

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE

**THURSDAY 11 JULY 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. Call In of any Cabinet, Cabinet Member or Key Officer Decisions

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

- | | |
|---|----------------|
| 4. Peterborough Serco Strategic Partnership Performance Report - 2012/2013 | 3 - 12 |
| 5. Environment Capital Update | 13 - 14 |
| 6. New Household Recycling Centre | 15 - 18 |
| 7. Energy from Waste Facility - Project Update | 19 - 22 |
| 8. Scrutiny In A Day: A Focus on Welfare Reform | 23 - 24 |



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

9. **Notice of Intention to Take Key Decisions** 25 - 38
10. **Work Programme 2013/2014** 39 - 42
11. **Date of Next Meeting**

Thursday, 5 September 2013

Committee Members:

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

Substitutes: Councillors: D McKean, L Forbes and C Ash

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

Emergency Evacuation Procedure – Outside Normal Office Hours

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

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 4
11 JULY 2013	Public Report

Report of Executive Director – Strategic Resources

Report Author – John Harrison, Executive Director – Strategic Resources
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REPORT ON THE PERFORMANCE OF THE SERCO PARTNERSHIP (2012/13)

1 PURPOSE

- 1.1 This report is submitted to Sustainable Growth and Environment Capital Scrutiny Committee to consider in line with 8.3 of Part 4, Section 9 (Scrutiny Procedure Rules) of the Council's constitution.
- 1.2 Under paragraph 8.1 of Part 4, Section 9 (Scrutiny Procedure Rules) of the constitution any Councillor may require that an item be placed on the agenda of a Scrutiny Committee.
- 1.3 The Chair of Sustainable Growth and Environment Capital Scrutiny Committee has requested this report be submitted.

2 RECOMMENDATION

- 2.1 Committee notes this interim report and that it will receive regular annual reports on the Peterborough – Serco Strategic Partnership (PSSP).

3 LINKS TO SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The PSSP 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

- 4.1 On 13 October 2011 Committee received a report on the procurement process, the outcome of the evaluation and award to Serco Limited of services formerly included in the Manor Drive Managed Service.

- 4.2 The PSSP went live on 28 November 2011 and included the following services:-

- Shared Transactional Services (e.g. Council tax, business rates, benefits, accounts payable and receivable, payroll and back-office parking);
- Customer Services;
- Strategic Property;
- Operational Procurement;
- Business Transformation and Strategic Improvement;

- Business Support; and
- Financial Systems Support.

5 PSSP – ANNUAL REPORT FOR 2012/13

5.1 The PSSP is structured in four areas namely

- Operations;
- Growth;
- Transformation; and
- Procurement.

5.2 **Operations** – contract performance has been good and there were no KPI failures in 2012/13. Since the last report, the Partnership has been focused on driving continuous improvement, preparing for strategic service improvements and continuing the change in culture.

5.2.1 Service delivery and improvements:

- A revised set of KPIs has been agreed and base lining information has been completed;
- Strategic partnership governance arrangements have been set up including reporting mechanisms;
- The Serco Operations Director has been appointed and now oversees the Serco operations with a management team of Heads of Service in the relevant business areas; and
- Process and procedures are in place that aligns to both PCC requirements and the Serco Management System.

5.2.2 Service Improvement Plans are in place for each service. Examples of these projects are:-

- The implementation of new technologies in Benefits to improve productivity and the customer experience. The eForms pilot has been successful and full deployment will commence in June 2013;
- Working with Experian to improve debt collection. In addition, Council tax collection performance data for 2012/13 has shown the best results for in 5 years;
- Developing the Customer Services service model to reduce handling times and improved first call resolution. The Customer Service Centre has achieved the prestigious Customer Service Excellence award for the fifth year a row.

5.3 **Growth** – One of the key objectives of the PSSP was to strive for continued growth. The Council remains committed to sharing the benefits of the forward-thinking and wide-ranging OJEU notice which allows for services to be carried out on behalf of other public sector bodies in partnership. The first year of the partnership has seen a focus on the improvement of existing services and internal business cases. The next year is likely to see the Council and Serco bidding together for a range of opportunities which could include commissioning and delivery of health and social care services.

5.4 **Transformation** – the business cases submitted in Serco's original bid have been reviewed and reassessed in this reporting period. The objective of these business cases remains to drive further efficiencies and cost savings for the Council. A comprehensive programme of activity has been agreed and significant progress made to deliver both service improvements and cost savings. The most recent example of these is to transform the way Adult Social Services procure services linked to the personalisation agenda.

5.5 **Procurement** – the PSSP contract requires Serco to commit to guaranteed savings on the overall Council procurement spend. A thorough review of all Council spend continues and savings in the reporting period progress to date to achieve the savings is outlined below. Serco are currently working on addressing this shortfall in the pipeline.

	Sum of 2012/13	Sum of 2013/14	Sum of 2014/15	Sum of TOTAL 10 yrs
Approved	372,209	330,274	179,018	1,130,492
Submitted	0	178,174	88,836	330,538
Pipeline	0	627,219	1,446,530	11,757,518
Savings still to be identified	823,242	1,094,571	821,345	6,947,758
	1,195,451	2,230,238	2,535,729	20,166,306

A recent example of this service is the rationalisation of the various Highways contracts with disparate suppliers into one contract with one single supplier. The Procurement of this service is close to completion with calls for tender planned for July 2013. Significant savings from this procurement process are anticipated.

6 PERFORMANCE DATA

6.1 The Operational Services Agreement (OSA) between the Council and Serco contains Key Performance Indicators (KPIs) and Performance Indicators (PIs) against which the service performance is measured.

6.2 As part of the Monitoring and Reporting Framework and under the OSA, Serco provides monthly reports to the Strategic Client Services team to demonstrate to the Council which performance levels are being achieved against all of the KPIs and PIs and also to highlight any trends in service performance. A sample of the dashboard of measures is at Appendix A and the governance structure is shown in Appendix B.

6.3 **Customer Services (CS)** - the annual performance for 2012/13 reported that all KPIs and PIs were met and exceeded. They also showed a significant improvement compared to the previous year.

- Work has continued in the Customer Service Centre (CSC) on creating the self service area for the on-line benefits claims ready for customer use in April;
- Work has commenced on upgrading the telephony system in the CSC. This will drive a number of benefits including greater call management control and PCI compliance. This project will include the replacement of a fragile and unsupported telephony switch; and
- CS staff played a central part in ensuring the 'Ready to Switch' campaign was successful.

