

SCRUTINY COMMISSION FOR RURAL COMMUNITIES

MONDAY 17 NOVEMBER 2014
7.00 PM

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. **Apologies for Absence**
2. **Declaration 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 the Meeting Held on 20 October 2014** 3 - 6
4. **Scoping the Development of a Rural Strategy** 7 - 12
5. **Scrutiny in a Day - One Year On** 13 - 16
6. **Forward Plan of Executive Decisions** 17 - 34
7. **Work Programme** 35 - 36
8. **Date of the next Meeting**

12 January 2015

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<http://democracy.peterborough.gov.uk/documents/s21850/Protocol%20on%20the%20use%20of%20Recording.pdf>



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 Dania Castagliuolo on 01733 452347 as soon as possible.

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.

Committee Members:

Councillors: J Stokes (Chair), R Brown (Vice Chairman), D Sanders, E Murphy, D Harrington, J Okonkowski and J R Fox

Substitutes: Councillors: J Johnson, S Lane, B Rush and A Miners

Further information about this meeting can be obtained from Dania Castagliuolo on telephone 01733 452347 or by email – danica.castagliuolo@peterborough.gov.uk

**MINUTES OF A MEETING OF THE
SCRUTINY COMMISSION FOR RURAL COMMUNITIES
HELD IN THE
BOURGES & VIERSEN ROOMS, TOWN HALL, PETERBOROUGH
ON 20 OCTOBER 2014**

Present: Councillors Stokes (Chairman), Brown, Sanders, Harrington, Murphy, Okonkowski and S Lane.

Officers in Attendance: Belinda Child Head of Housing and Health Improvement
Dania Castagliuolo Governance Officer

1. Apologies for Absence

Apologies were received from Councillor John Fox. Councillor Lane was in attendance for Councillor John Fox.

2. Declarations of Interest and Whipping Declarations

Item 4 Parish Councils Roles, Responsibilities and Sustainability

Councillors declared that they were parish Councillors for the following Parish Councils:

- Councillor Brown – Eye Parish Council
- Councillor Harrington – Newborough Parish Council
- Councillor Stokes – Orton Waterville Parish Council
- Councillor Okonkowski – Orton Longueville Parish Council

3. Minutes of the Previous Meetings Held on 1 September 2014

The Minutes of the meeting held on 1 September 2014, were approved as an accurate record.

4. Parish Councils Roles, Responsibilities and Sustainability

The report was introduced by the Head of Housing and Health Improvement to provide Members with an overview of the roles and responsibilities of Parish Councils. The report highlighted the current opportunities open to Parish Councils which would support their viability and financial sustainability.

The following key points were also highlighted within the report:

A parish Council had the overall responsibility for the wellbeing of their local neighbourhood. Their work fell in to three main categories:

- Representing their local community
- Delivering services to meet local needs
- Striving to improve quality of life within the parish

A Parish Council could also provide, maintain or contribute to the following services:

- Allotments and leisure facilities
- Bus shelters and litter bins
- Car parks and local illuminations
- Community centres, parks and open spaces
- Community safety schemes planning
- Community transport schemes
- Public lavatories
- Crime reduction
- Street cleaning measures
- Cycle paths and street lighting
- Festivals and celebrations
- Tourism activities
- Traffic calming measures

The Community Capacity Team were currently working closely with Cambridgeshire and Peterborough Association of Local Councils (CAPALC) to promote the opportunity for additional local interest groups to explore the creation of new community or Parish Councils in their area. The following local groups had expressed an interest in exploring this opportunity:

- Paston
- Walton
- Stanground
- West Town, Westwood and Ravensthorpe
- Dogsthorpe
- Fletton and Woodston

The Commission was asked to note and support the range of current activities underway, as highlighted in the content of the report and to offer observations and further recommendations for how the council and its partners could actively ensure all was done to ensure their long term viability and sustainability.

