ugh.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

Rolling Select List - Independent Fostering Agencies - KEY/01 JUL/12 To approve the list for independent fostering agencies.	Councillor Sheila Scott OBE Cabinet Member for Children's Services	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborou.gh.gov.uk	It is not anticipated that there will be any further documents.
Clare Lodge Service Review Outcome - KEY/13NOV12/06 To approve the outcome of the service review of Clare Lodge Secure Unit.	Councillor Sheila Scott OBE Cabinet Member for Children's Services	N/A	Creating Opportunities and Tackling Inequalities	Internal and External Stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborou.gh.gov.uk	It is not anticipated that there will be any further documents.
Residential Approved Provider List - KEY/13NOV12/08 Create a compliant Approved Provider List for Residential units for children and young people.	Councillor Sheila Scott OBE Cabinet Member for Children's Services	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborou.gh.gov.uk	It is not anticipated that there will be any further documents.
Future of Children's Play Services - KEY/13NOV12/09 To determine the future of Play Services in the city	Councillor Sheila Scott OBE Cabinet Member for Children's Services	N/A	Creating Opportunities and Tackling Inequalities.	To be undertaken with key stakeholders.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborou.gh.gov.uk	It is not anticipated that there will be any further documents.

<p>Care and Repair Framework Agreement - KEY18DEC12/01 To approve a framework agreement and schedule of rates to deliver disabled facility grant work. specifically providing disabled access to toilet and washing facilities and associated work in domestic properties.</p>	<p>Councillor Peter Hiller Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>N/A</p>	<p>Strong and Supportive Communities</p>	<p>Relevant Internal Departments.</p>	<p>Russ Carr Care & Repair Manager Tel: 01733 863864 russ.carr@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Award of Contract for the 413 Bus Service - KEY27DEC12/01 Award of Contract for Route 413 (Maxey to City Centre) from 1 April 2013.</p>	<p>Councillor Peter Hiller Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>N/A</p>	<p>Sustainable Growth</p>	<p>Relevant internal departments and external stakeholders.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Environment Capital Action Plan - KEY24JAN13/02 Approve the Plan for public consultation.</p>	<p>Cabinet</p>	<p>YES</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Four week public consultation.</p>	<p>Charlotte Palmer Climate Change Team Manager charlotte.palmer@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Fletton Parkway Junction 17 to 2 improvement scheme - KEY24JAN13/07 To agree funding is brought forward between 2012 and 2015 in Medium Term Financial Strategy and the contract awarded for the works.</p>	<p>Councillor Peter Hiller, Councillor David Seaton Cabinet Member for Housing, Neighbourhoods and Planning, Cabinet Member for Resources</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

Sale of Craig Street Car Park - KEY/25MAR13/01 To approve the sale of land known as Craig Street Car Park.	Councillor David Seaton Cabinet Member for Resources	N/A	Sustainable Growth and Environment Capital	Relevant Internal and External Stakeholders and ward councillors.	David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Short Breaks Service - KEY/08APR13/01 Approval to award a contract for the provision of short break services for families with children and young people with disabilities.	Councillor Sheila Scott OBE Cabinet Member for Children's Services	N/A	Creating Opportunities and Tackling Inequalities	Relevant internal departments.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Peterborough Highway Services 2013-2023 - KEY/18APR13/01 To approve the preferred bidder and award the contract for Peterborough Highway Services.	Councillor Peter Hiller Cabinet Member for Housing, Neighbourhoods and Planning	N/A	Sustainable Growth and Environment Capital	Relevant Internal and External Stakeholders.	Andy Tatt Transport and Engineering Group Manager Tel: 01733 453469 andy.tatt@peterborough.gov.uk	It is not anticipated that there will be any further documents.
The Expansion of Gladstone Primary School onto the site of the Gladstone Community Centre - KEY/18APR13/02 Award of Contract for the Expansion of Gladstone Primary School on the site of the Gladstone Community Centre.	Councillor David Seaton, Councillor John Holdich OBE Cabinet Member for Education, Skills and University, Cabinet Member for Resources	N/A	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders, ward councillors and public.	Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk	It is not anticipated that there will be any further documents.

<p>Passenger Transport - Subsidised Service Provision - KEY/30MAY13/02 To decide on the level of subsidised services to be provided by Peterborough City Council from the 1st of October 2013 in line with the revised budget allocation.</p>	<p>Cabinet</p>	<p>Yes</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Cross-group working group.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Energy Performance Contract (EnPC) - KEY/30MAY/13/03 To award the contract for the provision of energy efficiency services for the council's property portfolio including Schools.</p>	<p>Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environment Capital</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant Internal Departments</p>	<p>John Harrison Executive Director-Strategic Resources Tel: 01733 452398 john.harrison@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>

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

Communications
Strategic Growth and Development Services
Legal and Governance Services
Policy and Research
Economic and Community Regeneration
HR Business Relations, Training & Development, Occupational Health & Reward & Policy

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

Finance
Internal Audit
Information Communications Technology (ICT)
Business Transformation
Strategic Improvement
Strategic Property
Waste
Customer Services
Business Support
Shared Transactional Services
Cultural Trust Client

CHILDREN'S SERVICES DEPARTMENT Bayard Place, Broadway, PE1 1FB

Safeguarding, Family & Communities
Education & Resources
Strategic Commissioning & Prevention

OPERATIONS DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

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

ADULT SOCIAL CARE Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Care Services Delivery (Assessment & Care Management; Integrated Learning Disability Services and HIV/AIDS; Regulated Services)
Strategic Commissioning (Mental Health & Integrated Learning Disability; Older People, Physical Disability & Sensory Impairment; Contracts, Procurement & Compliance)

Quality, Information and Performance (Performance & Information; Strategic Safeguarding; Business Support & Governance; Business Systems Improvement; Quality and Workforce Development)

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