Customer Service performance data for 2012/13 is as follows:

Measure	KPI	Actual to Jan 12	Variance	KPI	Actual to March 13	Variance
Customer Satisfaction	92%	93.6%	+1.6%	95%	96%	+1%
Percentage of calls answered	86%	89%	+3.0%	89%	90%	+1%
Percentage of face to face customers with an appointment seen within 30mins	95%	96%	+1.0%	95%	98%	+3%
Percentage of calls answered in 20 seconds	61%	60%	+1.0%	61%	63%	+2%
Average times to answer	27secs	27 secs	0%	27secs	23secs	+4 sec s
First call resolution	80%	80%	0%	83%	86%	+3%

6.4 Shared Transactional Services - Serco has carried out the following performance activities in Shared Transactional Services (Council Tax Collections, Benefits and Invoices):

- The Benefits service showed a significant increase in volumes due to the quadrupling of ATLAS cases (a new automated process from DWP). The backlog has been addressed with a dedicated team supplemented by additional Serco resources. This backlog was cleared on 31 March 2013;
- As part of the commitment to support Welfare Reform, Benefits Officers and now in situ at Bayard Place to assist customers;
- On-line claims and Risk Based Verification went live on 5 March 2013 with the first claim submitted 7 March 2013. Further roll out is planned and this will be fully implemented by the end of June 2013. The transformation aims to improve productivity and dramatically reduce the number of days it takes to assess a new claim. This new service has been received positively by claimants with social media compliments received in the first few days e.g. "Tweet-tastic – great to see PCC has joined the 21st Century!" (Via Twitter); and
- Council tax collection performance data for 2012/13 has shown the best results for in 5 years.
- Welfare reform has resulted in a larger number of people who were formerly in receipt of full benefits now having to pay Council Tax. The increase in numbers of customers has placed an initial strain on resources but action plans are in place to ensure that a full and responsive service is available.

6.4.1 Business Rates and Council Tax performance for 2012/13 is as follows (with a comparison to the last reporting period):below:

	08/09	09/10	10/11	11/12	12/13
NDR collection	96.90%	95.06%	96.31%	96.37%	97.15%
CTX collection	96.24%	96.06%	95.76%	95.73%	96.15%

6.4.2 Benefits performance (average number of days to process) for the last 5 years is shown in the table below:

	08/09	09/10	10/11	11/12	12/13
NI 181	18.82	13.52	18.54	28.75	29.28
new claims	31.22	23.33	35.18	48.51	46.62
changes	13.47	10.28	14.10	23.44	25.74

6.4.3 Invoice Payments - Performance information in relation to payment of Invoices is as follows::

Serco & PCC Performance combined	Target	11/12	12/13
Ensure all statutory Accounts Payable returns meet deadlines	100.0%	100.0%	100.0%
Percentage of invoices paid within 30 days of receipt BVPI8	97.00%	93.54%	93.63%

Serco only performance	Feb 13	Mar 13
Percentage of invoices paid within 30 days of receipt BVPI8	99.43%	99.49%

6.5 Business Services (BS) - Serco has carried out the following performance activities in Business Services:-

- Flexible resourcing continues to be in high demand areas across the service. BS also supported Children's Services throughout their recent Ofsted inspection;
- Work has been completed to renew staff parking permits for PCC, Serco and Vivacity. There were approx 900 permits issued. The permits were then distributed from both at Bayard Place where approx 750 permits were collected all in agreed timescales;
- A backlog in Child Protection minutes has now been cleared, however volumes of conferences remain high. Additional staff have been drafted in from other teams to support this increase;
- BS are working with Adult Social Care and the Serco Transformation Team to manage the transfer of circa 50 ASC staff from PCC to Serco as part of the Personalisation project; and
- Output based Service Provision Agreement arrangements have been discussed and agreed with the Council Heads of Service. These were applied as from 1 April 2013.

6.6 Strategic Property - Serco has carried out the following performance activities in Strategic Property services:-

- Ongoing management of approximately 30 capital projects;
- The Premises management team has worked on staff relocation and moves to enable good reductions. This has freed up space which will enable a review of leased properties to ensure savings are delivered;
- The implementation of process mapping and the production of Method Statements for all key activities have concluded;
- In line with the above, all Performance Measures have now been reviewed and have, for the most part, been aligned to the Method Statements. Other original Performance Measures have either been deleted or modified to reflect the needs of the partnership;
- Serco and Enterprise continue to meet with the objective to improve the end-to-end business process and to improve overall service delivery.

6.7 Procurement - Serco has carried out the following performance activities in Procurement.

- Serco has developed a Procurement savings governance group with PCC, including the extension of membership to include PCC legal services. The Serco savings tracker is distributed to Strategic Resources on a weekly basis;
- Serco and PCC have agreed the definition of non-compliance spend and the impact that this has on delivery; and
- The Highways Project stakeholders remain engaged, however there remain challenges related to affordability & change in focus regards what is in/out of scope out (e.g. Additional Services);

6.8 ICT - Serco has carried out the following performance activities

- A draft Architecture Roadmap has been completed and an initial review with client team which took place was well received. The PCC client team is reviewing an overarching ICT strategy to support the roadmap;
- The Members ICT support function continues to receive an excellent service. This was recognised at the Members Office Working Board;
- Procurement recovery plan has reduced the amount of outstanding calls and the backlog has now been cleared. Plans are in place to implement an Online Shop for procuring ICT;
- Following a power outage in January, plans are in place to review the current facilities to ensure they are fit for purpose and meet the needs of the business. Continuing work on this plans underway to design and implement final solution at the SunGard data centre. This was discussed at CMT and a comprehensive plan is being agreed with the Client team; and
- All performance measures were exceeded during this period;

Measure	KPI	Actual to Mar 13	Variance
Percentage of calls answered in 20 seconds	80%	81%	+1%
First call resolution	50%	71%	+21%
Network availability	99%	99%	0%
Percentage of incidents resolved on time	90%	99%	+9%
Percentage of service requests resolved on time	90%	98%	+8%
Customer Satisfaction	70%	91%	+21%

6.9 **Business Transformation and Strategic Improvement (BT&SI)** - Serco has carried out the following performance activities:-

- The support of the welfare reform initiatives through the Neighbourhood Window ensures a joined up approach with PCC, Serco and external stakeholders e.g. CAB, Age Concern etc. This complex subject area has been the attention of both national and local press and the wider stakeholder engagement has been successful. Age Concern said *“Age UK Peterborough welcomed the invitation to be consulted and be part of partnership working for this project. [The project Team have]..... been supportive and receptive throughout this process and has been a pleasure to work with”*;
- Contact has been made with the Local Enterprise Partnership to support the 2014-2020 EU structural funds regional strategy;
- BT&SI continue to lead and support the Welfare Reform changes necessary across Customer Services and Shared Transactional Service. The team have also project managed the E-claim forms solution and Risk Based Verification project; and
- The Annual Delivery Plan (ADP) has been developed to reflect the services to be delivered to PCC during their financial year 2013/14.