Observations and questions were raised and discussed including:

- Members referred to page 7 of the report (4.2), where it stated Parish Councils were made up of "numbers of elected members" and commented that some parishes were made up of co-opted members only. *The Head of Housing and Health Improvement responded that that this was just the terminology used in the report and not all Parish Councils had elected Members.*
- Members commented that Parish Councils were keen to take on extra work from Peterborough City Council and expressed concern that Parish Councils would lose interest over time. *Members were advised that this would depend on Parish Councils and the community. The Community Capacity Team were available to support Parish Councils with this work.*
- Members were concerned with where funding would be sourced from, if no new developments had taken place in villages to enable them to receive Community Infrastructure Levy (CIL) funding. *Members were informed that if no new developments took place in a ward then there would be no CIL funding entitlement.*
- Members queried if neighbouring villages could join in with a development plan. *Members were advised that it was not possible to cross parishes, the CIL funding would be allocated to the parish which was having development.*
- Members expressed concern for the cross over between Parish Councils and City Councils, if urban areas were parished. *Members were advised that the best way to deal with this would be to work in partnership having cooperation and understanding.*

- Members queried how the Commission could involve Parish Councils in the development of the Rural Strategy. *Members were advised that it was up to the Commission how they would like to involve Parish Councils.*
- Members asked how many villages had Neighbourhood Plans in place. *Members were informed that there were not many, only Ailsworth.*
- Members commented that Parishes were not keen to produce Neighbourhood plans due to the constant change in criteria after they had applied a great deal of work in to a project. *Members were advised that Neighbourhood Plans were seen as evidence based because they included consultations with local residents.*
- Members commented that they felt very uncomfortable with some villages receiving 15% of CIL funding and some 25%.

ACTION AGREED

The Commission agreed for the Head of Housing and improvement:

- To seek a legal view and advise the Commission on what happened with CIL funding if villages reached their growth limit.
- To advise the Commission what the projected figure was for CIL funding.

RECOMMENDATION

The Commission recommended to the Director of Growth and Regeneration that indicative Community Infrastructure Levy (CIL) funding for villages was identified over the next five years, and that Parish Councils were assisted with developing Neighbourhood Plans.

5. Forward Plan of Key Decisions

The Commission received the latest version of the Council's Forward Plan of Key Decisions, which contained key decisions that the Leader of the Council anticipated the Cabinet or individual Cabinet Members would make during the course of the forthcoming month. Members were invited to comment on the Plan and, where appropriate, identify any relevant areas for inclusion in the Commission's work programme.

ACTION AGREED

The Commission noted the latest version of the Council's Forward Plan of Key Decision and requested further information on the following decisions:

- Libraries and Community Services.
- Section 75 Agreement with the Clinical Commissioning Group for the provision of a Joint Child Health and Wellbeing Commissioning Unit.
- Formalise integrated Community Equipment Service Funding and Commissioning Arrangements.
- Installation of solar voltaic panels (PV) to schools.
- Residential and Nursing Care Contracts.
- Fit to rent scheme.

6. Work Programme

Members considered the Commission's Work Programme for 2014/15 and discussed possible items for inclusion.

AGREED ACTION

Members noted the work programme and agreed for the Cabinet Member for Housing and planning Services, who now had a new responsibility for rural communities, to be invited to future meetings.

7. Date of the Next Meeting

The next meeting was scheduled for Monday 17 November 2014.

The meeting began at 7.00pm and ended at 7.35pm

CHAIRMAN

SCRUTINY COMMISSION FOR RURAL COMMUNITIES	Agenda Item No. 4
17 November 2014	Public Report

Report of the Community Capacity Manager

Contact Officer – Cate Harding
Contact Details – 01733 317497

SCOPING THE DEVELOPMENT OF A RURAL STRATEGY

1. PURPOSE

The Scrutiny Commission for Rural Communities is considering the development of a proposed Rural Strategy for Peterborough for the purpose of having a framework within which to highlight and support the strategic needs of rural communities across Peterborough. This report proposes a structure for this Strategy.

2. RECOMMENDATIONS

2.1 The Commission is recommended to:

- (i) debate the requirements for a Rural Strategy, noting other work already underway to support rural issues
- (ii) if a Rural Strategy is agreed, debate the content of this scoping report in order to agree the purpose, content and format of the proposed Rural Strategy
- (iii) consider how best to engage with the Parish Liaison Committee to explore how they may contribute to the development and then management of the Rural Strategy
- (iv) consider how they may support the activities currently underway in Peterborough that support rural communities
- (v) consider the resource requirements necessary to deliver against a new Rural Strategy, identifying any options to enhance existing resources where necessary

3. BACKGROUND

3.1 In response to the Commission's request, this scoping report sets out proposed contents for a new Rural Strategy for Peterborough.

3.2 The Rural Strategy would provide a strategic framework that ensures:

- issues, policies and programmes that affect rural communities are considered and adapted where necessary to best meet the needs of our rural communities
- any specific impacts that adversely or disproportionately affect rural communities are particularly considered and mitigated
- opportunities for rural-specific development or investment are identified and taken forward

- the needs of rural residents are considered and measures put in place to best support them as a result

3.3 It is proposed that the Rural Strategy contains the following key sections:

3.3.1 **Aims of Objectives**

This section will clearly articulate why the Strategy exists and what it will achieve. This will be unambiguous but ambitious, and will identify the communities affected by the Strategy and the agencies that will need to respond to it.

3.3.2 **A Sense of Place**

This section will provide a comprehensive description of rural communities in Peterborough, and it is suggested that we use the themes in the Sustainable Community Strategy to ensure completeness. These themes are:

- creating opportunities and tackling inequalities
- creating strong and supportive communities
- creating the UK's environment capital
- delivering substantial and truly sustainable growth

3.3.4 **Demographics and Performance Data**

This section will contain data and intelligence that helps to illustrate the make-up, fabric and issues within rural communities, and will complement the information from section 3.3.2.

3.3.5 **National, Regional and Local Drivers**

This section will provide an explanation of known legislation and policies that, at time of writing, impact on or support rural communities. This is important in order to understand any restrictions or limitations and how best to overcome them, but also to illustrate the art of the possible thus maintaining the ambitious nature of the Strategy.

3.3.6 **Current Activities Directly Linked to Supporting Rural Communities**

This section will provide an explanation of any existing rural-focussed programmes, projects and services. It will be important to understand the current levels of provision in order to identify gaps, duplication and effectiveness. It is suggested that this is completed via an audit of services and that the audit is conducted across all public and civil society¹ sector organisations.

As the content of both sections 3.3.5 and 3.3.6 is subject to change and variation, it will be essential to identify a method of ensuring currency of information at any time – it may therefore be necessary to produce these sections in the form of an action plan which is overseen by the suggested Rural Officer Group referred to in section 3.3.10.

3.3.7 **Common Themes**

This section will identify the common known and emerging strategic themes identified as a result of the Strategy's development. The Strategy will, in the main, need to be strategic and cross-cutting in nature, rather than focussed on any single community issue and this section will serve to identify these key themes. This section is amongst the most important as it will help define the work programme that supports the Strategy and will ensure we are focussing on the right issues.

¹ Civil Society describes organisations in the community, voluntary, faith, social enterprise and wider not-for profit sector (including social landlords)

3.3.8 Community Capacity

This section will discuss the nature and scope of community, including the capacity of residents and organisations to support the Strategy, community-specific issues or opportunities, and volunteering activity. This will help to identify additional resources as well as gaps, and again will help to focus our efforts more appropriately.

3.3.9 SWOT Analysis for Rural Communities

This section will contain a detailed analysis that will help us to understand the strengths weaknesses, opportunities and threats relating to rural communities and the policies and strategies that support them or that are proposed. The information can then be used to help shape and define the solutions and help to inform any investment or other resource issues (e.g. funding bids).

3.3.10 Governance and Accountability

This section will describe the governance arrangements to be implemented to ensure the Strategy is maintained and actions delivered. It is suggested that the Scrutiny Commission for Rural Communities maintains oversight of the Strategy, and that a Rural Officer Group be established to deliver against the agreed priorities and actions. Consideration needs to be given to the ways in which such an officer group as well as the Commission itself works with and supports the existing Parish Liaison Committee.

3.3.11 Action Plan or Work Programme

The final component of the Strategy will be the resulting work programme which will need to contain tangible, deliverable, ambitious and intelligence-led actions.

3.4 It is anticipated that, if agreed, the first draft of the new Rural Strategy will be presented to the Commission at its January meeting. In order to meet that deadline however, consideration should be given by the Commission to forming a short term working group to support officers and to help dynamically shape the production of the Strategy. In particular, it would be helpful for a working group to better understand the data intelligence and contextual information (sections 3.3.4, 3.3.5 and 3.3.6 refer) in order to inform the production of the remainder of the draft Strategy for debate in January 2015.

4. KEY ISSUES

4.1 To support a greater focus on working with, supporting and representing the needs of rural communities, the Cabinet have agreed to allocate special responsibility for rural issues to Cllr Peter Hiller, the Cabinet Member for Planning and Housing Services and Ward Councillor for Northborough Ward. Cllr Hiller will attend future meetings of the Commission upon invitation and whenever available, to contribute to and learn from the debates and discussions held.