7 COMPLAINTS

7.1 The Strategic Client Team has not received any complaints about Serco’s delivery of the services since the strategic partnership commenced. .

7.2 The following complaints have been received regarding Shared Transactional Services & Customer Services during the 2012/ 2013 financial year:

Department	No.
Customer Services	49
Revenues and Benefits	92

7.3 The complaints about Customer Services relate to:-

- | | |
|--|----|
| • Not to standard | 2 |
| • Staff attitude/ conduct | 26 |
| • Breach of Confidentiality | 2 |
| • Delayed/ Failed Service | 17 |
| • Lack of/ Incorrect information about a service | 2 |

7.4 The Complaints related to Revenues and Benefits refer to:-

- Broken Promise/ appointment 5
- Staff attitude/ conduct 1
- Breach of Confidentiality 1
- Denial/ Withdrawal of service 2
- Delayed/ Failed Service 72
- Lack of/ Incorrect information about a service 2
- About Legislation 7
- Other 2

7.5 All of the Customer Service complaints were resolved at stage 1. Of the 92 Revenue & Benefit complaints, 84 were resolved at stage 1, five at stage 2 and three were escalated to the LGO.

8 PETERBOROUGH – SERCO – THE NEXT 12 MONTHS

8.1 In the next 12 months, Serco is working on the following:-

- continuing to develop the operational Service Improvement Plans to refine and advance services to both the Council and the residents of Peterborough;
- continue to deliver transformational change with agreed business cases in order to both improve services and lower costs to the Council; and
- continue to drive out savings via the strategic procurement function.

9 IMPLICATIONS

9.1 The partnership enables the Council to continue to provide efficient, economic and effective services through its strategic partner.

10 CONSULTATION

10.1 The Strategic Client Team continues to engage with stakeholders in relation to the services being provided.

11 EXPECTED OUTCOMES

11.1 The expected outcomes are set out in the report.

12 BACKGROUND DOCUMENTS:

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

- Operational Services Agreement with Serco Limited (parts of which are exempt)