4.2 To help inform the debate at the November Scrutiny Commission meeting, a short presentation will be delivered during the meeting covering some of the headline data and other intelligence information currently being researched.

4.3 In addition, it may be helpful for Commission members to have an understanding of the current activities and programmes underway in Peterborough that directly impact or support rural communities. These are summarised in figure 1 below.

Figure 1: Current activities and programmes relevant to rural communities

Activity / Programme	Description	Lead Organisations
Peterborough & Rutland Rural LEADER Programme (European funding bid)	Proposed Rural Development Plan to provide support for the economic, social and environment development in rural area	Opportunity Peterborough & Rutland County Council
Community Led Planning by Parish Councils	Supporting Parish Councils with Neighbourhood Planning, forward planning to evidence local priorities & inform budgeting	PCC Community Capacity Team, Parish Councils, Ward Councillors & CPALC
Community capacity building with parish councils	Assessing Social Capital and supporting Parish Councils to be able to meet needs of local community	PCC Community Capacity Team, Parish Councils, Ward Councillors & CPALC
Supporting voluntary youth clubs	Supporting the development and provision of volunteer-led youth provision in villages	Communities & Targeted Services – Locality Youth Teams
Community Budgeting	Devolving services / commissioning for delivering services differently	Communities and Targeted Services
Parish Liaison Committee	Quarterly forum / networking meetings for Parish Councils to meet. Informative, educational and interactive agenda items of common interest	PCC Community Capacity Team, Parish Councils, & CPALC
Peterborough Parishing Programme	Supporting local interest groups to explore the possibility of parishing	PCC Community Capacity Team, Parish Councils, Ward Councillors & CPALC
Community Infrastructure Levy (CIL)	New form of levy for development to be introduced from April 2015. Parish Councils to gain from 15% allocation of CIL from developments in their area	PCC Planning & Community Capacity Teams, Parish Councils, Ward Councillors
Local Area Co-ordination and Micro-Enterprises	Programme to strengthen communities and support vulnerable people	PCC Community Capacity Team
Engaging Parish Councils with Emergency Planning arrangements	Supporting Parish Councils to enhance their role with emergency planning in their area	Growth and Regeneration Team
Annual Parish Conference	Annual networking event	PCC Community Capacity Team, Parish Councils, Ward Councillors & CPALC

5. IMPLICATIONS

- 5.1 If the development of a Rural Strategy is agreed and the Strategy subsequently adopted by the Council, there may be service and resource implications across the Council and within some of our partner organisations. These will be identified and discussed further as part of the development of the Strategy.
- 5.2 However, the Commission should consider the financial and staffing resource implications of developing and delivering a new Rural Strategy. Consideration will need to be given to ways in which resources can be identified or freed up in order to ensure effective delivery.

6. CONSULTATION

- 6.1 To date the concept of the development of a Rural Strategy has not been consulted upon beyond the members of the Scrutiny Commission for Rural Communities. However, its development, if agreed, will need to be subject to widespread consultation to ensure completeness.

7. EXPECTED OUTCOMES

- 7.1 That the Commission endorses the development of a draft Rural Strategy for Peterborough, using the principles of co-production between officers and members, which will be presented back to the Commission at its January 2015 meeting.

8. NEXT STEPS

- 8.1 Subject to the recommendations in this report being agreed, work will be done to draft the Strategy between now and the January 2015 Commission meeting.

9. BACKGROUND DOCUMENTS

- 9.1 None.

10. APPENDICES

- 10.1 None.

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SCRUTINY COMMISSION FOR RURAL COMMUNITIES	Agenda Item No. 5
17 November 2014	Public Report

Report of the Executive Director of Communities and Targeted Services

Contact Officer(s) – Paulina Ford/Ian Phillips
Contact Details - 452508/863849

Scrutiny in a Day – one year on

1. PURPOSE

- 1.1 To update the Commission on proposals for reviewing the joint Scrutiny in a Day on the impacts of welfare reform.

2. RECOMMENDATIONS

- 2.1 To agree to hold a further joint scrutiny event on 9th January 2015 to review the progress made against the lines of enquiry developed at the Scrutiny in a Day event on the impacts of welfare reform.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The Welfare Benefit system has undergone significant changes over the last two years. Further changes to the benefit system will take place during the next year and likely into the new Parliament. The impacts of these changes may be considerable for some people both in and out of work.
- 3.2 The purpose of the joint scrutiny approach to this area will be to understand the impact to individuals and identify measures that the council can adopt to protect the most vulnerable people in our community.
- 3.3 There are links to improving health, education and skills, empowering communities, increasing economic activity and building community cohesion.