13 APPENDICES:

Appendix A – Sample Performance Dashboard

Appendix B – Governance Structure

APPENDIX A

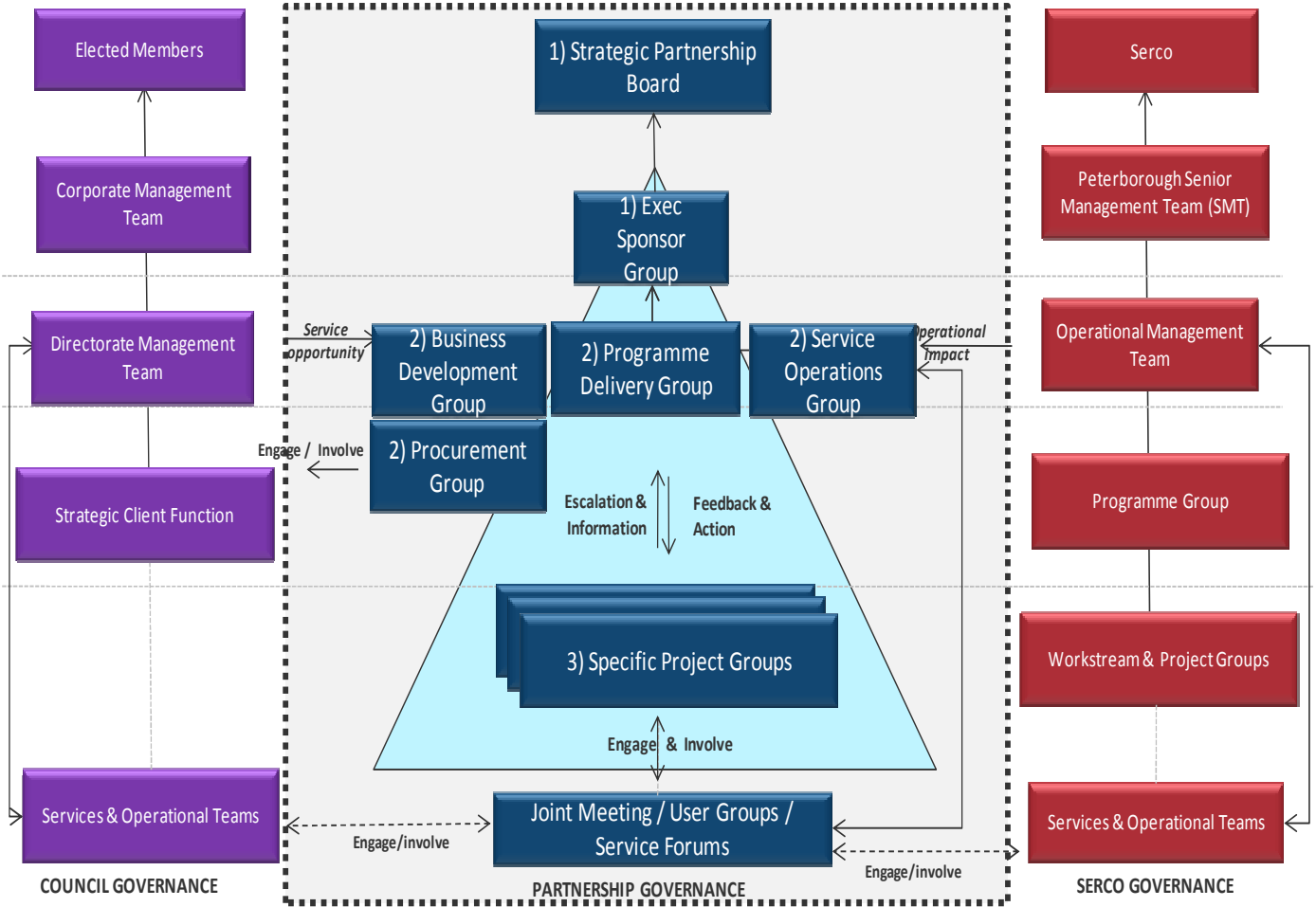
SAMPLE PERFORMANCE DASHBOARD

Service Performance	PM Type	PM Status - for Reporting Frequency
		KPI
	On Target	
	Below Target - Minor	
	Below Target - Medium	
	Below Target - Major	
	Below Target - Unacceptable	
	PI	Above Target
		On Target
		Below Target - Minor
		Below Target - Medium
		Below Target - Major
		Below Target - Unacceptable
TOTALS	KPIs and PIs On or Above Target	
	KPIs Below Target	
	PIs Below Target	
KPI Performance Deductions	Description	
	For Consideration	
	Waived	
	Taken (Before Monthly Cap Applied)	
	Waived (Amount over the Monthly Cap)	
Taken (After Monthly Cap Applied)		
Schedule 11 (Para 5)	KPI Rule	Description
	5.1	Failure to meet one or more KPIs where Performance Deductions apply
	5.2	Failure to meet one or more PIs
	5.3	Monthly Service Element Performance Deduction Cap Not Exceeded
	5.4.1	1st Incident of Failure of one or more KPIs in Monitoring Period
	5.4.2	2nd Incident of Failure of one or more KPIs in Monitoring Period
	5.4.3	3rd Incident of Failure of one or more KPIs in Monitoring Period
5.4.4	Clause 28 Triggered - Corrective Action Procedure	

APPENDIX B

GOVERNANCE STRUCTURE

This Appendix is referred to paragraph 6.1 of the report titled First Interim Report on the Performance of the Serco Partnership.



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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 5
11 JULY 2013	Public Report

Report of the Executive Director of

Contact Officer(s) – Charlotte Palmer. Climate Change Manager

Contact Details – charlotte.palmer@peterborough.gov.uk, 01733 453538

ENVIRONMENT CAPITAL UPDATE

1. PURPOSE

- 1.1 This report provides the Committee with an update on key elements of work associated with the delivery of the Environment Capital core priority.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to note the report and provide comments accordingly.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 This report directly contributes to the objectives and outcomes contained in the Sustainable Community Strategy and, in particular, the aspiration to ‘create the UK’s Environment Capital’.

4. BACKGROUND

- 4.1 An update detailing work relating to the city’s Environment Capital agenda was last presented to this group in July 2012. A significant amount of work has been undertaken since then, as follows:

- A detailed survey has been undertaken, with over 1600 responses, to ascertain citywide knowledge and recognition of Environment Capital. The survey showed that 85% of respondents agreed that taking action to improve the local environment is a key priority for the city. More information can be found at:
http://www.peterborough.gov.uk/news/latest_news/2013/january/the_citys_journey_to_creating.aspx
- The Environment Capital brand has been developed to ensure consistency and encourage use across different partner organisations.
- Confirmed a date for a 2013 Environment Capital citywide event, building on the success of the 2012 conference. This will be a workshop style event aimed at leaders from businesses, schools and the private and voluntary sectors across the city.
- Developed the draft Environment Capital Action Plan, due to progress through the democratic process from September.
- Contributed to the city’s success in securing £3m investment from the Technology Strategy Board for the Future City Demonstrator project. More information can be found at:
<http://www.peterboroughfuturecity.co.uk/>
- Shortlisted down to 1 of 12 cities to receive support from the Sustainable Food Cities Network. This will entail direct support to develop a local food strategy for the city.
- We have established the Sustainable Cities Network. This is a peer to peer knowledge share group that brings together cities from across the country including: London, Bristol, Brighton, Leicester, Middlesbrough, Newcastle, Glasgow and more.

This list is not intended to be comprehensive, but provide an overview of the work undertaken in the last 12 months. It is intended to discuss this in further detail, supported by further background information in presentation format at the meeting on 11 July 2013.

5. KEY ISSUES

- 5.1 Within the scope of this Committee's responsibilities, Members are asked to note the content of this report and the progress of Environment Capital work.

6. IMPLICATIONS

- 6.1 For the city to achieve its ambition of becoming the UK's Environment Capital, it must show a strong and evidenced track record of environmental achievement backed by a focus on addressing areas for improvement. This report provides documentation that will ensure Peterborough is able to direct its resources to the Environment Capital outcomes with a consistent and cohesive approach.

7. CONSULTATION

- 7.1 The Environment Capital documents outlined in this report have been subject to internal and partner consultation as part of their development.

8. NEXT STEPS

- 8.1 Feedback from the committee will help to inform the future of the Environment Capital ambition.

9. BACKGROUND DOCUMENTS

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

- 9.1 A presentation providing more information will be given at the meeting on 11 July 2013.

10. APPENDICES

- 10.1 N/A

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 6
11 JULY 2013	Public Report

Report of the Executive Director of Strategic Resources

Contact Officer(s) Paul Robertson

Contact Details paul.robertson@peterborough.gov.uk 01733 864 740

NEW HOUSEHOLD RECYCLING CENTRE LOCATED IN THE FORMER RSG BUILDING

1. PURPOSE

- 1.1 The aim of this report is to consult with the committee over the planned relocation of the Household Recycling Centre (HRC) from its current location next to the landfill site at Dogsthorpe to a new site in Fengate.

2. RECOMMENDATIONS

- 2.1 The committee support the proposal to relocate the HRC to the former RSG building in Fengate.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The management of Peterborough's waste and recycling is an important part of its aspiration to become the UK's Environment Capital.

The Council wishes to reduce to an absolute minimum the amount of waste it sends to landfill for the following reasons:

- Because it is environmentally unsustainable;
- To save taxpayers money: landfill costs are increasing sharply each year.

The proposed facility is larger than the existing site, giving the Council the potential opportunity of increasing the variety of materials that can be deposited at the site for recycling.

The existing office space also offers the opportunity of setting up a reuse 'shop' allowing local residents to benefit from low cost goods. This is not possible at the existing site, which is too small. This could work well with the existing WEEE Reuse shop in the RSG building, which sells refurbished and repaired electrical goods.

Building a replacement HRC should enable the Council to maintain, and possibly improve on, the following National Indicators: NI192 (Household waste recycled and composted) and NI193 (Municipal waste land filled).

4. BACKGROUND

- 4.1 In February 2007 Cabinet agreed to an integrated solution for waste management in Peterborough which included the provision of two household recycling centres serving the north and the south of the city.

- 4.2 In July 2011 Environment Capital Scrutiny Committee agreed that:-

1. In the best interests of the Council, the Environment Capital Scrutiny Committee itself now

provides robust and effective overview, scrutiny and monitoring of the Waste 2020 Programme given the stage the Programme has now reached; and

2. Members Waste and Recycling Task and Finish Group be disbanded in line with paragraph 18 of Part 4, Section 4 (Scrutiny Procedure Rules) of the constitution

4.3 The Cabinet Member Decision of August 2012 approved the following recommendation regarding the HRC *'To authorise the Executive Director – Strategic Resources to examine the feasibility of a new household recycling facility potentially located at the former RSG building in Fengate'*.

4.4 The lease on the existing site near Dogsthorpe expires on 31 October 2014.

4.5 Under Section 51 of the Environment Protection Act 1990 the Council has a Statutory obligation to provide a HRC for residents to deposit household waste.

5. KEY BENEFITS

5.1 The proposal offers a number of benefits:

Waste and recycling performance

- The size of the site offers the potential to increase the variety of materials collected for recycling.

Householder perception

- An improved design from the existing site should provide a tangible improvement in the recycling experience for householders, demonstrating the City Council's commitment to increasing recycling and becoming Environment Capital.

Operational

- The site is well located in Peterborough, allowing good access to residents.
- Non-recycled waste will be treated in the neighbouring Energy from Waste (EFW) facility from late 2015.

Planning considerations

- The land and building are already owned by the Council
- The site already has planning permission for a Materials Recycling Facility (MRF) and a Waste Transfer Station
- The Council is no longer building a new MRF in the RSG building, therefore the building is ideal for another waste use.
- The proposed site is allocated within the 'Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Development Plan' as a 'Waste Consultation Area'. The aim of a 'Waste Consultation Area' is to try and ensure that existing and allocated sites for waste management facilities are protected as far as practicable from development that would prejudice a waste management use

6. IMPLICATIONS

6.1 *Ward affected*

The proposed location in Fengate is in the East Ward.

Traffic movements

The proposed site is in a predominantly industrial area of Peterborough, with good transport

links to the centre of town and the Parkways. A full transport assessment is currently being carried out into the likely number of operational vehicles and cars that the HRC would attract.

Legal

- Moving the facility to the RSG building allows the Council to meet its Statutory Duty to provide a HRC when the lease expires on the existing site.

Property

- The RSG building is owned by the Council and therefore is utilising its own assets.

Procurement

- Cabinet Member Decision(s) will be required to approve the award of the construction of the facility and its operation (these will be Key Decision(s) as the cost would be over £500,000).

Financial

- The 2012/13 Budget and Medium–Term Financial Strategy Proposals Document from Cabinet (January 2012) has allocated £4,340,000 for a new HRC; however it is expected the cost will be lower than this as the land is already owned by the Council (around £1,000,000 was budgeted for land purchase costs).

Other

- Corporate Priorities: see section 3 above
- Environment Capital: see section 3 above
- Crime and Disorder: none
- Discrimination and equality: An Equality Impact Assessment will be required
- Human Resources: none
- ICT: none

7. CONSULTATION

- 7.1 Ward Councillors in the East Ward of Peterborough have been made aware of the proposal and will be consulted through the Cabinet Member Decision process.

Public consultation will need to take place as part of the planning application process

8. NEXT STEPS

- 8.1 A Cabinet Member Decision is required to approve the new location for the household recycling centre.

A planning application will be submitted for the proposed facility.

Cabinet Member Decision(s) will be required for the award of the contract to construct the HRC and also the contract to operate the site (both will be Key Decisions due to their value).

9. BACKGROUND DOCUMENTS

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

- 9.1
- Future of Waste Management in Peterborough - Waste 2020: Doing Nothing is Not An Option – 08/02/2007
 - July 2011 Report to the Environment Capital Scrutiny Committee
 - Minutes of a Meeting of the Environment Capital Scrutiny Committee Held on 14 July 2011

- Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Development Plan (Adopted 22 February 2012)
- Waste 2020 Programme: Energy from Waste Facility and Other Associated Works and Services - AUG12/CMDN/077 (Recommendation 8).
- Peterborough City Council Budget 2012/13
- Medium–Term Financial Strategy Proposals Document from Cabinet (January 2012)

10. APPENDICES

10.1 None

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 7
11 JULY 2013	Public Report

Report of the Executive Director of Strategic Resources

Contact Officer(s) Richard Pearn – Waste Client Manager
Contact Details richard.pearn@peterborough.gov.uk
(01733) 864739

ENERGY FROM WASTE FACILITY – PROJECT UPDATE

1. PURPOSE

- 1.1 The aim of this report is to update the Committee on the progress of the development of the Energy from Waste (EfW) Facility in Fengate.

2. RECOMMENDATIONS

- 2.1 The committee note the progress to date and the planned programme to handover the EfW facility to the Council in December 2015.
2.2 The committee to note that the facility will be operated by Viridor, following its handover to the Council, for a period of 30 years.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The management of Peterborough's waste and recycling is an important part of its aspiration to be the UK's Environment Capital.

The Council wishes to reduce to an absolute minimum the amount of waste it sends to landfill for the following reasons:

- Because it is environmentally unsustainably
- To save taxpayers money: landfill costs are increasing sharply each year

The proposed facility is an alternative to the landfill disposal of the significant proportion of waste remaining after recycling, composting and reuse, as well as being an important element in the generation of low carbon and renewable energy in the City.

Building an EfW Facility will allow a significant reduction in the amount of waste landfill by the City Council and will see a subsequent improvement in Environmental performance and National Indicator NI193 (Municipal waste land filled).

4. BACKGROUND

- 4.1 On 28 February 2007 Council resolved that there should be an integrated waste management solution for Peterborough as part of the waste management strategy, a commitment to recycle and compost 65% plus and that the infrastructure to deliver this would include an energy from waste facility which was capable of generating heat and power.