4. BACKGROUND

- 4.1 On 17th January 2014, each Scrutiny Committee and Commission agreed to participate in a ground-breaking ‘Scrutiny in a Day’ event, entitled ‘Understanding and Managing the Impacts of Welfare Reform on Communities in Peterborough’, to develop an in-depth understanding of the issues and opportunities and to scrutinise responses on this cross-cutting agenda. The event provided all scrutiny councillors and other participants with a chance to understand the Government’s strategy on Welfare Reform, and how it affects Peterborough.
- 4.2 As a result, a number of recommendations and lines of enquiry were developed – these are set out in annex A.

5. KEY ISSUES

- 5.1 Since the Scrutiny in a Day event, a number of work streams have been developed that can demonstrate the impact that the council is having to support vulnerable people. It is proposed that a follow up half day event is held on 9th January 2015 to review and update all Scrutiny Committees and Commissions on the lines of enquiry. The event will also be an opportunity for Scrutiny Committees and Commissions to develop any further lines of enquiry.

6. IMPLICATIONS

6.1 None

7. CONSULTATION

7.1 None

8. NEXT STEPS

8.1 A programme will be developed for 9th January 2015 and invites sent to all councillors to attend the event.

9. BACKGROUND DOCUMENTS

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

9.1 None

10. APPENDICES

Annex A attached – Recommendations and lines of enquiry

Annex A

Recommendations and Lines of Enquiry from each Scrutiny Committee or Commission

Four of the five Scrutiny Committees or Commissions produced a shortlist of key lines of enquiry or recommendations that those present felt they may want to focus on during the 2014/15 municipal year. These are set out as follows:

Creating Opportunities and Tackling Inequalities

1. To explore the impact of welfare reform on young people and their attainment in mainstream education.
2. To identify barriers to work and explore how early years provision, support and related services can help parents into employment.
3. To understand the impact and needs arising from welfare reform and ensure that initiatives such as Connecting Families can meet these needs.

Strong and Supportive Communities Scrutiny Committee

1. To explore the impact of the cessation of the Local Welfare Provision funding from Department of Work and Pensions and develop recommendations to Cabinet on how the Peterborough Community Assistance Scheme can be sustained.
2. To raise awareness of the ongoing reforms, the impacts and support available with communities, councillors and partners. Develop opportunities for sharing experiences caused by welfare reforms between communities, councillors and partners.
3. To explore opportunities of how investing in local community groups can help to prevent and tackle poverty.
4. To receive a report on the extent of gambling within the city and develop actions to mitigate the impact of gambling such as education, awareness raising and prevention.

Scrutiny Commission for Health Issues

1. To create an accessible, visible and customer-orientated access point for advice
2. To receive and scrutinise a report from Public Health on planned initiatives relating to healthy eating, food and nutrition along with the links to poverty and other lifestyle factors
3. When receiving the Public Health report above, to look at links between the nutrition and uptake of school meals and educational attainment.
4. To receive and scrutinise a report on the impact of poverty on public health and explore how investing in measures to tackle poverty can improve health outcomes.

Sustainable Growth and Environment Capital Scrutiny Committee

1. To consider the Council's response to gambling and to devise a holistic approach to combatting the economic threats posed by gambling and vice
2. To understand the role that the voluntary sector can play in helping the council to deliver its key objectives. To foster closer links into and between the voluntary sector and review how the Council can support this
3. To scrutinise the Affordable Housing Capital Strategy to enable the Committee to consider recommendations relating to social housing.

Scrutiny Commission for Rural Communities

As the remit of the Scrutiny Commission for Rural Communities is cross-cutting, members will

consider which of the recommendations and lines of enquiry above they wish to pursue alongside new suggestions that have emerged since the event.

SCRUTINY COMMISSION FOR RURAL COMMUNITIES	Agenda Item No. 6
17 NOVEMBER 2014	Public Report

Report of the Director of Governance

Report Author – dania Castagliuolo, Governance Officer

Contact Details – 01733 452347 or email danica.castagliuolo@peterborough.gov.uk

FORWARD PLAN OF EXECUTIVE DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Scrutiny Commission for Rural Communities outlining the content of the Forward Plan of Executive Decisions.