On 17 January 2008, the then Leader of the Council re-affirmed the resolution of Council referred to above and decided that the Council would procure the necessary services to enable the waste management infrastructure to be delivered and to implement a suitable delivery vehicle for integrating waste management in Peterborough.

On 31 December 2009, the Deputy Leader of the Council and then Cabinet Member for Environment Capital and Culture took an executive decision which, inter alia, included:-

- (a) three bidders would be invited to participate in competitive dialogue for Lot 1 (energy from waste facility) which in alphabetical order were Kier Limited, Shanks PLC and Viridor Waste Management Limited.
- (1) On 13 August 2012, the Cabinet Member for Resources, Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning took an executive decision which, inter alia, included: To identify the name of the preferred bidder for the energy from waste facility as Viridor Waste Management Limited which submitted the most economically advantageous tender;
 - (2) To agree that on expiry of the call-in period relating to this decision, Viridor Waste Management Limited be formally appointed as preferred bidder for the contract on suitable conditions to include award of the contract subject to:-
 - expiry of the Alcatel (standstill period);
 - satisfactory resolution of any outstanding matters and completion of a suite of legal documents applying to the contract;
 - (3) To grant a 33 year contract which includes a 3 year construction period and 30 year operating period;
 - (4) To authorise the Executive Director – Strategic Resources, in conjunction with the Solicitor to the Council, to determine any issues that may require resolution and to authorise any action to enable the suite of legal documents to be completed, to include finalising the business case referred to in the budget recommendation;

Notice to Proceed was issued to Viridor on 12 June 2013 in line with the delegations set out under point 4 above of the 13 August 2012 Cabinet Member Decision Notice.

The Deputy Leader has also held a number of presentations for all City Councillors both informally and at All Party Policy and Cabinet Forum meetings and circulated regular written briefings to all City Councillors.

5. KEY BENEFITS

5.1 The proposal offers a number of benefits:

- Reduce the amount of the Councils waste landfilled by circa 94% per annum
- Eliminate the Councils exposure to increasing landfill disposal charges, arising from the reducing space available in landfill sites as well as the increasing landfill tax charges
- Reduce the quantity of greenhouse gas emissions arising from the management of household waste by the equivalent of 10,000 tonnes, equal to removing around 2,800 Ford Mondeos from the road!
- The facility will become a significant generator of low carbon renewable energy, equivalent to the needs of some 15% of households in the City, although the power could itself go into the National Grid and therefore may be used elsewhere
- The facility will also be Combined Heat and Power (CHP) enabled from its construction which keeps open the opportunities to develop an area wide 'district' heating system subject to a separate feasibility assessment. Even without the investigation into CHP the facility will be one of the most efficient in the Country, even more so than some facilities many times its size treating considerably more waste.

6. IMPLICATIONS

6.1 *Ward affected*

The proposed location in Fengate impacts on East Ward.

Traffic movements

The site is in a predominantly industrial area of Peterborough, with good transport links to the centre of town and the Parkways. It is therefore an established route for heavy goods vehicles.

A full transport assessment was carried out during the planning application process into the likely number of operational vehicles and cars that the EfW would attract.

Legal

The development of this facility will allow the Council to continue to fulfil its statutory duty to arrange for the treatment of household waste arising within its administrative area, whilst avoiding landfill and limiting its exposure to cost.

Property

- The former Materials Recycling Facility (MRF) site is owned by the Council and therefore is utilising its own assets.

Procurement

The procurement was undertaken in line with European Union and United Kingdom procurement law under the competitive dialogue process. This process encourages innovative solutions from the private sector to challenges facing local government and allows the Council to discuss these proposed solutions during the period they are being developed.

Financial

- The contract not only significantly reduces the Council's exposure to uncertain future costs from landfill tax but also provides a significant amount of renewable energy that it may use or sell in support of its ESCo

Other

- Corporate Priorities: see section 3 above
- Environment Capital: see section 3 above
- Crime and Disorder: none
- Discrimination and equality: none
- Human Resources: none
- ICT: none

7. CONSULTATION

- 7.1 Ward Councillors in the East Ward of Peterborough have been made aware of the proposal and will continue to be engaged as the development moves into construction.

Public engagement will also continue through online and other media sources as well as through the establishment of a liaison group for the facility both through its construction and into its operation.

8. NEXT STEPS

- 8.1 Construction Programme.

- The existing facility will be cleared in preparation for the development of the EfW facility by end of August 2013, the following milestones are scheduled as follows:
- August 2013 – Place contract for building of the steam turbine
- September 2013 – Place order for materials and book construction schedule for boiler
- Due to the complicated nature of these items there is a considerable lead time in order to obtain a construction slot with a manufacturer and placement of an early order is key to project delivery.

- November 2013 – Begin excavation and construction of waste storage bunker
- Between November 2013 and early 2014 the site will be undergoing the most intensive phase where the foundations will be constructed alongside the steel framework upon which the key process components will be mounted.
- July 2014 – Boiler parts will arrive from manufacturers for assembly on site
- October 2014 – Steam turbine will be lifted into position and connected to services
- February 2015 – Building envelope closed
- During this key phase the various elements of the process equipment will be fitted into the building in preparation for the lengthy task that following of linking all the components together to form the completed machine.
- August 2015 – The process of 'Hot Commissioning' will commence including the burning of waste when initial tests are passed
- December 2015 – Acceptance certificate issued and following endurance tests facility is handed over to the Council
- This final stage of the construction programme will bring the actual building of the process equipment to a close and allow the detailed process of testing individual components to commence. As each system is tested individually and passed it can be linked to the wider process plant and the testing moves towards the testing of the subsystem all the way up to the complete facility.

Overview of Construction Phase.

- The contract is based on the stage payments model whereby the Council only makes a payment once a piece or stage of work has been completed to its satisfaction.
- The Authority has appointed an engineer AMEC Ltd who will support it through the construction and commissioning process to ensure it pays for works properly completed.
- Separately Viridor have appointed an Independent Certifier whose role will be to monitor the construction and commissioning process to act as an independent eyes and ears for Viridor, as well as being required to offer the same impartial advice to the City Council. Professional Indemnity Insurance is provided to both Viridor and the Council for advice offered in conjunction with this appointment.
- The contract has a number of enforcement provisions which encourage Viridor and its construction partners to ensure compliance with timetables for the necessary works. At this point in time the facility would be substantially completed and subject to any minor corrective actions, which would have to be agreed and completed by Viridor and its construction partners before final payments would be forthcoming from the Council.
- As part of the commissioning process the facility will be accepting the Councils waste for processing some time in advance of the formal handover to the Council and therefore waste will be diverted from landfill before the formal handover date in December 2015.

9. BACKGROUND DOCUMENTS

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

- 9.1
- Future of Waste Management in Peterborough - Waste 2020: Doing Nothing is Not An Option – FEB/28/2007
 - Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Development Plan (Adopted 22 February 2012)
 - Waste 2020 Programme: Energy from Waste Facility and Other Associated Works and Services - AUG12/CMDN/077.

10. APPENDICES

- 10.1 None

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 8
11 JULY 2013	Public Report

Report of the Head of Legal Services

Contact Officer(s) – Adrian Chapman, Head of Neighbourhood Services

Paulina Ford, Senior Governance Officer

Contact Details – Tel: 01733 863887

SCRUTINY IN A DAY: A FOCUS ON WELFARE REFORM

1. PURPOSE

- 1.1 This report sets out proposals to hold an intensive, cross-scrutiny committee event focussing on the impacts of welfare reform in order to understand and mitigate against the breadth of impact on individuals, families, communities and businesses.

2. RECOMMENDATIONS

- 2.1 That a one-day Welfare Reform Scrutiny Summit be held in late autumn or early winter 2013 to understand the impact of Welfare Reform across all scrutiny agendas, and make recommendations to mitigate those impacts.
- 2.2 That a cross-scrutiny committee working group be formed to work with officers to plan the event and to oversee the implementation of recommendations from the event after it is held.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The welfare reform programme will present both opportunities and risks for many aspects of our work, and each of the priorities set out in the Sustainable Community Strategy could be impacted upon by these changes.

4. BACKGROUND

- 4.1 The 2012 Welfare Reform Act is making the biggest change to the welfare benefits system since the 1940's. These changes will have a direct impact for most benefit claimants, which for some will be significant. There may also be a number of indirect and unintended consequences, some negative (such as overcrowding) and some positive (such as greater innovation leading to new employment schemes).
- 4.2 Between 2012 and 2017, a number of important changes will come into effect on a range of welfare benefits such as housing benefit, council tax benefit, tax credits, disability living allowance and incapacity benefit amongst others. Welfare Reform will affect people both in and out of work.
- 4.3 The Act will also see the introduction of Universal Credit, which aims to simplify the current benefits system by bringing together a range of separate benefit payments into one single streamlined payment process. A key feature of Universal Credit is that it aims to provide greater support to people looking for work and will ensure that people are better off by being in work.
- 4.4 Welfare Reform will have an impact in how the council and its partners deliver support, advice and services to the public. The council will need to work even closer with local partners across the public and civil society sectors, and with businesses in delivering the changes that Welfare

Reform brings. Key to the successful implementation of Welfare Reform will be ensuring that the council and local partners have an agreed strategy and understanding of the issues and how they can be addressed.

5. KEY ISSUES

- 5.1 Given the scale and impact that changes will bring each of the council's scrutiny committees / commissions will have a strong interest in understanding these impacts on their areas of work and in making recommendations to manage these impacts.
- 5.2 It is therefore proposed that a one-day Welfare Reform Scrutiny Summit be held in late autumn/early winter 2013 to allow all committees / commissions the chance to understand in-depth and scrutinise responses on this cross-cutting agenda. The summit would provide a chance to understand the Government's strategy on Welfare Reform, and how it affects Peterborough. It will also allow the committees to understand how Welfare Reform will impact individuals, families and communities from a range of different perspectives.
- 5.3 It is proposed that the event is organised in a similar way to a conference – a number of speakers presenting on the key aspects of the reform agenda and how it is impacting or may impact on residents and businesses, followed by more in-depth work focussing in on the issues pertinent to each committee / commission. The event would be supported by robust evidence as well as case studies.
- 5.4 To ensure this important event is as relevant and meaningful as possible, it is further proposed that representatives from each scrutiny committee / commission form a working group to plan the event and to oversee delivery of the recommendations that emerge from it.

6. IMPLICATIONS

- 6.1 Focussing on a single cross-cutting theme in this way will ensure that the council's response to the opportunities and challenges presented by welfare reform is completely joined-up and has the highest possible impact.

7. CONSULTATION

- 7.1 These proposals are being presented to each scrutiny committee / commission for discussion and debate.

8. NEXT STEPS

- 8.1 If the committees agree with the recommendations set out in this report, a small cross-committee working group will be established to work with officers to plan for the event.

9. BACKGROUND DOCUMENTS

- 9.1 None

10. APPENDICES

- 10.1 None

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 9
11 JULY 2013	Public Report

Report of the Head of Legal Services

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 take and any new key decisions to be taken after 25 July 2013.
- 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

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 Eisey; Cllr Fitzgerald; Cllr Holdich; Cllr North; Cllr Seaton; Cllr Scott; and 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/executivedecisions. 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.

KEY DECISIONS FROM 25 JULY 2013						
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)
A1260 Longthorpe Bridge Works - KEY/25JUL13/01 To award the contract for the works, via the Eastern Highways Alliance Framework; to carry out essential strengthening and improvement works to Longthorpe Bridge.	Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement	N/A	Sustainable Growth and Environment Capital	Ward councillors and relevant internal stakeholders.	Simon Machen Head of Planning, Transport and Engineering Services Tel: 01733 453475 simon.machen@peterborou gh.gov.uk	It is not anticipated that there will be any further documents.
The Expansion of Fulbridge Academy to four forms of entry - KEY/25JUL13/02 Award of Contract for the Expansion of Fulbridge Academy, including the approval of property, legal and	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.	Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborou h.gov.uk	It is not anticipated that there will be any further documents.