2. RECOMMENDATIONS

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

3. BACKGROUND

- 3.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The Forward Plan 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 28 November 2014.
- 3.2 The information in the Forward Plan of Executive Decisions provides the Commission 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 Commission 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 Forward Plan is published fortnightly any version of the Forward Plan 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 Forward Plan of Executive 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 – Forward Plan of Executive Decisions

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

PUBLISHED: 31 OCTOBER 2014

FORWARD PLAN

PART 1 – KEY DECISIONS

In the period commencing 28 days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below in **Part 1**. 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, this too is shown against the decision and its members are as listed below:
Cllr Cereste (Leader); Cllr Elsey; Cllr Fitzgerald; Cllr Hiller, Cllr Holdich (Deputy Leader); Cllr North; Cllr Seaton; Cllr Serluca and Cllr Scott.

This Plan should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis to reflect new key-decisions. Each new Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Gemma George, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268.

PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE

Whilst the majority of the Executive's business at the Cabinet meetings listed in this Plan 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, notice will be given within **Part 2** of this document, 'notice of intention to hold meeting in private'. A further formal notice of the intention to hold the meeting, or part of it, in private, will also 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).

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

For complete transparency relating to the work of the Executive, this Plan also includes an overview of non-key decisions to be taken by the Cabinet or individual Cabinet Members, these decisions are listed at **Part 3** and will be updated on a weekly basis.

You are entitled to view any documents listed on the Plan, 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 Gemma George, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268. 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 Plan, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this Plan.

PART 1 – FORWARD PLAN OF KEY DECISIONS

KEY DECISIONS FROM 28 NOVEMBER 2014

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER
<p>Budget Proposals – KEY/28NOV14/01 To recommend the first tranche of budget proposals to Council.</p>	<p>Councillor Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>December 2014</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant Internal and External Stakeholders</p>	<p>Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete.rborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