financial arrangements for various enabling agreements with third parties.								
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<p>Fletton Parkway Widening Jn17-2 - KEY/25JUL13/03 To award the contract for Site Supervision and Contract Administration.</p>	<p>Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Machen Head of Planning, Transport and Engineering Services Tel: 01733 453475 simon.machen@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>
<p>PREVIOUSLY ADVERTISED DECISIONS</p>						
<p>Moy's End Stand Demolition and Reconstruction - KEY/03APR/12 Award of Contract for the Demolition of the Moy's End Stand and Reconstruction</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>N/A</p>	<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@peterborough.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 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>N/A</p>	<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@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.										
Rolling Select List - Independent Fostering Agencies - KEY/01JUL/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@peterborough.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@peterborough.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@peterborough.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@peterborough.gov.uk	It is not anticipated that there will be any further documents.				
Care and Repair Framework Agreement - KEY/18DEC12/01 To approve a framework agreement and schedule of	Councillor Nigel North Cabinet Member for Environment Capital and	N/A	Strong and Supportive Communities	Relevant Internal Departments.	Russ Carr Care & Repair Manager Tel: 01733 863864 russ.carr@peterborough.gov.uk	It is not anticipated that there will be any further documents.				

rates to deliver disabled facility grant work. specifically providing disabled access to toilet and washing facilities and associated work in domestic properties.		Neighbourhoods							
Award of Contract for the 413 Bus Service - KEY/27DEC12/01 Award of Contract for Route 413 (Maxey to City Centre) from 1 April 2013.	N/A	Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement	Sustainable Growth and Environment Capital	Relevant internal departments and external stakeholders.	Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk	It is not anticipated that there will be any further documents.			
Environment Capital Action Plan - KEY/24JAN13/02 Approve the Plan for public consultation.	YES	Cabinet	Sustainable Growth and Environment Capital	Four week public consultation.	Charlotte Palmer Climate Change Team Manager charlotte.palmer@peterborough.gov.uk	It is not anticipated that there will be any further documents.			
Fletton Parkway Junction 17 to 2 improvement scheme - KEY/24JAN13/07 To agree funding is brought forward between 2012 and 2015 in Medium Term Financial Strategy and the	N/A	Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning,	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk	It is not anticipated that there will be any further documents.			

contract awarded for the works.	Housing, Economic Development and Business Engagement					
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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 Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement	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	Councillor John Holdich OBE, Cabinet Member for Education, Skills and University	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.

Primary School on the site of the Gladstone Community Centre.	Cabinet	Yes	Sustainable Growth and Environment Capital	Cross-group advisory group.	Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk	It is not anticipated that there will be any further documents.
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 1 st of October 2013 in line with the revised budget allocation.	Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement	N/A	Sustainable Growth and Environment Capital	Consultation has taken place with the Leader of the Council, the Chief Executive, Cabinet Member for Environment Capital and Neighbourhoods, the Peterborough DNA Delivery Team and approximately fifty partnership representatives at a workshop on 14 th May 2013.	Charlotte Palmer Climate Change Team Manager charlotte.palmer@peterborough.gov.uk	It is not anticipated that there will be any further documents
Future Cities Demonstrator - KEY/11 JUL 13/01 To re-affirm the council's commitment to delivering the 'Peterborough DNA' programme as set out in the submission to the Technology Strategy Board (TSB) which attracted the award of £3M to Peterborough City Council on the 31 March 2013.						

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)
Public Health

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)

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>Task and Finish Group approved.</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>Requested at 18 March 2013 meeting</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>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>	

Meeting Date	Item	Progress
	<p>Overview of Environment Capital Programmes/Projects To receive an update and comment on the Environment Capital Programmes and Projects currently in place. Contact Officer: Charlotte Palmer</p> <p>Household Recycling Centre To comment on the planned relocation of the Household Recycling Centre. Contact Officer: Paul Robertson</p> <p>Energy from Waste Update To receive an update and comment on the progress of the development of the Energy from Waste (EfW) Facility in Fengate.</p> <p>Contact Officer: Richard Pearn</p> <p>Scrutiny In A Day: A Focus on Welfare Reform To receive a report on a proposal for a Scrutiny in a Day review into the Impact of Welfare Reform.</p> <p>Contact Officer: Paulina Ford / Adrian Chapman</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 Contact Officer: Mike Kealey</p> <p>Enterprise Peterborough Partnership Key Performance Indicators Contact: Dominic Hudson</p> <p>Local Flood Risk Management Draft Strategy</p>	<p>Requested 18 March 2013 meeting.</p> <p>Requested at 12 June 2013 meeting</p>

Meeting Date	Item	Progress
	<p data-bbox="336 1350 368 1821">Contact Officer: Julia Chatterton</p> <p data-bbox="371 1339 403 1821">Environmental Capital Action Plan</p> <p data-bbox="507 1346 539 1821">Contact Officer: Charlotte Palmer</p>	
<p data-bbox="596 1872 628 2123">7 November 2013</p> <p data-bbox="668 1868 700 2123"><i>Draft Report 23 Oct</i></p> <p data-bbox="716 1868 748 2123"><i>Final Report 30 Oct</i></p>	<p data-bbox="601 1285 633 1821">Growth Strategy – Report on Progress</p> <p data-bbox="751 1099 783 1821">Contact Officers: Simon Machen / Andrew Edwards</p> <p data-bbox="804 1144 836 1821">Opportunity Peterborough – Report on Progress</p> <p data-bbox="903 1420 935 1821">Contact Officer: Neil Darwin</p>	
<p data-bbox="1043 1906 1075 2123">8 or 20 January 2014</p> <p data-bbox="1123 1890 1259 2123">(Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p data-bbox="1043 1137 1075 1821">Budget 2014/15 and Medium Term Financial Plan</p> <p data-bbox="1091 837 1155 1821">To scrutinise the Executive's proposals for the Budget 2012/13 and Medium Term Financial Plan.</p> <p data-bbox="1174 1137 1206 1821">Contact Officer: John Harrison/Steven Pilsworth</p>	

Meeting Date	Item	Progress
10 February 2014 <i>Draft Report 23 Jan</i> <i>Final Report 30 Jan</i>	Local Transport Plan Contact Officer: Mark Speed	
7 April 2014 <i>Draft Report 20 Mar</i> <i>Final Report 27 Mar</i>	Annual Human Resources Monitoring Report To scrutinise the Annual HR Monitoring Report. Contact Officer: Mike Kealey	
	Corporate Complaints Annual Monitoring Report 2012/13 To scrutinise the complaints monitoring report 2011/12 and identify any areas of concern. Contact Officer: Mark Sandhu/Belinda Evans	

TO BE PROGRAMMED 2013/2014

Item	Comments