PREVIOUSLY ADVERTISED DECISIONS

<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 Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park. For Cabinet to consider future options for service delivery.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2014</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 documents other than the report and relevant appendices to be published.</p>
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KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER
<p>Care and Repair Framework Agreement - KEY/18DEC12/01 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 Nigel North Cabinet Member for Communities and Environment Capital</p>	<p>November 2014</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 documents other than the report and relevant appendices to be published.</p>
<p>Section 75 Agreement with the Clinical Commissioning Group (CCG) for the Provision of a Joint Child Health and Wellbeing Commissioning Unit - KEY/21FEB14/01 Authorisation for the entry into a statutory Section 75 Agreement, for an initial two year period, with the CCG for the provision of a borderline and Peterborough joint child health and wellbeing commissioning unit.</p>	<p>Councillor Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>November 2014</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Oliver Hayward Head of Business Management Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Sale of Greenwood House - KEY/21MAR14/02 Delivery of the Council's Capital Receipt Programme through the sale of Greenwood House, South Parade.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2014</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Webber Capital Projects Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>Sale of the Herlington Centre - KEY/21MAR14/03 Delivery of the Council's capital receipts programme through the sale of the Herlington Centre, Orton Malborne.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2014</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Webber Capital Projects Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Peterborough City Council Customer Strategy 2014 - KEY/21MAR14/06 To approve the Customer Strategy. The vision is to provide a range of high-quality services whilst maximising customer satisfaction and delivering these services through different channels at the lowest reasonable cost, whilst also reducing or diverting demand.</p>	<p>Cabinet</p>	<p>8 December 2014</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Ricky Fuller Head of Strategic Commissioning/Transformation Tel: 01733 452482 ricky.fuller@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Formalise Integrated Community Equipment Service Funding and Commissioning Arrangements - KEY/18APR14/01 To formalise integrated community equipment service joint funding arrangements.</p>	<p>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</p>	<p>November 2014</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Nick Blake Head of Commissioning for Older People, Physical Disabilities and Sensory Impairment Tel: 01733 452406 nick.blake@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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Award of Contract for Build of a Waste Transfer Station - KEY/18APR14/02 To award a contract for the build of a waste transfer station.	Councillor Gavin Elsey Cabinet Member for Street Scene, Waste Management and Communications	November 2014	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Award of Contract for Build of a Household Recycling Centre - KEY/18APR14/03 To award a contract for the build of a household recycling centre.	Councillor Gavin Elsey Cabinet Member for Street Scene, Waste Management and Communications	November 2014	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Print Managed Services - KEY/13JUN14/01 To enable Council officers to be able to print, copy and scan.	Councillor David Seaton Cabinet Member for Resources	November 2014	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Ricky Fuller Head of Strategic Commissioning/Transformation Tel: 01733 452482 ricky.fuller@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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Joint Venture Implementation - KEY/25JUL14/02 To approve the implementation of the Joint Venture.	Councillor Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement	November 2014	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Simon Machen Director of Growth and Regeneration Tel: 01733 453475 simon.machen@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
New Model for Transforming Day Opportunities for Adults Under 65 - KEY/25AUG14/02 To approve the proposed model for implementation.	Cabinet	November 2014	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Mubarak Darbar Head of Commissioning Learning Disabilities Tel: 01733 452509 mubarak.darbar@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Residential and Nursing Care Contracts - KEY/22AUG14/03 To seek approval for the award of contracts to providers of 24 hour residential and nursing care support.	Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care	November 2014	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Nick Blake Head of Commissioning for Older People, Physical Disabilities and Sensory Impairment Tel: 01733 452406 nick.blake@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p>Southfields Primary School Expansion - KEY/05SEP14/01 To authorise the construction of an extension to accommodate the expansion of Southfields Primary School.</p>	<p>Councillor John Holdich Cabinet Member for Education, Skills and University</p>	<p>November 2014</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Emma Everitt Project Support Officer Tel: 01733 863660 emma.everitt@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Renewable Energy and Energy Efficiency Scheme - KEY/05SEP14/03 Installation of Solar Photovoltaic (PV) Panels to PCC's Commercial Properties including industrial estates.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2014</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Steven Morris Client Property Manager Tel: 01733 384657 steven.morris@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Care and Repair Heating Framework Agreement – KEY19SEP14/01 To approve a framework agreement and schedule of rates to deliver Repairs Assistance grant work, specifically the installation of central heating systems in domestic properties.</p>	<p>Councillor Peter Hiller Cabinet Member for Planning and Housing Services</p>	<p>November 2014</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders</p>	<p>Russ Carr Care and Repair Manager Tel: 01733 863864 Russ.carr@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Fit to Rent Scheme – KEY/17OCT14/01 To improve standards and management of properties in the private rented sector.</p>	<p>Cabinet</p>	<p>8 December 2014</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders</p>	<p>Belinda Child Housing Strategic Manager Tel: 01733 863769 Belinda.child@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>Sale of Former London Road Allotments – KEY/17OCT14/03 To authorise the negotiation and conclusion of the sale of the former London Road Allotments, Peterborough.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2014</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders</p>	<p>David Gray Capital Projects Officer Tel: 01733 384531 David.gray@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Libraries and Community Services Review KEY/31OCT14/01 For Cabinet to consider future options for service delivery.</p>	<p>Cabinet</p>	<p>November 2014 19 January Lisa helin/ricky fuller</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.</p>	<p>Paul Stevenette Programme Manager Tel: 01733 452475 Paul.stevenette@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Future of Solar and Wind Projects – KEY/14NOV14/01 To approve the cessation of the solar/wind projects at Newborough Farm and Morris Fen and to consider the way forward in respect of America Farm.</p>	<p>Cabinet</p>	<p>November 2014</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>John Harrison Executive Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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A14 Cambridge to Huntingdon Improvements – KEY14/14NOV14/02 To approve the local funding arrangements for the improvement works.	Councillor Peter Hiller Cabinet Member for Planning and Housing Services	November 2014	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders	Mark Speed Transport and Infrastructure Commissioning Manager Tel: 01733 317471 Mark.speed@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Residential Care – KEY14/19NOV14/01 To authorise the Director of Adult Social Care to make residential placements.	Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care	November 2014	Strong and Supportive Communities	Relevant internal and external stakeholders	Rob Henchy Commissioning Manager Tel: 01733 452429 Rob.henchy@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE

KEY DECISIONS TO BE TAKEN IN PRIVATE

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
NONE AT THE CURRENT TIME						

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

NON-KEY DECISIONS						
<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
Homelessness Strategy To review and comment on the Homelessness Review and to agree the proposed Homelessness Strategy and recommend to Council for adoption.	Cabinet	November 2014	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Sean Evans Housing Needs Manager Tel: 01733 864083 Sean.evans@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Introduction of a Respite Care Policy for Adults To approve the introduction of a respite policy for adults who are eligible for social care services.	Councillor David Seaton Cabinet Member for Resources	October 2014	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Anti-Bribery Policy To approve the Anti-Bribery Policy	Councillor David Seaton Cabinet Member for Resources	October 2014	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
Personal Budgets in Peterborough To agree to adopt Peterborough's Personal Budget Policy Statement as part of the revised statutory duties that apply to the Council as part of the SEND reforms, under the Children and Families Act 2014.	Councillor John Holdich Cabinet Member for Education, Skills and University	October 2014	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Carrie Gamble Commissioner Tel: 01733 863931 Carrie.gamble@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Council Tax Benefit Consultation To agree the consultation on Council Tax Benefit.	Councillor David Seaton Cabinet Member for Resources	November 2014	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders	Steven Pilsworth Head of Corporate Finance Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Medium Term Financial Strategy 2015/16 to 2024/25	Cabinet	24 November 2014	Sustainable Growth and Environment Capital	Relevant Internal and External Stakeholders	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Post 16 Transport Policy To approve updates to the Post 16 Transport policy.	Councillor John Holdich Cabinet Member for Education, Skills and University	November 2014	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders	Sara Thompson Team Manager (Passenger Transport Operations) Tel: 01733 317452 Sarah.thompson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

DIRECTORATE RESPONSIBILITIES

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

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Corporate Property

Waste and Energy

Strategic Client Services (Enterprise Peterborough / Vivacity / SERCO including Customer Services, ICT and Business Support)

CHILDREN'S SERVICES DEPARTMENT Executive Director's Office at Bayard Place, Broadway, PE1 1FB

Safeguarding Family and Communities

Education

School Improvement

Special Educational Needs / Inclusion and the Pupil Referral Service

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

Care Services Delivery (Assessment and Care Management and Integrated Learning Disability Services)

Mental Health

Public Health (including Health Performance Management)

COMMUNITIES DEPARTMENT Director's Office at Bayard Place, Broadway, PE1 1FB

Strategic Commissioning

Safer Peterborough, Cohesion, Social Inclusion and Neighbourhood Management

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

Communications

Legal and Governance Services

HR Business Relations (Training and Development, Occupational Health and Reward and Policy)

Strategic Regulatory Services

Performance Management

GROWTH AND REGENERATION DEPARTMENT Director's Office Stuart House, St Johns Street, Peterborough, PE1 5DD

Strategic Growth and Development Services

Strategic Housing

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

Commercial Operations (Strategic Parking and Commercial CCTV, City Centre, Markets and Commercial Trading and Tourism)

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Meeting Date	Item	Progress
<p>7 July 2014</p> <p><i>Draft report 18 June</i> <i>Final report 25 June</i></p>	<p>Review of 2013/2014</p> <p>To review the work undertaken during 2013/14 and make any recommendations for future monitoring.</p> <p>Contact Officer: Dania Castagliuolo</p> <hr/> <p>Work Programme 2014-2015</p> <p>To discuss future items for the work programme for 2014-2015</p> <p>Contact Officer: Adrian Chapman</p>	
<p>1 September 2014</p> <p><i>Draft report 12 August</i> <i>Final report 19 Aug</i></p>	<p>Housing in Rural Communities</p> <ul style="list-style-type: none"> • Social Housing Providers • Council Planning Services <p>To scrutinise the effectiveness of the Council's Housing Strategy, social housing allocations policy and relevant planning policies with a view to enabling young people and families to remain living in the rural community;</p> <p>Contact Officer: Anne Keogh/Belinda Child</p>	
<p>20 October 2014</p> <p><i>Draft report 1 October</i> <i>Final report 8 October</i></p>	<p>Parish Councils Roles, Responsibilities and Sustainability</p> <p>Contact Officer: Cate Harding/Ian Dewar, PALC</p>	
<p>17 November 2014</p>	<p>Development of Rural Strategy</p>	

Meeting Date	Item	Progress
<i>Draft report 29 October Final report 5 November</i>	Contact Officer: Adrian Chapman	
12 January 2015 <i>Draft report 23 December Final report 30 December</i>	Development of Rural Strategy Contact Officer: Adrian Chapman	
January or February 2015 (Joint Meeting of the Scrutiny Committees and Commissions) T.B.C.	Budget 2015/16 and Medium Term Financial Plan To scrutinise the Executive's proposals for the Budget 2015/16 and Medium Term Financial Plan. Contact Officer: John Harrison/Steven Pilsworth	
16 March 2015 <i>Draft report 25 February Final report 4 March</i>	Development of Rural Strategy Contact Officer: Adrian Chapman	

Possible Items to be programmed in: