

**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY
COMMITTEE**

**THURSDAY 19 MARCH 2015
7.00 PM**

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. **Apologies for Absence**

2. **Declarations of Interest and Whipping Declarations**

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

3. **Minutes of the Meeting held on 14 January 2015**

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

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

5. **The Mobile Homes Act 2013 Fees Policy Consultation**

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6. **Review of the Consultation Results from Libraries and Community Centres**

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7. **City Market**

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8. **Forward Plan of Executive Decisions**

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

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Committee Members:

Councillors: N Khan (Chair), J R Fox (Vice Chairman), S Day, J Peach, Y Maqbool, Forbes and J Okonkowski

Substitutes: Councillors: B Saltmarsh, S Lane, M Jamil and P Thacker

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
STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE
HELD IN THE
BOURGES & VIERSEN ROOMS, TOWN HALL, PETERBOROUGH
ON
WEDNESDAY 14 JANUARY 2014**

Present: Councillors Khan (Chairman), J.R Fox (Vice Chairman) Harper, Peach, Maqbool, Forbes and Okonkowski

Officers in Attendance:

Robin Sissons	Head of Safer, Stronger, Supportive Communities
Adrian Chapman	Assistant Director of Communities and Targeted Services
Dania Castagliuolo	Democratic Services Officer

1. Apologies

Apologies for absence were received from Councillor Day. Councillor Harper attended as substitute.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest.

3. Minutes of the Meetings held on 15 October and 18 November 2014

The minutes of the meetings held on 15 October and 18 November 2014 were approved as accurate records.

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

There were no requests for Call-in to consider.

5. Safer Peterborough Partnership Plan Overview

The report was introduced by the Head of Safer, Stronger and Supportive Communities to provide the Committee with an overview of performance against the Safer Peterborough Partnership Plan. The summary was presented using colour indicators to demonstrate progress on the objectives set.

- Green signified performance and activity was on target
- Amber signified that there were some concerns or data which was not readily available.
- Red signified that more progress was required or that there were challenges to overcome.

The Safer Peterborough Partnership had agreed a Community Safety Plan for 2014 – 17. The delivery of this plan had been scrutinised by the Committee over the past year.

The Committee were asked to note and scrutinise the report.

Observations and questions were raised around the following areas:

- Members referred to page 25 of the report and requested that this table was explained further as it was difficult to interpret. *The Head of Safer, Stronger and Supportive Communities responded*

that this was just a snapshot of what was already shown in the report. The red lines signified that there was still work to be done on the subject and the green lines signified it was on target.

- *Members queried why in the main report only referred to issues with green or amber and on page 25 of the report there were red lines on the graph. Members were informed that this still signified that the issues were in green or amber, they were the same results but presented differently within the table on page 25.*
- *Members commented that race relations with regard to hate crime were generally very good and queried if the police had any measures in place for the possible tensions in the Afghan community. Members were advised that the Tension Monitoring Group were monitoring the situation. The group met on a daily basis and discussed issues at a local and international level. The group was well aware of this potential tension issue.*

At this point Councillor Harper declared that he was the Chairman of the planning committee and did not wish to take part in discussions on this case as it was currently going through the planning process. He left the room for the rest of this discussion.

- *The Assistant Director for Communities and Targeted Services assured the Committee that the Council had been preparing for increase in tensions. Updates were being received several times a day from the Community Cohesion Manager and officers were meeting regularly to update each other. The planning Officer would be briefing Councillors on the issues with planning and would be able to give them information on what planners could and could not do.*
- *Members queried whether the briefing with Councillors would also include information on the preventative measures the Council was taking. The Assistant Director for Communities and Targeted Services informed Members that that this information would also be included as the aim was to make sure people were reassured and confident.*

At this point Councillor Harper returned to the meeting.

- *Members referred to page 20 of the report under the heading Hate Crime, and queried why Hate Crime cases were referred directly to the Crown Prosecution Service (CPS). The Head of Safer, Stronger and Supportive Communities advised Members that the CPS made the decision on whether a prosecution would be carried out. Previously this decision would be made by the gate keeper and then referred to the CPS. This had changed to highlight the importance of Hate Crime.*
- *The Assistant director for Communities and Targeted Services added that Hate Crime was a concern to the Safer Peterborough Partnership. It was important that there was an increase in reporting of Hate Crime. Reporting of race and religious hate crime was happening, but there was concern for the reporting of disability and LGBT hate crime. It had been agreed that a new Hate Crime Officer role would be funded to work with the community to help build their confidence in reporting.*
- *Members were concerned that if people with learning difficulties lost their facilities in the city then they would hang around in places where they would become vulnerable to hate crime.*
- *Members commented that people needed to feel confident that if they did report Hate Crime then their report would be taken seriously and there would be an outcome. The Head of Safer, Stronger and Supportive Communities informed Members that once the crimes were reported then they would be categorised by the Victims Hub. Therefore, the most vulnerable people would receive a higher service through the Victims Hub referral.*
- *Members queried if Cyber Crime was being looked in to. Members were advised that the Constabulary had identified that Cyber Crime had become a big issue and there was now a Dark Web in operation where people could not be tracked by the police. This had been identified as a national issue where lots of work would be carried out to try to resolve the issue.*
- *Members queried whether there had been any reports of Cyber Crime in Peterborough and if there had been any prosecutions. Members were informed that there had been reports of Cyber Bullying and a lot of preventative work was being carried out on this issue. There had been reports on internet scams and the outcomes had been positive.*

ACTION AGREED

The Committee agreed for the Head of Safer, Stronger, and Supportive Communities to:

- Return in six months to provide an update on the progress made with Hate Crime.
- Produce a report at a future meeting on the progress made with Cyber Crime.

RECOMMENDATION

The Committee recommended to the Safer Peterborough Partnership that the issue of Cyber Crime was incorporated within the Safer Peterborough Partnership Plan 2015/2016.

6. Review of the Peterborough Communities and Safety Delivery Model

The Head of Safer, Stronger and Supportive Communities introduced the report to provide the Committee with an overview of the Communities and Safety Delivery Model.

The Committee were asked to scrutinise the content of the report and provide ideas which could further enhance the model.

Observations and questions were raised around the following areas:

- Members commented that they were very impressed with what they saw when they went to visit the Communities and Safety Delivery Model.
- Members commented that the Communities and Safety Delivery model offered some very good facilities such as the 'My Peterborough' App and queried what would happen in the event that graffiti was reported on private land. *The Head of Safer, Stronger and Supportive Communities responded that the police would engage with the owner of the property to have the graffiti removed. If the graffiti was of an offensive nature then it would be removed immediately. An advantage of the App was that the report was then backed up by results.*
- Members commented that Councillors were mostly unaware of issues in their wards and they needed to be kept up to date.
- Members expressed their concern with the extra work created with the model and queried how this was going to be sustained. *Members were advised that the Council was driving forward technology to try to prevent duplication of work. This would save time and resources.*
- Some Members commented that they had been experiencing problems with the 'My Peterborough' App.
- Members commented that if they did not know who was dealing with the issue they had reported through the App and they had no feedback then people would give up on reporting issues.

ACTION AGREED

The Committee agreed for the Assistant Director of Communities and Targeted Services to include a briefing in the next Members Bulletin on the My Peterborough App along with Officer contact details in case they experience any issues with the App.

7. Forward Plan of Executive Decisions

The Committee received the latest version of the Council's Forward Plan of Executive Decisions, containing 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 Committee's work programme.

ACTION AGREED

The Committee noted the Forward Plan of Executive Decisions and agreed to receive a briefing note on the following key decision:

- Fit to Rent Scheme

8. Work Programme

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

The Democratic Services Officer informed the Committee that the Scrutiny in a Day follow up event was currently provisionally booked in for the afternoon of 27 February 2015. Some Members had requested that, as the event will only be a three hour event, it be held in the evening.

AGREED ACTION

Members noted the work programme for 2014/2015 and agreed for the Scrutiny in a Day event to be held in the evening.

9. Date of the Next Meeting

The Chairman advised that the next date of the Meeting for Strong and Supportive Communities Scrutiny Committee was due to be held on Wednesday, 19 March 2015.

The meeting began at 7.00pm and ended at 8.30pm

CHAIRMAN

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 5
19 MARCH 2015	Public Report

Report of the Head of Housing and Health Improvement

Contact Officer – Belinda Child
Contact Details – 01733 863769

MOBILE HOMES ACT 2013 FEES POLICY CONSULTATION

1. PURPOSE

To provide the Committee with an opportunity to contribute to the consultation on the proposed Mobile Homes Act 2013 Fees Policy.

2. RECOMMENDATIONS

Members are asked to scrutinise the proposed Mobile Homes Act 2013 Fees Policy and make any observations or recommendations on the content of the proposed policy.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Providing affordable, warm, safe and secure housing is the cornerstone of a strong society. The Mobile Homes Act 2013 sets out the Council's powers to meet the aims of the act and its duties towards people living in park homes and caravans. The recommendations in this report will ensure the Government's intention to provide greater protection to occupiers of residential park homes and caravans is achieved.
- 3.2 Whilst this work cuts across the entire Sustainable Community Strategy, it is most closely aligned to the priority "creating opportunities, tackling inequalities."
- 3.3 This links to the Housing Strategy 2011-2015

4. BACKGROUND

- 4.1 The Mobile Homes Act 2013 came into effect on 1 April 2014 and has amended The Caravan Sites and Control of Development Act 1960, introducing a new licensing regime for all Mobile Home Parks. The Act introduces some important changes to the buying, selling or gifting of a park home and the pitch fee review process. For site licensing functions, the Act introduces additional powers for Local Authorities to ensure compliance with site licence conditions. The Council can also now charge a fee for these licensing functions, serve enforcement notices and oversee and publish any site rules relating to a site within the City of Peterborough. Currently there are 9 licensed park home sites in Peterborough, however, this policy will be relevant citywide.
- 4.2 The Mobile Homes Act 2013 was passed in order to mark the Government's commitment to giving better rights and protection to park home owners, whilst ensuring honest professional site owners can flourish. Peterborough City Council's proposed Fees Policy 2014 is intended to support the Government's Policy and the wider policies of the Housing and Health

Improvement team. The Fees Policy will enable the Council to better discharge its responsibility to protect the vulnerable across the City in line with corporate objectives.

5 MOBILE HOMES ACT 2013 PROPOSED FEES POLICY

5.1 Background

Under the Caravan Sites and Control of Development Act 1960 all residential park owners require a licence from the Local Authority to operate. Central Government considered the legislation to be ineffective and outdated. The changes introduced by The Mobile Homes Act 2013 provide for local authorities to charge fees for their licensing function in respect of “relevant protected sites” and to provide local authorities with procedures and penalties for enforcement of site licence conditions on residential parks. The fees policy for consideration has been written with these principles in mind. It should be stressed that Peterborough City Council will always prefer to work *with* park owners, however where park owners refuse to co-operate Peterborough City Council will be able to use these new enforcement powers where necessary to ensure that bad practice does not prevail.

5.2 Relevant Protected Site

A relevant protected site is defined in the Act as any land to be used as a caravan site with planning consent. This does not include a site where a licence is either granted for holiday use, or has conditions e.g. via planning which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the year.

Relevant protected sites to which the legislation applies are typically known as residential parks, mobile home parks and Gypsy Roma and Traveller sites. Sites which do not fall within the definition of ‘relevant protected sites’ are still subject to the licensing requirements contained within the Caravan Sites and Control of Development Act 1960 (as amended) (CSCDA60), but the provisions relating to payment of fees do not apply.

Before a local authority can charge a fee, the Mobile Homes Act 2013 specifies that a fees policy is prepared and published. When fixing a fee the local authority must act in accordance with their fees’ policy, may fix different fees in different cases and may determine that no fee is required in some cases.

5.3 Proposed Licence Fees

An application for a licence must be accompanied by a fee. The fee is to be set locally by each local authority on a cost recovery basis having had due regard to the guidance from the Home Office which was published in February 2014. The basis of fees must be published with a fees policy. In calculating its fee option Officers could calculate annual and new fees by using one of the three following options:

Option 1 - a fee per pitch (a fee based on the total cost to the local authority carrying out its annual licensing function for all sites, divided by the total number of units over all the sites which will give a price per unit),

Option 2 - a fee based on site size bandings, or

Option 3 – a fee based on a risk rating that takes into account the size of a site, the level of compliance on a site and confidence in management.

The fee for granting of a new site licence and the annual fee in the draft policy has been determined by using option 2 as it is considered to offer the most transparency and fairness

to both residents and site owners. The fee is set proportionately and reflects the time spent in processing the licence, which increases due to the number of pitches on site.

The following fees are proposed:

Application to grant a new Site Licence: Number of pitches	Fee
4-49	£390.00
50 - 99	£495.00
100-149	£710.00

Application for Annual Site Licence Number of pitches	Fee
4-49	£190.00
50 - 99	£315.00
100-149	£440.00

- Application for transfer is £110.00
- Deposit of site rules is £55.00
- Application for amendment of up to two site licence conditions is £65.00
- Where significant amendments to the site licence conditions are requested this is likely to involve a site visit so the fee for this licensing activity will increase to :

Number of pitches	Fee
4-49	£125.00
50 - 99	£170.00
100-149	£210.00

Any fees charged must fairly cover the costs incurred by a local authority under its functions in Part 1 of the Act and not include costs of enforcement action. They must be reasonable and transparent and whilst different fees can apply to different types of cases, there must be consistency in the fee structure and its application. Fees must not be set to make a profit and fees will need to be reviewed annually.

An Equality Impact Assessment will be completed as part of the public consultation process.

5.4 Exemption of certain relevant protected sites

The Act allows the Local Authority to exempt certain sites from charging for licensing functions. Officers of Peterborough City Council felt it appropriate, in line with good practice established by Local Authorities, to propose to make the following additional exemptions:

- Sites that are not relevant protected sites
- Sites with 3 units or less - they are low risk, they tend to be family run sites which are not run as a business, they are rarely, if ever, the subject of complaints and the cost of inspection is outweighed by the cost of administering any charges
- Sites for the Site owner and their family (does not include sites that are run for financial gain)

These categories of site are proposed to be exempt from the annual licensing fee as the Council do not intend to carry out annual inspections of these sites. However, any complaints would be dealt with as appropriate.

6. IMPLICATIONS

If we do not consult on the proposed document the Council will not have the power to implement the Fees Policy and the ability to charge for inspections and licences, and therefore will not have ensured that the Government's intention to provide greater protection to occupiers of residential park homes and caravans is achieved.

7. CONSULTATION

A public consultation is being held over a period of eight weeks. All interested parties are being invited to participate in the consultation. Consultation will take place by way of letter, email, telephone and public events.

8. NEXT STEPS

Comments and recommendations made by the Scrutiny Committee members will be considered as part of the public consultation process.

9. BACKGROUND DOCUMENTS

- The Caravan Sites and Control of Development Act 1960 as amended (CSCDA60)
- Mobile Homes Act 2013
- Mobile Homes (Site Licensing) (England) Regulations 2014.
- DCLG Guidance on Site Licensing Fee Setting – February 2014
- DCLG Guidance on Definition of relevant protected sites – January 2014
- Regulators Compliance Code

10. APPENDICES

Draft Fees Policy

PETERBOROUGH



**Draft Fees Policy
Licensing of
Residential Park Homes Sites
Consultation Document - ** 2015**

Contents

- 1. INTRODUCTION**
- 2. RELEVANT PROTECTED SITE**
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- 7. APPLICATION FOR A NEW SITE LICENCE**
- 8. TRANSFER/AMENDMENT OF EXISTING SITE LICENCE**
- 9. ANNUAL FEES FOR EXISTING SITE LICENCES**
- 10. CONDITIONS**
- 11. SITES EXEMPTED FROM ANNUAL LICENSING FEES**
- 12. CHARGING ARRANGEMENTS**
- 13. OTHER CHARGES**

APPENDIX 1 - Activities that the Council can include when calculating its fee for the grant or transfer of a licence.

APPENDIX 2 - Activities that the Council can include when calculating its annual fee.

1. INTRODUCTION

Peterborough City Council has granted Caravan site licences under The Caravan sites and Control of Development Act 1960 (as amended) for sites that have valid planning permission.

The Caravan sites and Control of Development Act 1960 (CSCDA) has now been amended by the Mobile Homes Act 2013 (MHA). The MHA 2013 was introduced to provide greater protection to occupiers of residential caravans and mobile homes.

The MHA 2013 has introduced some important changes to park home site licensing. The Act authorises Local Authorities to issue licences in respect of “relevant protected sites” and to require applications for such licences to be accompanied by a fee. Fees may also be charged for applications to transfer sites licences or to change the conditions in site licences. Peterborough city Council can also charge a fee to serve enforcement notices and publish any site rules relating to a site. There is an expectation that Councils will inspect sites annually and use the additional powers to ensure compliance with site licence conditions.

The Fee generated by the MHA 2013 is not designed to include investigation of harassment or matters not related to the site licence, these matters should be dealt with via Residents Associations or other appropriate channels.

2. RELEVANT PROTECTED SITE

The changes introduced by the MHA 2013 for site licensing came into force on 1 April 2014. These include powers for local authorities to charge fees for their licensing functions in respect of “relevant protected site”. A relevant protected site is defined in the act as any land to be used as a caravan site other than one where the application for a licence is:

- For holiday use only, or
- In any other way subject to restrictions or conditions which limit the times of the year when the site may be used for stationing caravans for human habitation (e.g. planning conditions)

Sites which do not fall within the definition of ‘relevant protected sites’ are still subject to the licensing requirements contained with the CSCDA60, but the provisions relating to payment of annual fees do not apply. A relevant protected site does not include sites that are owned by the local authority.

Relevant protected sites to which the legislation applies are typically known as Residential Parks, Mobile Home Parks and Gypsy Roma and Travellers sites.

3. THE LICENCE FEE STRUCTURE

In setting its draft fees policy and the fees to be charged Peterborough City Council has calculated its fees in accordance to the Guide for Local Authorities on Setting Site Licensing Fees issued by the Department for Communities and Local Government. In determining those fees, Peterborough City Council has taken into account all

administrative costs incurred in the licensing process, officer visits to sites, travel costs, consultations, meetings, monitoring of sites/investigation of complaints and the giving of informal advice.

The fees determined are set out in this policy.

The fee structure adopted by Peterborough City Council is based upon

- *a fee based upon size banding*

The fees set out in this policy cover the period 1 April 2015 to 31 March 2016 – pro rata for the current year.

Under the new Act a fee can be charged for:

- Applications to grant a new licence
- Applications to transfer or amend an existing licence
- Annual licensing fees for administering and monitoring existing sites licences
- Deposit of Site Rules

This policy details the fees to be charged for all these licensing functions.

4. REVIEW OF THE LICENCE FEE STRUCTURE

A review of the fee structure will be carried out annually and it will be revised if necessary. Any adjustments will take into account variations in officer and administration time to those used in calculating the fees set out in this policy document, along with any changes to other costs incurred in providing the licensing function.

Any surpluses/deficits for the previous year will be taken into account when fixing the fees for the following year.

In setting annual fees each year the council will inform the site owner of the extent to which they have had regard to any surpluses/ deficits from the previous year and will confirm to the site owner the annual fee for the forthcoming year.

5. PUBLISHING THE FEE POLICY

The fees policy for licensing of residential park home sites will be published on the Peterborough City Council's website:

[insert link to consultation page](#)

If the council revises its fees policy, it will replace the published policy with the revised policy. The policy will also be available to view during normal office hours from Housing Enforcement Team, 4th Floor, Bayard Place, Broadway, Peterborough, PE1 1HZ.

6. PAYMENT OF FEES

The council requires application fees for a new site licence, for amending a site licence or for transferring a site licence to accompany the application. The council will not commence the application process until such time as the fee is received.

Application fees are not refundable if the application is not approved.

Annual fees will become due on *(insert date)* each year. The request for payment will be accompanied by information detailing what matters the council took into account in fixing the annual fee and the extent to which it had regard to deficits and surpluses from the previous year.

Where a fee becomes overdue for payment, the council may apply to a residential property tribunal for an order requiring the licence holder to pay the council the amount due by the date specified in the order. If the licence holder has still not paid the fee within three months from the date specified in the order, the council may apply to the tribunal for an order revoking the site licence.

7. APPLICATION FOR A NEW SITE LICENCE

All sites (subject to exemption in the CSCDA60) require a site licence to operate; failure to apply for a licence is an offence under section 1(2) of CSCDA60. The Council may only issue a licence for a site with a valid and correct planning permission for the use. Any application made before the planning status has been awarded must be processed within six weeks of the planning decision. Sites which already have planning permission in place must be processed with two months of the licence application. Appendix 1 sets out the activities that the Council can include when calculating its fee for the grant of a new site licence or transfer of a licence.

The fee for a new site licence is currently:

Number of pitches	Fee
4-49	£390.00
50 - 99	£495.00
100-149	£710.00

8. TRANSFER/AMENDMENT OF EXISTING SITE LICENCE

Where a licence holder wishes to transfer the licence an application must be made to the Council for which a fee is payable. The fee must accompany the application to transfer the licence. Appendix 1 sets out the activities that the Council can include when calculating its fee for the grant of a new site licence or transfer of a licence. Similarly, where a site owner requires an amendment to site licence conditions the Council can charge a fee for this function.

Applications can be made by licence holders to vary or cancel conditions, the fee is payable at the application stage. If the council deem it necessary to alter conditions there will no fee payable.

- The fee for an application for transfer is £110.00
- Fees payable for the deposit of site rules is £55.00
- The fee for amendment of up to two site licence conditions is £65.00

Where significant amendments to the site licence conditions are requested this is likely to involve a site visit so the fee for this licensing activity will increase to:

Number of pitches	Fee
4-49	£125.00
50 - 99	£170.00
100-149	£210.00

9. ANNUAL FEES FOR EXISTING SITE LICENCES

All “relevant protected sites” must pay an annual fee to Peterborough City Council (subject to any exemptions stated in this policy). The fee is due on 1st April 2015 and annually thereafter. Appendix 2 sets out matters to be taken into consideration when setting an annual fee.

The annual fee cover the costs associated with administration, an annual site inspection to ensure compliance with the site licence conditions and a revisit to ensure compliance with any outstanding works required. If there is a breach in site licence condition at the point of the revisit further charges may become payable to cover the cost of any enforcement action which may be taken. Enforcement costs are detailed below. The DCLG guidance for fee setting offers a variety of suggested options for local authorities in calculating an annual fee;

Option1 – per pitch (A fee based on the total cost to the local authority carrying out its annual licensing function for all sites, divided by the total number of units over all the sites which will give a price per unit)

Option 2 -fee based on site size bandings.

Option 3 – fee based on a risk rating that takes into account the size of the site; the level of compliance on the site and confidence in management.

Option 2 has been adopted by Peterborough City Council as it consider the offer the most transparency and fairness to both residents and site owners and the annual fee is as below:

Number of pitches	Fee
4-49	£190.00
50 - 99	£315.00
100-149	£440.00

Charges for the first year (2014/2015) have been based on average estimates. Fees will be assessed each year to determine accuracy as part of the Council’s annual fees and charges setting process.

10. CONDITIONS

The conditions on the existing site licence will remain the same until the Council deem they are out-dated or incorrect and then a review will take place or unless an application is made to amend conditions on the licence by the site owner.

11. SITES EXEMPTED FROM ANNUAL LICENSING FEES

The power for Local Authorities to charge an annual fee for their licensing function was introduced by the MHA 2013 in respect of “Relevant Protected Sites”. A “Relevant Protected Site” is defined in the act as any land to be used as a caravan site with planning consent, other than one where a licence is;

- Granted to holiday use
- In any way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the year

Peterborough City Council felt appropriate to make the following additional exemptions:

- Sites that are not relevant protected sites
- Sites with 3 units or less - they are low risk, they tend to be family run sites which are not run as a business, they are rarely, if ever, the subject of complaints and the cost of inspection is outweighed by the cost of administering any charges.
- Sites for the Site owner and their family (does not include sites that are run for financial gain)

These categories of site are exempt from the annual licensing fee as the Council do not intend to carry out annual inspections of these sites however, any complaints would be dealt with as appropriate.

12. CHARGING ARRANGEMENTS

For the purpose of this Policy the period covered by the annual fee will be 1 April to 31 March each financial year. The fee will be charged to the site owner/licence holder and invoices will be sent at the start of the financial year with payment due within 30 days. (Legislation allows the licence holder to pass on the annual fee costs for 2015//2016 to resident’s pitch fee)

Where a new site licence is issued part way through the year, the annual fee will also be due in the same year and an invoice will be sent after the licence has been granted for the pro-rata amount.

Where an amended licence is issued part way through the year (which included either additional units or a reduction in units), the charge in annual fee will be calculated on a pro-rata basis for the remainder of the year and difference in fee would be adjusted against the following years’ annual fee.

In the event an annual fee is not paid within the term of the invoice the Council may apply to the First Tier Tribunal (Property Chamber) for an order requiring the licence holder to pay the amount due.

13. OTHER CHARGES

Enforcement Expenses

The council is entitled, and will seek, to recover expenses incurred in carrying out enforcement action involved in the service of a compliance notice. A compliance notice would be served where a breach of a site licence condition has come to the attention of the Council. The CSCDA60 details the elements which a local authority may include when imposing a charge for enforcement action. These expenses include costs incurred in deciding whether to serve a notice, site inspections, preparing the notice and obtaining expert advice.

Where appropriate, the council will also seek to recover expenses incurred. The council will also be able to register any of the debts to be recovered for enforcement actions as a land charge against the site.

A detailed breakdown of the relevant expenses would be provided with the compliance notice. Charges would be based on an hourly rate in addition to any other costs incurred. Hourly rate for enforcement costs is £41.89

Deposit of Site Rules

Site rules are different to site conditions and are put in place by the owner of a site to ensure acceptable standards are maintained will be of benefit to occupiers or will promote and maintain community cohesion on the site. They are neither created nor enforced by Local Authorities. The MHA 2013 changes the way sites rules must be agreed between both parties. It requires existing site rules to be replaced with new site rules and to be deposited with the Local Authority. The Local Authority is required to establish, keep up to date and publish a register of site rules.

Before publishing the site rules the Council will ensure the rules deposited have been made in accordance with statutory procedure, a fee can be charged for this function.

The fee is the same for either a first deposit or for a subsequent variation or deletion. This is because the process will be very similar for all three types of deposits.

Fees payable for the deposit of site rules is £55.00

This statement about enforcement costs and deposit of site rules is not required by the act to be included in the council's fees policy but is set out in this document in the interests of completeness and transparency.

APPENDIX 1

The DCLG guidance sets out the activities that the Council can include when calculating its fee for the grant or transfer of a licence, these include;

- Initial enquiries;
- Letter writing/telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the licensing process;
- Sending out forms;
- Updating hard files/computer systems;
- Updating EU directive website if appropriate;
- Land registry Searches
- Time for reviewing necessary documents and certificates;
- Downloading photographs
- Preparing reports on contraventions;
- Preparing draft and final licences;
- Review by managers or lawyers; review any consultation responses from third parties;
- Update public register
- Carry out any risk assessment process considered necessary;
- Review of decisions or in defending appeals

APPENDIX 2

The DCLG guidance sets out the activities that the Council can include when calculating its annual fee, these include;

- Letter writing/telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the licensing process;
- Handling enquiries and complaints;
- Updating hard files/computer systems;
- Updating EU directive website if appropriate;

- Processing the licensing fee;
- Time for reviewing necessary documents and certificates;
- Downloading photographs;
- Preparing reports of contraventions;
- Review by managers or lawyers; review any consultation responses from third parties;
- Carrying out any risk assessment process considered necessary;
- A pre-programmed full site inspection
- A follow-up inspection to check compliance following programmed inspection

Related Documents

The following documents have been consulted when drafting this policy

- The Caravan Sites and Control of Development Act 1960 as amended (CSCDA60)
- Mobile Homes Act 2013
- Mobile Homes (Site Licensing) (England) Regulations 2014.
- DCLG Guidance on Site Licensing Fee Setting – February 2014
- DCLG Guidance on Definition of relevant protected sites – January 2014
- Regulators Compliance Code

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STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 6
19 MARCH 2015	Public Report

Report of the Strategic Partnerships Manager – Resources Directorate

Contact Officer(s) – Lisa Roberts, Strategic Client Manager: Culture and Leisure

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REVIEW OF THE CONSULTATION RESULTS FROM LIBRARIES AND COMMUNITY CENTRES

1. PURPOSE

- 1.1 1) For the committee to review the responses received to the second consultation as set out in the report;
- 2) For the committee to review the proposed approach to supporting libraries in the future, to secure a sustainable network of effective and efficient libraries.

2. RECOMMENDATIONS

- 2.1 That the committee note this report and comment on it.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Libraries contribute to the following priorities in the Sustainable Community Strategy:-
 - Creating opportunities – tackling inequalities;
 - Creating strong and supportive communities; and
 - Delivering substantial and truly sustainable growth.

4. BACKGROUND AND CONTEXT

- 4.1 Under section 7 of the Public Libraries and Museums Act 1964 a Local Authority is under a statutory duty to:
 - a. provide a comprehensive and efficient library service for all persons in the area that want to make use of it;
 - b. promote the service; and
 - c. lend books and other printed material free of charge for those who live, work or study in that area.

The Local Authority is required to consult on any changes being recommended to the way services are delivered and it is essential that the public are consulted before any service changes are adopted.

The Peterborough library service currently operates through 10 fixed buildings, a mobile library and an at-home service run by a team of volunteers who take books to those with mobility problems. In the city centre, Central Library is open 40 hours per week. Bretton, Werrington, Orton and Dogsthorpe are open 29 hours a week. Eye, Stanground, Thorney and Woodston are open 21 hours per week. The new Hampton library is open for 75 hours a week (21 hours with Library staff and 54 hours through self-service).

The mobile library makes 103 stops across Peterborough, covering villages out as far as Burghley House. It also supports nine 'micro-libraries' in a variety of places, from the Stagecoach bus garage to the Perkins' canteen. Libraries offer a range of services including books, newspapers and magazines; DVDs; free access to the internet via public computers and events and activities for children, families and adults. A request service is also offered for any book that is either still in print or likely to be held in a library in England.

In addition to the buildings-based and home delivery services, there is also 24/7 access to online digital services such as e-books, e-audio and information databases.

The way customers use the library service is changing. Technology means that customers are doing a lot more things for themselves. According to management information held by Vivacity, 90% of book loans in Peterborough's libraries are now done through self-service kiosks. 51% of library members currently borrow books on a regular basis and 49% of members are using the libraries for a range of other activities. Staff now spend more time supporting customers to use computers, or supporting groups meeting in libraries, than they do dealing with 'traditional' library enquiries. The challenge the library service faces is how to provide an excellent, accessible, modern library service, with declining resources.

An initial consultation of 8 weeks took place between 4th August and 26th September 2014 to understand which libraries and communities centres people use around Peterborough, when and how often they use them and what they use them for. In total, 5,110 responses were received during that consultation period.

The key findings from that initial consultation – which the Authority has taken into account in developing the way forward – were:

- Libraries are important to everyone – both existing users and non-users;
- Users particularly value:
 - The quality of the stock of books on the shelves;
 - The location of the libraries;
 - The ability to access information;
- Users also said that they would value access to libraries outside of normal hours.

4.2 The cost of the library service

The library service as managed by Vivacity cost **£1,518,549** to deliver during 1 April 2013 to 31 March 2014. This is made up of:

	Cost
People	-£1,013,526
Materials / book fund	-£271,218
Buildings	-£233,805
Total	-£1,518,549

4.3

The future delivery model for the library service for Peterborough

The Council working with Vivacity have developed a vision for libraries in Peterborough as a direct result of the fact finding consultation outlined above in 4.1.

Peterborough libraries will be:

- A place to find reading for pleasure and learning; both in a physical and virtual space;
- A community collaboration space;
- Somewhere to break down a sense of disconnect and isolation;
- Promoters of democracy by providing access to information and multiple points of view so that people can make knowledgeable decisions on public policy throughout their lives;
- Supporters of families through offering an alternate venue for parents and their children to enhance activities traditionally conducted at home by providing homework support, parenting collections, and early literacy programs;
- A place to learn new things;
- A quiet space – with increasing multiple occupancy housing there is need for quiet space to think and study.

Taking into account local and national information on the use of libraries, the key messages from the initial consultation and the costs that are associated with libraries (as detailed above in 4.1), the Council has explored how different delivery models could secure a financially sustainable offer, that meets the needs of the public and fulfils the Council's statutory obligations.

The Council has consulted on a model that would:

- allow all of our existing library buildings to remain open;
- ensure all libraries have opening hours with staff present;
- increase access overall to libraries, but on a self-service, unstaffed basis, enabled through Council investment in new technology called Open+;
- retain as is the mobile library and books-at-home service

The model was designed to allow for a *full-year* reduction in operating costs of **£350,000**, based on a reduced staffing complement deployed in each of the current libraries (saving **£320,000**) and a further saving from the Book Fund (**£30,000**).

We had already anticipated a time-delay in implementing the new model, reducing the in-year (15/16) saving by **£30,000**

4.4 Libraries – findings from the second consultation

The consultation has run for seven-weeks to the date of the publication on this report.

The consultation is still available online via both the council and Vivacity websites. Paper copies are still available from the Town Hall and Bayard Place receptions and every library. A large amount of work has been undertaken to reach a wider audience so that we could consider the views of as many residents as possible.

All 20,000 library card users who Vivacity hold email addresses for were sent an email about the consultation. In addition, library friends' groups were asked to complete the questionnaire and an email was sent to the head teachers of all schools in the city to cascade throughout their schools.

A supplementary report will be presented to the committee on the 19th March detailing the responses that have been received over the full eight-week period, continuing from this report from the 6th March to the 20th March. Consultation results will be analysed daily from the 6th March to incorporate all responses with the supplementary report summary.

To date, up to the 6th March 2015, the council has received 1606 responses.

Of these:

- 58% support the proposal put forward; and
- 40.8% oppose it.
- 1.1% did not read the conclusion

Of the 40.8% that oppose the preferred option 56.9% have elaborated on their opposition to the proposed approach:

- a) 9% have stated a perception of lack of safety during Open+ hours;
- b) 8% have suggested we should close smaller libraries and invest the balance in the larger sites
- c) 39% have suggested that the Council seek to make the overall savings requirement differently – but not specified how

In terms of other responses received:

- a) At its meeting on 23rd February, Cabinet determined that the responses received to that date already required some modification to the original proposal.

Specifically, to respond to concerns raised about public safety and safeguarding linked to the Open+ self-service model, Cabinet recommended the deployment of additional staff (to be employed as receptionists) in four libraries (Bretton, Orton, Central and Werrington).

An Open+ assistant post within Bretton will enable all three floors to remain open during Open+ hours and within the two libraries co-located with schools will enable extra cover for children accessing these libraries during Open+ hours.

These changes reduce the overall achievable cost reductions in a full-year from **£350,000** to **£305,000**. The saving in 2015/16 has reduced from **£320,000** to **£250,000** to meet the cost of the four Open+ assistants and delay in implementation. The short-fall will be met from the Council's risk management contingency in 2015 / 2016. In 2016/17 and beyond this will widen the Council's overall budget gap.

- b) Cabinet had already considered the idea of closing the smaller libraries in the city. Cabinet's view was that the benefits of this approach (releasing funding that could be invested in the larger sites) were outweighed by the negatives (significantly limiting access to libraries, especially in areas where the evidence suggests users tend to be older and also to walk to their local library);
- c) Cabinet has already considered the requirement for savings from the library service in the round and believes they represent an appropriate reduction given the pressures that exist on other front-line and statutory services and the scale of the challenge the Council has faced to deliver a balanced budget. This is in line with the overall budget consultation, where no alternative proposal were received for libraries.

Comments received through the consultation can be reviewed under Annex 1

4.5 The proposed way forward for Peterborough libraries

In light of the feedback received over the course of the two consultations during the year, we have developed – and subsequently modified – a proposed delivery model for the library service for Peterborough.

The preferred way forward remains for **all library buildings to remain open with reduced hours with staff present** but with **library facilities available for further hours** with no staff present.

A reduced staffing complement will be deployed in each of the current libraries, wherever possible matched to when highly valued activities take place, supplemented by the receptionists referred to above.

This will be made possible through investment in technology called Open+ which will enable visitors to access the libraries independently.

Through this model libraries will be accessible for a further **114** hours per week.

Open+ assistant will be employed in Bretton, Orton, Central and Werrington libraries because of their unique characteristics.

The proposed model encourages more communities to take part in existing activities such as reading groups, knit and natter, story time and rhyme time and to set up their own groups, meeting within the libraries. Vivacity will be consulting with existing groups to confirm the activity timetable which will include one rhyme time or story time session a week, held in each library.

We believe an annual staff cost saving of **£275,000** will be achieved by staffing all the existing libraries but for reduced hours, together with scope to make a further saving from the Book Fund of **£30,000**, equating to a full year saving of **£305,000**.

This saving will be reduced by **£70,000** in the first year due to the need to implement carefully.

The table below illustrates how the combination of staffed hours and Open+ enabled access could be implemented.

		Our preferred option	
Library	Current opening hours	Open to all users with staff present (hours)	Open for self-service users with no staff present (hours)
Central	40	33	Open+ assistants 22.5
Bretton	29	16	Open+ assistants 21.5
Dogsthorpe	29	14	19
Eye	21	10	14.5
Hampton	21	14	61
Orton	29	16	Open+ assistants 20
Stanground	21	10	13
Thorny	21	10	15.5
Werrington	29	16	Open+ assistants 24
Woodston	21	10	15
TOTAL	261	149	226
Available weekly hours	261	375	

A breakdown of library hours per building can be reviewed under Annex 2

Our preferred option will result in a reduction of staffed hours from 261 to 149, however the overall hours the buildings will be available will be increased by **114** hours from the current available hours.

Open+ is free to join, existing library members will be invited to opt-in days during April where they will be asked to read and sign that they understand the terms and conditions of using Open+ and will then be enrolled on to the system. Customers will also be able to enrol during normal staffed hours. This method will enable the library service to monitor who had access during Open+ hours.

Open+ will not be available for children under the age of 16, unless accompanied by an adult and customers with temporary library membership or who have been barred from the service. These customers will be able to access the library service during staffed hours.

Customers who live outside Peterborough, but who work or study in the Peterborough area, can opt-in to Open+ if they are an existing library member.

During self-service hours customers will have full access to each library's selection of books and public computers, using the kiosks to return and take out books and using their existing library card to access the public computers.

Customers that are Open+ members will be able to;

- Free membership
- Borrow books and other library materials, and use library computers.
- Take part in existing activities such as reading groups, knit and natter, story time and rhyme time
- Set up new groups to meet within the libraries.

Non library members can join the library in two ways:

- Complete our online form from the Vivacity website
- Visit any library.

Once a member, customers can opt-in to Open+.

4.6 Investment in technology

There are a number of references in this report to enabling increased public access and opening hours through technology. The system is known as Open+. This system allows library services to maintain or extend library opening hours, providing customers and communities with more choice and flexibility as to when and how they engage with the library service. The Open+ model is currently operational in selected libraries in Leeds and London, with best practice shared between organisations.

The fully functional Open+ solution can automatically control and monitor building access, self-service kiosks, public access computers, lighting, alarms, public announcements and customer safety. The system links through to the current library management system, utilising membership cards and pin number and is compatible with current library self-service kiosks.

A photo image will be taken of each customer entering and leaving the library buildings during open+ hours and any incidents will be captured on CCTV. A full risk assessment has been carried out for all library buildings and safety measures put in place, such as an emergency telephone in each building and alarm systems. Customers will be taken through the safety measures through

their induction to Open+

Children attending the libraries through schools will be supervised by school staff and the teachers will be required to enrol as Open+ members.

The capital investment for the technology required for all libraries equates to **£170,000** with support costs of **£10,000** a year for all libraries, this will ensure that no libraries have to close. The capital costs are budgeted within the culture and leisure capital budget. The revenue cost of the capital equates to **£24,600** over 8.5 years.

Once the technology has been installed, used and is fully established, we will explore whether there is scope to extend self-service hours further (for example, evenings and weekends). A review of the system will take place every three months and an issues log retained to share with other councils using the Open+ system, to share best practice and learning.

4.7 Next Steps

Subject to the recommendations of this committee and Cabinet, The Open+ technology will be rolled out to all libraries during April and May with new operating hours introduced.

The timetable is outlined below:

Date	Libraries
April	Eye Thorney Woodston Bretton
May	Werrington Orton Stanground

Central and Dogsthorpe completed in February for pilots.

4.8 Risks and Issues

The timetable is tight. If this Committee and Cabinet confirms the proposals as set out in this paper, we will move rapidly to deploy the Open+ technology in all remaining libraries. Detailed risk assessments have been completed for each building where the system is operating, verified by the police and fire services.

Customers will not be automatically enrolled into the Open+ system and will have to opt-in, agreeing to the terms and conditions of being an Open+ member and the requirements for access which will include personal security and acceptance of the terms and conditions of using the technology.

The Equalities impact assessment for this proposal can be reviewed under Annex 3

5 CONSULTATION

At the time of this report being issued a 6-weeks of the consultation have taken place, the consultation will finish on the 20th March at 12 noon, completing eight weeks of consultation. To date a total of, 1606 responses have been received, a supplementary report will be issued to Cabinet on the 20th March with the full consultation results.

A weekly email update was sent by Councillor Lucia Serluca, Cabinet Member for City Centre Management, Culture and Tourism, to all 57 councillors asking them to encourage residents in their ward to complete the consultation questionnaire. In addition, Councillor Serluca and council officers attended a number of meetings to talk about the consultation including with:

- Strong and Supportive Security committee.
- Other Councillors
- Friends of library groups for Werrington, Bretton & Orton
- Customers during a series of visits to all libraries
- Peterborough talking news paper
- The Chairs of Thorney and Eye Parish Councils
- Ken Stimpson Community School
- Ormiston Bushfield Academy

The consultation was also emailed to 20,000 library members, the Council also consulted with parish councils and clerks, registered community and resident groups, faith and community groups, voluntary sector partners such as the disability forum, Age UK and Peterborough Citizens' Advice Bureau and MPs.

An equalities impact assessment has been produced for the proposed new library service model and is attached to this paper under Annex 2.

6. ANTICIPATED OUTCOMES

For the committee to consider the consultation responses received from the second consultation process, and subsequently to approve the future delivery model for the library services in Peterborough which would meet the Council's statutory obligations.

7. QUESTIONS FOR THE COMMITTEE

Would the Committee like to make any comments and/or recommendations in respect of:

- The outcomes of the consultation on the future use of libraries;
- The proposed model for libraries; and
- Any comments or observations to be presented to Cabinet?

8. IMPLICATIONS

- 8.1 As budgets become more constrained, the Council will need to ensure the very best possible return on any continuing investment in services. Through working in partnership with other organisations and taking into account the results from the public consultation on libraries and community centres, the Council will be able to deliver the outlined priorities without increasing resources.

9. CONSULTATION

- 9.1 This report has been developed with the Cabinet Member for City Centre Management, Culture and Tourism and the Cabinet Member for Communities and Environment Capita. The report has been discussed with a wide range of stakeholders, including Vivacity Trustees and officers, community associations, voluntary groups and individuals from across the City.

10. NEXT STEPS

- 10.1 To incorporate the comments made by the Committee into the final document and share with partners and Cabinet on the 20th February 2015.

11. BACKGROUND DOCUMENTS.

- 11.1 Existing Council strategies, the Funding and Management Agreement dated 1 May 2010 between the Council and Vivacity, and published documents by the Arts Council and Cities outlook 2014.

12. APPENDICES

12.1 There are three appendices to this report:

Annex 1: Public consultation results

Annex 2: Proposed library timetable

Annex 3: Equalities impact assessment

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Annex 1: Consultation responses

Have you read the consultation?

No	18	1.1%
Yes	1588	98.9%
Total	1606	

Do you agree with the preferred option?

No	656	40.8%
Yes	932	58.0%

If "No", alternative option suggested...

373	56.9%
-----	-------

33

Read the consultation	Disagree with the preferred option	Comments
Have you read the cons	Do you agree with the	If you have an alternative option on how the service could be delivered, please tell us in the space provided below. Please show how your approach would reflect the need to make efficiencies to provide, wherever possible, an extended, but still local offer. Please include in your response reference to the following from the priorities from the first consultation carried out: Budget priorities, Location, Books and Access

Yes	No	<p>1) Libraries are an essential and important part of the community and should not be starved of cash. Instead of wasting money on Cllr. Cereste's hare-brained schemes and on consultants the cash should be used for the benefit of the citizens of Peterborough. If there have to be cut-backs in the number of paid staff in the libraries then unpaid, experienced and knowledgeable volunteers must be considered. Libraries NEED to be staffed in order to provide advice and assistance when it is required. 2) There should be no closure of libraries. No area of the city that already has a library should be deprived of the amenity - that could be construed as discrimination. There is no doubt that if the city expands to the extent that we are told about by the Council then there may even be a need for more libraries. 3) Books!? Of course a library needs books; they are the basis of any library. More care and thought needs to be given to the selection of the books that are on display. Very often there are multiple copies of a particular book by a particular author, but other books written by the same person are non-existent on the shelves. I sometimes wonder if the procurement staff really have the knowledge of the literary world required for the job. 4) How will self-service work effectively without penalising those people who require access and at the same time provide the support, security and level of service that is provided by a staffed library? In conclusion; it appears to me that although Vivacity's commitment to providing a good library service is self-evident, the Council does not have the same vision, foresight and degree of commitment.</p>
Yes	No	<p>1) It is essential that there are staff available at all times to assist library users, even if the staff have to be unpaid volunteers. The Council have to recognise that libraries are not just a luxury, they are essential for the community, more essential than some of Councillor Cereste's hare-brained schemes. 2) All libraries should remain open - no local communities should be without access to a library. 3) More careful consideration needs to be given to the selection of books available</p>
Yes	No	A centralised library service would seem the best option with support from Hampton, Orton, Bretton as support options.
Yes	No	A fully manned library service is an essential public service. If you want to make cuts, cut councillors salaries.
Yes	No	Access 1st; Location 2nd; books 3rd; budget priorities 4th
Yes	No	Access for local communities especially the elderly could suffer as they may not feel confident enough or safe going within the self service hours un aided.
Yes	No	Access to Hampton Library- how will this be monitored when its already getting vandalised.
Yes	No	Access to help on computers and any other advice about books,how to use the printer and pay fines.just general assistance is needed but not all the time
Yes	No	All are vital
Yes	No	All are vitile
Yes	No	Allow volunteers the opportunity to step up
Yes	No	<p>although i understand the need to cut costs. leisure activities are always in the forefront.high usage of libraries suggest they can be viable. consider purchasing requirements,unused office space (poss sub-lets) Welfare organisations could utilise space. use of volunteers is an intersting option, however the over use of them should be discouraged. welfare to work schemes should be discouraged. john clare theatre, consider hiring costs to make it more viable. small local thatre companies could use the facilities. enhance catering but discourage crisps!</p>

Yes	No	Although the proposal increases access I am deeply concerned that the proposals will result in staffing cuts to a profession which any civilised society should regard as essential. I find the staff and central library helpful and knowledgeable and would decry any reduction to this provision
Yes	No	Are vital for the community
Yes	No	as a mobile library option isn't viable due to limited ability to transport books, the alternative will also prove as ineffective as shown in other areas (refer to Private Eye (ad infinitum)). I propose that a root & branch approach is considered, whereby the stock ordering & purchasing system is re-evaluated to ensure it is sourcing product that there is a requirement for and not multiple copies of the same books with a short shelf life. Look to utilise the reading /loan data to drive purchasing decisions in conjunction with knowledgeable users (on a volunteer basis) to be involved in the process of purchasing products.
Yes	No	As an alternative put up council tax by 5%
Yes	No	As I work 8 till 5 I only have a small amount of time to use the libraries, therefore extended hours opening hours would be perfect for me and a hell of a lot more people that have normal jobs, on the other hand it would make sense to keep the main ones open that have a high foot flow and close or reduce the hours that the ones that are not so busy, in order to keep resources open to the public.
Yes	No	As many libraries are integral with schools these should be open while the schools are. (eg Orton, Hampton, Werrington). Staff would be on site anyway. Many people NEED local libraries (access in out of town areas can be ESSENTIAL)
Yes	No	Being 75 and reading 8 books a week every 4 days and having no computer I would miss my library and the friendly staff
Yes	No	Being able to return books out of hours is constructive, but losing staff destructive. they work hard at helping public plus had to library advice which computers fail.
Yes	No	Books
Yes	No	Books
Yes	No	Books Access Location Budget Priorities
Yes	No	Books are out of date with online material now available on almost any topic. You could save money by closing libraries and paying for slow internet at home for poor people.
Yes	No	Budget does not come into it. They need to be staffed so they do not get burglarised. And left open longer hours.
Yes	No	Budget priorities increase fines for over due and late books charge for priority on availability of new and popular books charge more for computer services charge a small but necessary fee for kids reading times etc as a parent I would be happy to pay invite Costa coffee or similar to rent a space to serve coffee etc there are many small fee options available Location I am a user of the Orton library mainly I feel unmanned hours would invite in thieves etc I can see how with tagging you can monitor incoming outgoing etc but a lost/stolen library card could result in the total loss of the building and stock ie arson Books this is an area I don't have a view on as I am always able to find or order what I want Access For me this is most important so I asked about this at work only to get the impression never open when the working man has time to go
Yes	No	Budget priorities, need to location. Check for access properties.

Yes	No	BUDGET: MORE COULD BE SAVED FROM OVERALL BUDGET. LOCATION: SMALLER LIBRARIES IN THE VILLAGES SHOULD BE PRIORITISED OVER THE "CENTRES". BOOKS: EITHER HARDBACKS OR PAPERBACKS NOT BOTH NEEDED, OR ALTERNATE BUYING. REPLACE LESS OFTEN. FINE MORE FOR LATE FEES AND DAMAGE. DOES ANYONE ACTUALLY PAY THEIR LARGE FINES? MAYBE BANK DETAILS TAKEN TO RETRIEVE FINES? OPTIONS TO RETRIEVE MONEY FROM FAMILIES. ACCESS: LIBRARIES ARE IMPORTANT SO ACCESS OUT OF WORKING HOURS ARE IMPORTANT, BUT THEY OPEN SATURDAYS ALREADY, THE COST OF OPENING WITHOUT STAFF IS VERY SHORT SIGHTED. YOU ARE OFFERING FREE BOOKS AND ENTERTAINMENT TO PEOPLE WHO MIGHT NOT BE TRUSTWORTHY. ARE YOU EXPECTING POLICE TO DEAL WITH ANY VANDALISM?
Yes	No	Budget-get councillors to 1) take less money, 2) repay monies acquired that were not theirs to take! keep libraries affiliated to schools, open when schools are open (as they have to have staff then!) If Libraries are made 'self-service' you will lose books/equipment and they will become no-go areas - drugs, sleepers, n'ere do wells will love it, plus people are liable to smoke; fires are probable!
Yes	No	Cancel all the council's vanity projects and all the money needed to reverse these woeful proposed cuts will be released many times over. It just seems incredible that the council are making these cuts when literacy levels in the city remain lower than the national average. I have seen there is now a literacy hub set up. Surely the library service needs protecting to be able to contribute to this and similar projects to help the city improve the life chances of its citizens. Get a grip councillors. Stamp out the ridiculous pointless waste of money spent trying to punch above your weight as a small unitary authority and get the basics right.
Yes	No	Charge a small annual sign up fee to be a member of the library. Also make the four smaller libraries have more self service hours and give the larger libraries more staffed hours.
Yes	No	Close all the tiny libraries, keep the big ones open but with many people helping.
Yes	No	Close small libraries give hours to the rest
Yes	No	Close smaller libraries
Yes	No	Close smaller libraries
Yes	No	Close some of the libraries, keep central, brettton and werrington. werrington library has the best range of books. Extended opening hours fully staffed. I feel that central Library should be open from 9 -5 and the late night on a Thursday with staff. Some of the smaller libraries, ie. Dogsthorpe, Hampton could close. When I lived in the ortons I didn't use that library and I now live in Dogsthorpe and don't use it as it's a horrible library. I use central or Brettton or werrington, they are good.
Yes	No	Close the 4 smallest libraries and keep the others staffed
Yes	No	Close the four small libraries and then have more staff hours in the bigger libraries.
Yes	No	Close the smaller less used libraries.
Yes	No	computers should be more than 1 hour like most places around the country.
Yes	No	Concerns over access for children and unmanned access for women after dark
Yes	No	Consider a small charge to borrow an item from the library
Yes	No	Cost of redundancy payments to staff would be a large expense. Cessation of community activities would be of detriment to local population. Welfare of children and vulnerable adults SHOULD be of paramount concern.
Yes	No	Cut management

Yes	No	Cut the pay for the people at the top who always get big fat bonuses on top of already extortionate pay cheques. To many bosses, not enough staff.
Yes	No	Do NOT agree that libraries are understaffed-open to abuse i.e. drunks, dropouts and thieves
Yes	No	Do not agree, think this is right as a local childminder uses the library a lot!
Yes	No	Don't agree with any of the options here
Yes	No	Don't cut hours
Yes	No	Employ staff to work longer, need more events on and opportunities to interact with staff and customers
Yes	No	Events at library - charge eg murder mystery evenings. Craft fairs (develop more). Holiday events for school children (charge)
Yes	No	<p>proposed cuts in the annual budget they allot to the city. Demand that Central Government reduce the cuts to Peterborough City Council. Secondly I would look to the Tax loopholes in the UK financial law, and at Amazon in particular as they have a major warehouse based in Peterborough. If Amazon were to pay, and back-date, the Tax which they owe the UK then there would be no need for any of the proposed cuts to essential services in Peterborough or anywhere in the UK. As they have a major site here we should be vigorously approaching, and reproaching, them for this abhorrent behaviour. Libraries are due a seismic change as technology and culture is changing, at the heart of that change is the truth that libraries are still necessary and relevant to the healthy development of our culture. If libraries were allowed to evolve to the changing needs of society we will see that they still have a highly relevant role in our modern world, it is my belief that the essence of this role is people. A well informed, highly experienced and educated team of people who can resolve peoples questions, guide them in finding information and work with people on their personal research whatever that may be, is possibly their most vital offer, their USP in commercial terms. It is the people who staff libraries who have always had the biggest impact when I have used them. Their advice on what, where, how to search, who to read, signposting to other services, listening to my questions and providing tailored answers that Google just cannot compare with is priceless. In studying for my GCSE's, at college and university I spent hours in various libraries with exceptional support from the staff in these processes. So it is important to see this service as linked with education budget, when looking for employment I have also used libraries to search papers, do various related research, use computers and printers, photocopy CV's and much more, so again the service is linked to Employment Services, there are many other sectors of society which make essential use of the library services. My point is that the library it is not a standalone service but one that supports and feeds into all aspects of our city, and it is the people, the staff, who make this happen. I would like to see more image based archiving and storage, gathering photographs and flyers and other material from the area to be archived and importantly easily accessible on say a large screen, so people could do a localised image search, guided by staff. New arrivals and students enjoy this and it is a fabulous way of exploring histories and of stimulating discussion, especially in comparing changes over time. There are some great libraries on Flickr that are successful under the project title "The Commons". Taking this concept and making it live locally with local knowledge would be successful. https://www.flickr.com/commons With a rising population from all over the world settling in Peterborough our libraries will have a role in guiding them through the process of settling in here, especially in terms of accessing vital information with language barriers. In addition we have a</p>

Yes	No	FIVE LOCATIONS OK BUT LIBRARY IS USED FOR UNEMPLOYED WHO CAN HAVE THEIR BENEFIT STOPPED FOR FAILURE TO APPLY FOR JOBS. YOU ARE CAUSING A DOUBLE WHAMMY. UNSTAFFED LIBRARY? A) OPEN TO HOMELESS RESIDING B) REMOVAL OF EQUIPMENT COMPUTER/ MONITOR/ BOOKS C) STAFF OPEN TO VIOLENCE AT LOCATIONS D) VANDALISM E) DOOR CARD ACCESS ONE OPENS WITH CARD - OTHERS ENTER. PENSIONER NO INTERNET ONLY LIBRARY
Yes	No	Front line staff give the libraries warm welcome a valued community resource
Yes	No	Go with Option 2 but making use of the existing mobile library to closed libraries. Or put the self-service hours on, on just the small libraries not Central as this would open to abuse and would cause it to close down anyway from damage. I am willing to volunteer but not in self service hours as this is too vulnerable.
Yes	No	have just read in the Peterborough telegraph about library cuts.Let's be clear,the Â£350,000 is coming from across Vivacity not just the Libraries,think it needs to be mentioned. Also that library staff will be cut in half.How are you going to promote literacy in Peterborough? Think councillors should take a pay cut or put up the council tax
Yes	No	Have more opening hours for libraries - stay open longer but are staffed as self service will not be effective. There will be anti social behaviour, the library will ned constant monitoring. Staff members will prevent this from taking place.
Yes	No	Have security staff as minimum
Yes	No	How about calling on Central Government for more money - more taxes on the well-off, so we can keep libraries staffed and open and continue to provide a place where people can go to study and try to improve their lives and the lives of their communities?
Yes	No	How often is a member of staff required to help with self service at the supermarket. If it doesn't work and there is no support at all, that would certainly frustrate me to the point of not attending. What really are you gaining.
Yes	No	I am concerned that the libraries will no longer be able to deliver all the supported events: childrens book groups, holiday events, rhymetime, storytime, schoolm visits, computer assistance.
Yes	No	I am concerned about the reduction in staff-everywhere, it seems, people are being replaced by machines. I think your preferred option has to been carefully thought out & you have to make cuts. BUT we need to consider our priorities in this country. The library staff are co-operative & helpful. I wouldn't mind an increase in taxation.
Yes	No	I am horrified by the prospect of using libraries with no staff available. It will create an unsafe environment with no help available.
Yes	No	i am looking for a job and need help with the computer,who will help me
Yes	No	I am more concerned with safety and security within the library during unstaffed hours. I know you have to make cuts (financially) but as with all public buildings they seem to attract undesirables. What protection would be in place??
Yes	No	I am not a Peterborough resident,will I still access in self-service hours?
Yes	No	I believe that having unmanned hours opens up the libraries to missuse; security should be present. I also think its unacceptable to expect people to volunteer to work for nothing.
Yes	No	I believe that the council tax should be increased to off set the cost of staffing the libraries.

		I believe the approach outlined within the consultation has merit and is certainly better than closing the libraries. However, I would be interested in understanding how issues relating anti-social behaviour and evacuations will be directly and proactively addressed. If there are no staff on site who are appropriately trained on the relevant procedures and how to manage such incidents, how are the Council proposing managing such situations. Service users will need direction in such incident and not a simple leaflet or poster. My concern is that libraries may attract people who may see the library as place where that can undertake antisocial behaviour unobserved, spoiling the experience for service users and could be ultimately counterproductive reducing library users.
Yes	No	
Yes	No	I can't walk very well, so I use the mobile.
Yes	No	I depend on the library as I cannot use anything else!
Yes	No	I disagree with reducing staffing hours as every time I am in the library, which is at least once a month, the librarians are being asked questions and helping people. I do like the idea of libraries being open longer to allow access after normal working hours. Could you link to schools and tap into some their budgets? Alternatively would some of the big businesses in Peterborough sponsor a library or a club?
Yes	No	I do not accept the basic premise that funding needs to be reduced nor that amateur volunteers should be used to provide a public service
Yes	No	I do not agree totally disgusting staff need to be in libraries it's the core of the service.
Yes	No	I do not agree with any of the options rather have more staffed hours than come into a staffless building
Yes	No	I do not agree with the central Library being open and UNSUPERVISED. It will be open to abuse. I would consider the better option would be to close some of the smaller libraries-or allow them to be staffed by volunteers. Having worked in a private library where members are vetted-many books disappear! Some local history material is now RARE, so it might be tempting to remove it from the library.
Yes	No	I don't agree to the savings I would like all libraries open but not sure how these savings could be met maybe the council could distribute money more efficiently
Yes	No	I don't agree with any of the options and I would like to keep staff where they belong in libraries
Yes	No	I don't think that having the libraries open for longer without staffed supervision is a good idea as due to the amount of fights and unwanted members of the public, and thievery. However, I do understand that only those who have a library card are admitted into the library so this will reduce these problems. My only question is how will people attain a library card if they cannot go into the library to get one without first having a library card. In addition, though the idea of closing down some libraries was discredited, I don't fully understand why as the percentage of users to some of these is too low and so money would be saved if closed down.
Yes	No	I don't think the majority of hours should be self service this should be a minority

Yes	No	I feel strongly that maintaining city-wide library services needs to be a council priority in the current economic climate and that funding the library service should be more important than prestige projects. I appreciate that efficiencies should be made but wonder how many of the councillors voting for a reduction of staffed opening times actually use their local library. A 49% cut in librarians would be disastrous - we need professional staff, not volunteers, to guide and support the enormous range of needs presented by library users. I am particularly concerned about access being denied to under 16s, many of whom depend on the library for access to study and information. For generations, free universal access to libraries has provided access to education and enriched our lives and, once this is eroded, the library service will rapidly decay and prove impossible to resurrect.
Yes	No	I feel very strongly about cuts on libraries all over country - how can it work unstaffed, my husband used ref. library to study chinese pottery - lots of people use it for pleasure. Library Service - should not be altered. It is a service for all - Money should be Government found People on low money need it. Children certainly need - I took my grandchildren and great grandchildren to groups - community need-
Yes	No	I have a learning disability, I need staff to help me find books. My helper helped me to write this. Chris.
Yes	No	I have not prepared an alternative proposal, but could not agree with the preferred option as it give little information. Also, I have scrolled back through the pages to find this, the only place asking for an opinion, to say that I feel this survey cannot be called a consultation, as it does not consult the respondents' views at all.
Yes	No	I have serious concerns about personal safety when the staff is not in the library. I have witnessed outbreaks of verbal violence between other customers, and only the library staff have managed to prevent it becoming more than that. So by avoiding the self issue time my visits to the library will be cut back.
Yes	No	I have to queue to see staff now, what will happen if there is no staff? who will help me?
Yes	No	I live in Eye but never use the library in Eye, I work in Peterborough and visit the main one or take my kids to Werrington
Yes	No	I need help when I am here.
Yes	No	I object to all but I would prefer the second option as closing the smaller branches and having a mobile stop would be better
Yes	No	I rely on the mobile and the staff to help me. As I am not able to get out very often!
Yes	No	I THINK IT IS IMPORTANT TO HAVE STAFF AVAILABLE AT ALL TIMES FOR ADVICE AND SUPPORT, ALSO TO BOOK BOOKS IN AND OUT. WITH THERE BEING MORE AND MORE SELF SERVICE, WE ARE IN DANGER OF BECOMING AN ISOLATED NATION, WITH LITTLE OR NO CONTACT WITH OUR FELLOW HUMAN BEINGS, WHO ARE BY NATURE, GREGARIOUS. IT IS ALSO NECESSARY TO HAVE STAFF BECAUSE OF THE LIKELIHOOD OF THEFT OR DAMAGE, OR PEOPLE TAKING UP THE STUDY SPACE / COMPUTER SPACE SLEEPING, EATING, AS WELL AS UNACCEPTABLE BEHAVIOUR.
Yes	No	I think the librarians do a very good job, especially the mobile ones! As I cant get out very much. I do a lot of reading and depend on the libraries.
Yes	No	I think the location of the libraries is good and that what the libraries provide apart from books is immeasurable

Yes	No	I think you should concentrate resources in 1 or 2 locations ie central library and 1 other to save premises costs. Also unstaffed libraries won't work because they will turn into no go areas dominated by drunks and homeless people
Yes	No	I think you should set more of a budget. So you are able to provide new books. Also there should be an access to the public toilet.
Yes	No	I understand the budget priorities however I believe that closing small libraries would make more sense, as many of these locations are catered for with the mobile library. I have been watching how much the current staff help the public, excellent customer service and patience. Although books are important we should invest in people and use their skills to continue to enhance the wealth of pleasure and information available at our library or information store. If the Central Library and the three districts remain with reasonable opening hours with staff sell off the land and assets of the remaining libraries, the obvious savings would be not putting in equipment that will run into thousands x 6 libraries, the running costs and staffing. Many customers are concerned for their safety in unmanned libraries, malfunctions in equipment damage and abuse and theft of resources. Current volunteers will be venerable and be considered as staff personally as a volunteer I would want that responsibility. Be brave shut small libraries that see a dozen customers a day tops, this is a political scam with the elections coming up not closing libraries under your preferred option!
Yes	No	I use Breton and vault staff I suggest 24 staffed hours over 5 working days
Yes	No	I use the library for job searching and sometimes I need help, so how can I receive help if no staff? Stop spending money on silly things wasting money on Cathedral Square and spend it on something worthwhile.
Yes	No	I visit Dogsthorpe library
Yes	No	I visit my library regularly and the staff are helpful and i often have a query,who will help me if they are not there?
Yes	No	I was told with the "preferred option", the events team would be scrapped, so that there would be no more children's special events or free courses for adults, etc. I think, in order to save these services, that the libraries that are least used should be closed, changed to entirely self service, or replaced by the mobile library van. Eventually, the smaller libraries will have to close anyway, so why put off the inevitable?
Yes	No	I would like the libraries to have staff, because there is always someone available if you need help with anything. If it was self service you would lose the contact and interaction and knowledge and support form the staff that you cant receive from a machine.
Yes	No	I would agree with the self service... I just feel that books will be stolen.. And you will always have trouble
Yes	No	I would appreciate that the budget has to be reduced but would prefer that all libraries remain open on normal hours.
Yes	No	I would close libraries within 2 miles of central library or within 2 miles of a larger library and have longer staffed opening hours on the libraries that remain open
Yes	No	I would feel quite vunerable in a library with no staff and have heard alot of elderly voicing there concerns -
Yes	No	I would like all the libraries to remain open so all customers have easy access
Yes	No	I would like staffed hours and do not agree with this option
Yes	No	I would like the library opened as it is, all option are difficult as all offer some sort of cut somewhere. I object very strongly.

Yes	No	I would like the opening hours to remain as they are.
Yes	No	I would like the place to stay open with staff and not to close.
Yes	No	I would like to see the smaller libraries closed, and replaced with an increased service from the mobile library, or integrated into other buildings. Thornberry library could perhaps be a combined library and post office for example.
Yes	No	I would not be happy using the self service system. One would not know who would be in the library or if any trouble or problems arose no one would be there to deal with it. You would need security staff to make the premises safe.
Yes	No	I would not feel safe in an unstaffed library. It should be staffed all the time. In comparison, the council has been frivolous in spending £14m on a parkway expansion that has never experienced traffic congestion.
Yes	No	I would not feel safe in an unstaffed library. I would also be very dubious about the security side of things - books being removed etc. I think the unstaffed hours are too high - can you not just provide one member of staff to ensure that books are not stolen etc and to ensure some safety?
Yes	No	I would NOT use a library in "self-service" hours. I do not feel that this would be safe, and I would also expect it to be disorderly and chaotic. Money would be saved if the smallest libraries (Id est Eye, Thorney, Stanground and Woodston) were closed so that money, staff and other resources can be concentrated on the more major libraries. This would scarcely if at all impact accessibility as the mobile library and books at home service would still run for those who cannot access open libraries. I would always need staff support in a library and would NEVER use "self-service" hours (and would rather not place trust in volunteers).
Yes	No	I would prefer the number of libraries to be reduced, but it is important to have those that remain staffed!
Yes	No	I wouldn't feel safe to come into library if it wasn't staffed preferred option 1.
Yes	No	If the library was unstaffed I would not be able to take part in this survey today because there is a fault on the computer system, and, in spite of booking the computer, I had to get the library assistant to book me in as a guest. It is important that the library is manned at all times and not by unpaid volunteers. More money must be found for the budget. The council should bring matters to a head by implementing a budget that does not balance the books, and if other councils do the same the government will have to stop cutting the allocation to councils. The people of Greece have had enough of austerity and so have I.
Yes	No	If there are going to be hours when libraries are unstaffed, will it be made clear when this will be. I don't think I would use them unstaffed due to health and safety concerns. What would happen if there is a fire, health issues with visitors, conflict between customers, what if the self service machines break down during the unstaffed hours.
Yes	No	If there was more financial expertise within the council this would not be an issue
Yes	No	I'm not clear how a 100% self service option would work even just for a few hours. The request for volunteers to fill the gaps would be the more logical/efficient/cost effective approach. Bretton yes please, books yes please. Maybe rotate books as well as staff over the sites.
Yes	No	Impossible to say as I can't get any details of the proposal from the council
Yes	No	In this day of "health and safety" would not have thought your public liability insurance would be valid during non staffed periods and more vulnerable people won't feel safe.
Yes	No	Increase council tax

Yes	No	Increase hours as proposed and use volunteers alongside library staff. Has work in other parts of the country. Unmanned libraries will lead to vandalism. We all need access to our libraries, as they are essential to our community.
Yes	No	It is a life line for me as I cannot walk very far! So I rely on the mobile.
Yes	No	It is no good having an unstaffed library. With the large amount of anit-social behaviour in that area, the jobs will; have a field day in the library. The current arrangements are just fine but whatever you do, make sure there are staff present. Budgets cuts are having to be made because of the unnecessary cuts by the Government. All other aspects of our library are just fine - so leave well alone.
Yes	No	It limits use by the General public
Yes	No	Its and important service to all of us - we need libraries in the community!
Yes	No	Just wanted to say that I hope some of the opening hours in Werrington will be on at evenings during the week - for those who work full time and can't come on Sat due to family commitments.
Yes	No	Keep Central Bretton orton and werrington open fully staffed. Keep Hampton as it is. Close the rest and use the mobile to cover these areas. Would not use self service as would not feel safe.
Yes	No	Keep open for community
Yes	No	Keep the staff in the libraries. I do not want to go into a library and not get any help when I need it. Close the smaller ones that don't have the visitors and save on building costs.
Yes	No	Leave as is
Yes	No	Leave it as it is and make cuts to councillors and make wards bigger
Yes	No	leave opening times as they are
Yes	No	Leave it as it is.
Yes	No	Libraries must be staffed by qualified and knowledgeable staff. It is one of the last places that still remains free of charge where you can go and spend time and learn. Instead of cutting down, why not move with the times, The library should remain free but why not put in a tea and coffee machine. Why not agree with publishers and have e copies of the books that customers can pay say a pound to be able to access the book of their choice to read on their tablets. This way it may encourage new people to use library facilities remotely. By generating money on other associated items then this valuable community asset can continue as with money making side lines. To close libraries as a cost cutting measure is short sighted and ill thought through, There are other ways round it if you are prepared to be open minded and want them to stay open
Yes	No	Libraries should remain staffed at all times, otherwise there will be health and safety issues, problems with thefts, and safeguarding issues of children and vulnerable adults. In the event of a child having an accident during unmanned hours in a library, it is possible that the council would be liable under Occupiers Liability Act 1957 and 1984, which seems to indicate that councils could in certain circumstances be judged as offering an "Allurement" for a child to enter the premises unaccompanied by having certain items likely to attract children on those premises. I would prefer no cuts to library services. However I feel that if cuts must be made then possibly smaller libraries open less days a week.
Yes	No	Libraries that are un-staffed will attract theft and vandalism. The cost of which will outweigh the costs of staffing.

Yes	No	Librarys need to be open and accessabke to everyone! The staff should be paid as they are needed and full on knowledge about the books.
Yes	No	location access information
Yes	No	LOOK TO PRIVATE SECTOR INVESTMENT EG AT CENTRAL LIBRARY HAVE A RESTAURANT/COFFEE SHOP. DIVERSIFY ACTIVITIES ADD HEALTH FACILITIES, A POST OFFICE OR GP CENTRE, THINK COMMUNITY NOT CUTS - YOU CAN MAKE THIS WORK
Yes	No	Lot's of people use this library for other activities not just for borrowing books.
Yes	No	Money is beaing wasted eg. solar scheme, tress in bourges Boulevard. There should be no cut in library funding. The local studies Library is world class and its open hours should not be reduced. The staff are knowledgeable and the books on the shelves and in store are just first rate! I would be prepared to pay for additional access. This is pennypinching propasal and will deter serious academic studies as well as general publics curiostiy about there local area.
Yes	No	More hours are needed please!
Yes	No	More staffed hours, the customer service staff that work in the libraries have always been very helpful, informative and friendly. To lose that would be a huge loss to the communities they serve, and to the loyalty they have shown over the years despite the cutbacks.
Yes	No	My children use the library for supervised activates, I would not let them go in on their own!
Yes	No	My main concern is the lack of staff proposed and the idea of an unmanned facility I feel this will leave the premises and those using them open to abuse, both physical and otherwise. Also for anyone to be able to access the facilities with the sole purpose of stealing and or damaging anything they choose. Surely staff will in the main be able to prevent any of the above taking place. If it is just a cost saving due to staff salaries then your only option is to reduce the hours or find a private funding source.
Yes	No	Need all libraries
Yes	No	Need the libraries to stay open the normal hours.
Yes	No	no idea
Yes	No	No self service stop wasting money on solar panels
Yes	No	Not being privy to the complete council budget and expenditure demands and what the controlling political group determine as essential services, logic dictates to me that political dogma will prevail rather than community wishes, so I view this questionnaire as a waste of time.
Yes	No	Not sure how the preferred option would work. What happens if there is an accident in the library when there's nobody here. How can order a book wanted if there is no staff to ask. What about the staff who lose there jobs, as if all the libraries are using the "preferred" option. They'll be out of a job permantly as they are quailfied librarians. I'm sure there are other ways this can be done. if given enough thought! What happens if the "preferred option" doesn't work? Spending money you could paid the staff for will have been wasted. It's best to have a helpful and friendly face to help. As all the staff are great and helpful! Neither should you expect to have the staff doing volentary hours either. Try getting some off the people that work at town hall as there are too many that work thre and they are not very friendly! What about the childrens story reading time! As children wont be encouraged to read otherwise!
Yes	No	Offer outreach to (E.G CAB etc) and charge room rental. Money in and service provided
Yes	No	Often need help with computer. Would not feel safe on own.

Yes	No	On the days the library is closed, there should not be self service, which demands. We all need help sometimes and also need to order books from other libraries.
Yes	No	Only a Philistine would cut library hours any further. They should be open from 8am-8pm(staffed) to allow access to all. Some libraries open on Sundays(including Oundle) whatever happened to our heritage? Absolutely not self-service. It could become just that with people helping themselves to books. Who will police the system? Save money by abandoning expensive Potty-borough schemes that no-one will patronise.
Yes	No	Open the libraries fully staffed but on less days. Ask for volunteers to assist staff to enable libraries to continue being manned although for less hours per week.
Yes	No	Option 1: 7 days a week.
Yes	No	Option 2 is better
Yes	No	Other libraries to far away keep werrington
Yes	No	People could travel further to libraries. When dealing with such tight budgets some less viable libraries should close I.e. wooston which is so close to Central anyway.
Yes	No	Perhaps a look at doing an internet booking/e reader books at location at somewhere like Hampton, but extending that to libraraies that providefor local schools and restricting their access to funding for students when it is a library for all.
Yes	No	Please continue service without any cuts. Un-staffed libraries is a lunatic idea. Perhaps trimming Councillors' expenses might Help?
Yes	No	Please do not reduce library staff, they are essential in so many ways! Unmanned opening hours sound like a security risk. Perhaps a small charge could be made every time we take books out? This would help the financial situation. Don't downgrade our libraries - we need them all!
Yes	No	Please leave it as it is-unsupervised time cannot work-who will intervene in quarrels between library users(which happens on a regular basis)-noise of mobile phone conversations-children running around as if in a playground,books discarded anywhere,not put back in right place,people smoking,will there be access to toilets?,who will clean up drinks spillage? un staffed more hours not needed
Yes	No	Prefer option 2 smaller libraries don't get as much footfall and mobile library could travel to these areas
Yes	No	Purely safety
Yes	No	put council tax up,keep service same,no volunteers this is a paid job
Yes	No	Rather than spend money on libraries, why not embrace the digital age and lend only ebooks online
Yes	No	Reduce libraries not staff
Yes	No	Reduce manger not front staff
Yes	No	Reduce services at underused libraries! The second option considered would guarantee a better service overall. Thorney, Eye and other unused libraries unnecessary, especially as the mobile library visits regularly too. Cover Dogsthorpe as this is considered a deprived area and would not last long un-staffed. Serious concerns over ASB for any library un-staffed!

		reduce the number of libraries to Town, Bretton, Werrington and Orton, all of which have easy access to via the bus service and those out of town parking availability. Currently you have a good selection of books and materials. I believe like many I am sure in Peterborough that we need more manned library hours, most people need help in one form or another. My worries are if you have a self-service system and no staff in the building what happens if someone is taken ill or has a heart attack for instance on site? Who will be on hand to help them. Will there be staff in the background?
Yes	No	
Yes	No	Reduce to 4 main libraries
		reduction in staffed hours too severe. Save money by reducing high graded staff or freezing their salaries for several years. Get rid of these unreliable self-service machines which must have cost a horrendous amount.
Yes	No	
Yes	No	Retain existing services and hours
		Safe guard the service overall by reducing outlying services at the smaller libraries. Some libraries are underused and services could be replaced by the mobile library, which comes to our village twice a week. If reduced to once a week more people would make an effort to use it. All libraries will suffer through this self-service anyway and the council will use this as an excuse to close them in the future. Without the staff present anything will happen. In the main library in town, they struggle to keep up with the various enquires for information from non-nationals, the homeless and general requests for information as it is. Volunteers will not be able to offer the same service. Increase the services available for e-books and maybe offer e-book readers for loan. Limit unstaffed hours to outside of usual working hours, so that working people, i.e. those that can use the technology, are able to access the service without squeezing it in at the weekend. Save central services by closing smaller libraries!
Yes	No	
Yes	No	Safety and no help if anything goes wrong.
Yes	No	Safety we need staff to help
		Self service is ridiculous! Items would be stolen! The building trashed and used by drug dealers etc. The building need to bde staffed out at all times! Even if more volunteers are needed to help. Elderly people like to have a chat with staff. It is possibly the only person they see all day. They can't talk to a machine!!
Yes	No	
		Self service will soon mean there are no books, CDs and DVDs so libraries will close. For many users staff are important - make more use of school leavers, prisoners who can do day release, other volunteers. Give them training so they can do the job and alleviate problems of unemployment at the same time. I run an adult reading group with dyslexic members and rely on staff being in library for me to collect the books ordered by email. The books are not on the shelves and if I cannot pick them up then the group will need to cease. I work full time in London so access to staff hours is important for our group to continue.
Yes	No	
Yes	No	Self service would still need a Skelton staff
Yes	No	Should be open as long as possible with staff
Yes	No	Shut Thorney, Eye and Woodston libraries and replace with mobile library, they are underused and would save money
		some of the smaller libraries are a good locations for the elderly to meet up and have a chat and not be lonely, would it not be possible to have one or two days a week where the manned staffing hours were longer and to take that away from other days which would only be self service, it then keeps exactly the same amount of hours you've calculated but then also accommodates for the community needs.
Yes	No	

Yes	No	Staff always on hand for help & assistance. Can help locating items you cannot find. Putting people out of work or reduced hours is unacceptable
Yes	No	Staff are important! I need help at the library.
Yes	No	Staff levels need to be increased as customers will not be able to get many services when the library is not manned as well as all the problems having people in a building that has no security or help if there are any issues.
Yes	No	Staffed hours
Yes	No	Staffed hours make the library
Yes	No	Staffing cuts to Werrington library will destroy the community element of the facility. If necessary cut all but minimal "staffing hours (1 hour per week to stack books etc.?)at the smaller less well attended libraries and use effectively Self Service only at these.
Yes	No	Staffing, need more staff in more of the time.
Yes	No	Stop wasting money on Bourges Boulevard and staff the libraries properly.
Yes	No	The budget should be renegotiated the council should take a pay cut. All the small library's have no good bus links & so are more important to Mums and older people. We could have more eBooks for under 25's - would that be cheaper then just buy books for the older people? I like out of hours but so would the dossers and kids - I want the library manned. I would not trust my kids at the library alone in case it was dangerous.
Yes	No	The consultation assumed quote for the facilities and service are not fit for purpose. I am very happy with the current system/arrangements are fit for purpose.
Yes	No	the current system works well in my opinion. By providing access without manning the library there is the possibility of vandalism and misuse resulting in additional cost
Yes	No	The disadvantaged in society will lose out the most when libraries are unstaffed.
Yes	No	The libraries provide a good service, I would miss it if the hours were cut
Yes	No	the library could be shut for another day but when it is open it is staffed which allows for the running of clubs and advice. Also the resources will be maintained and kept properly catalogued.
Yes	No	The library offers so much more than just books, it's a community used building. Paid staff are needed, as they understand/trained to do manage a library
Yes	No	The library provides a service for the whole of the ethnic community, its location is perfect. It will always require new books. The access out of hours will just encourage people to abuse the building.
Yes	No	The library service is an essential core of our community and should be accessible for the maximum number of hours possible. The library service has already been cut in the previous five years and now further cuts of over 23.3% That is unjustifiable and totally unacceptable. The savings must be found elsewhere.
Yes	No	The library service really doesn't need so many small branches, with some of them being within walking distance of other ones, and others having very few visitors. It would be much better use of the money to close all but the biggest 4 libraries, staff them properly and send the mobile library to the affected areas.
Yes	No	The library should never be unattended. A responsible person must always be there when it is open. Self service is okay but must be attended. I strongly recommend staffed hours only, but more than the 10 hours specified!
Yes	No	The library should NOT be self service. Instead option 2 (keeping the main libraries opened) should be implemented - Or reduce the staffs pay by 10% rather than make it self-service

Yes	No	the libraris are a needed service for all ages. from the groups that are run, activities, friendly welcome from staff, help they give to obviously the books that are great for everyone from little ones who are learning to read, children to help with homework to adults wanting a read. books are expensive so its a needed service to encourage people to read who can not afford to buy books.
Yes	No	The mobile library is the only way I can get books!
Yes	No	THE MOST IMPORTANT THING IS THE STAFF THEY CREATE WARMTH HELP ADVICE MACHINE FAIL
Yes	No	The option of concentrating the service on the central library
Yes	No	The point of libraries is not simply to provide access to books. If that's what you want, close all the libraries and give everyone an Amazon voucher with the money saved. It's about community, and interaction and activities that children particularly don't have access to anywhere else. If my child wants to learn about, say, dinosaurs, then yes, I can Google, it and he can read a page of text, and most likely take very little away from it. Or I can take him to a library where he has access to multiple books, a dinosaur-themed hour with models, activities and discussion. And he will absorb and learn as he interacts. Google can't give you that. I haven't addressed the list of priorities because I feel the most important one has been missed off - literacy. And if you're not willing to consider the effect on literacy in children, and their development, education and future, then I'm not willing to consider your budget. We actually live in Deeping, but with the proposed closure of Deeping Library, the Peterborough libraries are our next option. With over 50% of hours being self service (which is a system asking to be abused) we will get no benefit to visiting a library over a bookshop. People will choose bookshops over the libraries, more libraries will close, they will become defunct, those who are not lucky enough to be able to afford to buy books will have no access to books for their children, and literacy levels will fall. But at least the council will have some more money to spend elsewhere.
Yes	No	The reduced staffed hours are unacceptable. The self service model will not be used by the young or the elderly. It offers a seriously diluted service during the unstaffed hours. Please think again.
Yes	No	The second option is far better. Reduce underused outlying libraries to support a more centralised offer. Use the mobile library to cover any areas that may then miss out. Libraries support the basis of society, with other support services seeing cuts, these libraries are essential for signposting to other services services and improving ones opportunities!
Yes	No	There has to be a better way.libraries without staff to help you is just wrong,unhelpful and letting people in without them is it safe?will i feel safe?
Yes	No	There is no need to make efficiencies. This country can afford an excellent library service - your desire to accommodate the government's diktat is pathetic. Grow a backbone!
Yes	No	Think of young and old peopl
Yes	No	Too few staffed hours. Self service facility will not be available to all customers, and will provide only a limited range of services.
Yes	No	Use volunteers to assist when library staff not available. Leaving to customers to manager on their own will not work.
Yes	No	Volunteer workers working in tandem with paid employees.
Yes	No	vote appropriately in may 2015
Yes	No	Want library to continue as it is. Need staff to help with job search "Staff not robots"

Yes	No	we don't agree with unstaffed libraries in the city.They would be open to abuse by drunks,thieves and badle behaved children.Village libraries could be open for restricted hours by volunteers
Yes	No	Where exactly does our Council Tax go? Why not just ask if the city's residents are willing to pay for the shortfall, after all, we now have to pay for brown bin collections. If every resident paid just £2 that would cover your £350,000!
Yes	No	why are you cutting staff who serve the community - surely they are key
Yes	No	Why not do away with Computer suite which sseems to be the main reason many "members" come into library??!!
Yes	No	Why not include the comments of those who don't have a voice? Those I see being helped with benefits, housing applications, CVsand emergency welfare or charity referals. Where are they going to go to get help? What about the elderly who can't use computers? As if staff, who will be tidying up after drunks and messy, unsupervised customers and dealing with complaints, will have time to help them. No survey in other languages or questions about how important an empty museum is!
Yes	No	Won't feel safe using the library, it needs to be staffed. I travel far on foot so could only use it a few hours.
Yes	No	Worried about father using the library if there are no staff
Yes	No	Worried about self service and see problems if people take books from library
Yes	No	Would not feel safe even with CCTV
Yes	No	Would rather concentrate services at the Central Library and provide a top quality service there rather than spread resources thin to cover local libraries. I have never used any local library but I regularly use Central Library so would, personally, rather sacrifice the regional libraries in order to protect the main central library.
Yes	No	Would rather pay more council tax and have a proper staffed library (as well as other better public services). Worried that by reducing staff the library will become less welcoming and more about crowd control (there already intimidating groups hanging around inside Central Library).
Yes	No	Writing with reference to Orton Library, the Library is part of the school and is used a lot during the school day. There are real safeguarding issues with leaving the library unstaffed and I do not think this is a safe option. Trained volunteers who in addition to their library function have a DBS check should be a minimum requirement. A letter box to return books would be very useful.
Yes	No	Yes save money but unstaffed libraries will be unsafe I understand only one small library is running the system you are suggesting with very few people using it. Consider again closing the small libraries and don't put narrow political reasons in the way.
Yes	No	You cannot leave an establishment unmanned it leads to theft, jobs being put in jeopardy. This library is very important to the community!
Yes	No	You have not explained several important things which allow me to decide whether or not I support the self service option. Such as: security - if there are no staff and there is a problem, how do I know I will be safe? How will you prevent people using the library as a place to sleep? Before I can say whether I support the proposal I need to know about these things.

Yes	No	You need a Librarian there to be able to discuss and help with choosing different books. No good running a library where you don't get any help. Also children who use the library get help from a librarian with their reading groups, so all that would be taken away. (Soon nothing will be left. The way it is going) What good is self service hours? Books could go missing! The elderly and the young need help! Not all these brilliant ideas!
Yes	No	You'll probably end up shutting the building and thus lose a vital resource. Remember Andrew Carnegie's legacy to Peterborough which you sold off?? Where is the city centre cinema??

Annex 2: Proposed library hours

Central Library

Day	Library Available	Staff on site	Current opening hours
Monday	09:00 – 19:00 *	10:00 – 17:00	10:00 – 17:00
Tuesday	09:00 – 19:00 *	10:00 – 17:00	10:00 – 17:00
Wednesday	08:00 – 19:00 *	14:00 – 17:00	13:00 – 17:00
Thursday	09:00 – 19:00 *	14:00 – 17:00	13:00 – 17:00
Friday	09:00 – 19:00 *	10:00 – 17:00	10:00 – 17:00
Saturday	09:00 – 15:00	09:00 – 15:00	09:00 – 16:00

* Open+ hours supervised by an Open+ assistants

Bretton Library

Day	Library Available	Staff on site	Current opening hours
Monday	09:30 – 19:00 *	09:30 – 12:30	Closed
Tuesday	Closed		10:00 – 17:00
Wednesday	09:00 – 17:00 *	13:30 – 17:00	14:00 – 18:00
Thursday	09:30 – 17:00 *	09:30 – 12:30	10:00 – 17:00
Friday	09:30 – 17:00 *	13:30 – 17:00	10:00 – 16:00
Saturday	08:30 – 14:00 *	11:00 – 14:00	10:00 – 15:00

* Open+ hours supervised by an Open+ assistants

Orton Library

Day	Library Available	Staff on site	Current opening hours
Monday	10:30 – 17:30 *	14:00 – 17:30	11:00 – 17:00
Tuesday	09:30 – 17:00 *	09:30 – 12:30	13:00 – 17:00
Wednesday	Closed		Closed
Thursday	09:30 – 17:00 *	09:30 – 12:30	10:00 – 18:00
Friday	10:30 – 17:30 *	14:00 – 17:30	11:00 – 17:00
Saturday	09:00 – 17:00 *	09:30 – 12:30	10:00 – 15:00

* Open+ hours supervised by an Open+ assistants

Werrington Library

Day	Library Available	Staff on site	Current opening hours
Monday	Closed		11:00 – 17:00
Tuesday	09:30 – 17:30 *	14:00 – 17:30	10:00 – 19:00
Wednesday	09:00 – 18:00 *	09:30 – 12:30	13:00 – 17:00
Thursday	09:30 – 17:30 *	14:00 – 17:30	Closed
Friday	09:30 – 18:00 *	09:30 – 12:30	10:00 – 17:00
Saturday	08:30 – 17:00 *	14:00 – 17:00	10:00 – 15:00

* Open+ hours supervised by an Open+ assistants

Dogsthorpe Library

Day	Library Available	Staff on site	Current opening hours
Monday	Closed		Closed
Tuesday	08:30 – 18:00	09:00 – 12:00	10:00 – 17:00
Wednesday	08:30 – 17:00	13:30 – 17:00	10:00 – 15:00
Thursday	08:30 – 17:00	13:30 – 17:00	12:00 – 18:00
Friday	Closed		10:00 – 17:00
Saturday	08:30 – 15:30	09:00 – 13:00	10:00 – 14:00

Eye Library

Day	Library Available	Staff on site	Current opening hours
Monday	09:00 – 18:00	09:00 – 12:00	09:30 – 14:00
Tuesday	Closed		09:30 – 14:00
Wednesday	09:00 – 17:00	13:30 – 17:00	13:00 – 17:30
Thursday	Closed		13:00 – 17:30
Friday	Closed		Closed
Saturday	09:00 – 17:00	09:00 – 12:30	10:00 – 13:00

Hampton Library

Day	Library Available	Staff on site	Current opening hours
Monday	08:00 – 20:00	13:30 – 17:00	Closed
Tuesday	08:00 – 20:00	Receptionist	09:30 – 13:30
Wednesday	08:00 – 20:00	13:30 – 17:00	09:30 – 13:30
Thursday	08:00 – 20:00	Receptionist	13:30 – 18:00
Friday	08:00 – 20:00	09:00 – 12:30	13:30 – 18:00
Saturday	09:00 – 17:00	09:00 – 12:30	09:30 – 13:30

Stanground Library

Day	Library Available	Staff on site	Current opening hours
Monday	Closed		14:00 – 18:00
Tuesday	08:30 – 17:00	13:30 – 17:00	09:30 – 14:00
Wednesday	Closed		Closed
Thursday	08:30 – 18:00	09:00 – 12:00	09:30 – 14:00
Friday	Closed		13:00 – 17:00
Saturday	09:00 – 14:30	09:00 – 12:30	10:00 – 14:00

Thorney Library

Day	Library Available	Staff on site	Current opening hours
Monday	Closed		13:00 – 17:30
Tuesday	Closed		Closed
Wednesday	09:00 – 18:00	09:00 – 12:00	13:00 – 18:00
Thursday	Closed		13:00 – 17:30
Friday	09:00 – 17:00	13:30 – 17:00	10:00 – 14:00
Saturday	09:00 – 17:30	14:00 – 17:30	10:00 – 13:00

Woodston Library

Day	Library Available	Staff on site	Current opening hours
Monday	Closed		13:00 – 17:00
Tuesday	09:00 – 18:00	09:00 – 12:00	Closed
Wednesday	Closed	09:00 – 12:00	13:00 – 17:00
Thursday	09:00 – 17:00	09:00 – 12:00	09:30 – 14:30
Friday	Closed		13:00 – 17:00
Saturday	09:00 – 17:30	14:00 – 17:30	09:30 – 13:30

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Equality Impact Assessment Form

Part 1 – Initial Screening

1. Officer(s) & Unit responsible for completing the assessment:

Paul Stevenette, Programme Manager / Clare Pavitt Business Intelligence Manager

2. Name of the policy, strategy or project:

Strategic Review of Libraries and Community Assets

3. What is the main purpose or aims of the policy, strategy or project?

The key driver for the strategic review of libraries is to assess whether facilities and services currently provided are still fit for purpose and relevant to local community needs, taking account of the budget pressures due to a significant reductions in funding from Central Government.

The outcome of our review and of public consultation is the design of a new service delivery model. This model will meet changing community needs and budget pressures whilst fulfilling the council's statutory obligations.

As a result of a 12 week consultation period it is proposed to retain all libraries and extend the number of hours service users can access the facility. However this will be achieved through a self-serve system and therefore the number of hours libraries will be staffed will be reduced.

4. Who will be the beneficiaries of the policy/strategy/project?

Current service users of libraries.

The wider community through extended hours of access to libraries in particular those who are unable to use the facilities during normal working hours.

Users/potential users who do not have internet access at home.

5. Has the policy/strategy/project been explained to those it might affect directly or indirectly?

Phase two of the library consultation puts the preferred option (delivery model, based on the outcome of the first stage) to service users. This stage of the consultation has been both online and facilitated through a series of discussions and public meetings. The preferred option being consulted on outlines the new opening times and structure for libraries.

6. Have you consulted on this policy/strategy/project?

An initial 12 week consultation was carried out to understand the usage and the value of facilities. This covered location, travel patterns, frequency of and reasons for visiting, and the sense of importance placed on services.

The findings of this consultation have shaped the future operating models that has been the subject of a second consultation. However it is worth noting for the purpose of the EIA that 85.9 % of respondents were white British, 65.5% were women and only 4.3% were aged between 16-24

The second phase of the consultation is seeking community opinion of the future operating model. This phase will also provide the platform for further consultation on equality issues and engage community groups with a relevant protected characteristics for representation and views not already captured.

7. Please complete the following table and give reasons/comments for where:

(a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.

(b) The policy/strategy/project could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full EIA should be completed.**

Equality Target Group	(a) Positive Impact		(b) Negative Impact		Reason/Comment
	High	Low	High	Low	
Gender					There are no positive or negative impacts as a result of a person's gender, however there may be an impact under socio economics that may be affected by gender.
Race					There is no positive or negative impact as a result of a person's race or ethnic origin.
Travelling Communities					There are no positive or negative impacts as a result of persons living as part of a travelling community
Disabled		✓		✓	The reduction in staffed hours could have a minor negative impact on some disabled groups who may need assistance with access or use of facilities. Retaining all libraries in all locations enables disabled people to continue to access the service in their preferred location. This is particularly positive for those who are unable to travel.

					Retaining Bretton library in its current location poses a low negative impact as a result of a person's disability. The building is on 3 levels and the disabled access is out of date and does not cover the whole facility.
Gay, Lesbian and Bisexual					There are no positive or negative impacts as a result of a person's sexual orientation.

Transgender/sexual					There are no positive or negative impacts as a result of a person's gender identity
Age		✓			Retaining all libraries in all locations enables older people to continue accessing the service in their preferred location. This is particularly positive for those older people who are unable to travel.
Children and Young People				✓	Lack of young people's response to consultation. During Open+ hours, libraries will not be accessible for those under 16 years of age who are not accompanied by a parent or guardian. Where facilities are not staffed access for unaccompanied young persons could pose a safeguarding child protection risk.
Religious/Faith groups (please specify)					There are no positive or negative impacts as a result of a person's religion or beliefs
Socio economic background		✓			Volunteering creating workplace experience, preventing isolation, Providing services with a positive social impact, access to information and guidance where travel may be an issue.

8. Please give a brief description of how this policy benefits the equality target groups identified in the above table, i.e. promotes equality?

The extended hours of the service allows for access to service for groups who may not normally be able to access the services, it also give a greater opportunity and increased access to public internet facilities.

9. If there is a negative impact on any equality target group, is the impact intended or legal?

The potential for a minor low negative impact on older people, younger people and disabled groups will be kept under close review.

With regards to young persons of teenage years, current usage is being analysed to assess the level of proportionality. Access to those under 16 years of age to none supervised facilities has the potential to poses a child protection risk which has to be taken into consideration when assessing impact.

If the negative impact is not intended, discriminatory and/or high in impact, complete part 1 and move on to the full assessment.

10. What actions could be taken to amend the policy/strategy/project to minimise the low negative impact?

Further consultation will identify any actions to mitigate or minimise the potential for low negative impact.

With regards to young persons of teenage years, current usage is being analysed in conjunction with access to school research, IT and learning facilities.

11. If there is no evidence that the policy/strategy/project promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?

N/A the project does promote equality of opportunity.

12. How will the policy, strategy or project be implemented including any necessary training?

The new arrangements will be implemented by Vivacity on the Council's behalf. Staff will be appropriately supported and trained in the new arrangements.

Full Assessment necessary:

Yes π

No π

Date completed: 6th March 2015

Signed by Project Manager Lisa Roberts

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 7
19 MARCH 2015	Public Report

Report of the Director of Governance		
Contact Officer	Annette Joyce, Service Director: City Services & Communications	Tel. 01733 452280

CITY MARKET

1. PURPOSE

- 1.1 To provide members with an overview of the City Market operation and proposed future planning regarding:
- Market Services
 - Their performance
 - Their expenditure/income & service costs
 - Staffing numbers and staffing issues within service
 - Opportunities for service
 - Service threats
 - Service Objectives for 2015/16

2. RECOMMENDATIONS

- 2.1 The Committee is recommended to note and comment on the work of the City Market and propose further scrutiny in relation to its business activities.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Peterborough's Sustainable Community Strategy is the plan for the future of our city and the surrounding villages. It sets the direction for the overall strategic development of Peterborough. Market Operations remit directly links to the council's strategic priorities;
- Creating Opportunities – Tackling inequality.
 - Creating strong and supportive communities.
 - Delivering substantial and truly sustainable growth.
 - Creating the UK's Environment Capital.

4. BACKGROUND

Peterborough City market is located on the previous Cattle Market site in an area bounded by Cattle Market Road, Laxton Square and Northminster. It has held chartered market status since 972AD and is one of the larger covered (as opposed to indoor) markets in the region.

City Market Operations provides a day to day retail presence in the City and an opportunity to engage in strategic efforts to enhance the city and its region in the long term.

The services vision is that of Commercial Operations; is to provide a high quality, safe and easily accessible environment that underpins commercial and social success.

*“Markets have existed for millennia and, historically, ensured the residents of towns and cities had access to affordable fresh food and other commodities. They have also acted as a **key source of retail innovation...** Markets were the retail nursery that created many of today’s multi-national retailers e.g. TESCO (Hackney, East London), Marks & Spencer (Leeds), and Morrison’s (Bradford). This innovation is still being displayed today through, for example, Farmers’ and Christmas markets.”*

Markets Alliance submission to The Portas Review 20111

4.1 General Market

The General Market supports local business and creates significant employment in the city. Managed by Commercial Operations, it is an integral part of the local community, providing an assortment of goods, from furniture and clothing to fresh fruit and vegetables. Both retail & service sectors are represented.

Performance

There are 55 individual licence holders occupying 112 market stalls providing approximately 150 jobs, the largest conglomeration of independent traders in the City and includes an air conditioned food hall housing 2 butchers & 2 fishmonger positions.

The Market is currently open Tuesday to Saturday 8.30am - 4pm. The potential for development and promotion of the market will be an issue that will be strategically addressed as part of the emerging Visitor Economy Strategy, supported by the recent Market Communication Plan.

Budget

Expenditure	£287,555	
Income	<u>£416,000</u>	
Net service cost (surplus)	(£128,445)	2014/2015 Figures

Staffing

There are two posts within this service – The Market Development Manager & Markets and Commercial Trading Officer.

4.2 Opportunities

4.2.1 As previously noted the market is not currently operating to full capacity and presents significant opportunities for growth. Despite a limited budget capacity for promotions, a successful marketing campaign has been implemented (see3 below) Stall occupancy had significantly declined over the last 5 years but currently has stabilised, with 6 new applications to trade on average per month. Footfall had increased prior to the Christmas period but has suffered post festivities. The weather is significant and footfall figures are in line with expectations for the period. It is expected they will rise further as the food quarter and other market offers develop.

4.2.2 The intention to create a ‘Food Quarter’ is now well underway. The intention is to provide

and promote locally sustainable food together with a range of ethnically diverse, high quality foodstuffs. Creation of the food court has been driven by the need to diversify the markets offer and the significant rise in demand for street food (F&B demand has risen around 25% nationally over the last 2 years). Additionally it has allowed rearrangement of existing stalls and relocation of some established traders to locations where they are already reporting an increase in footfall. Currently 11 traders have agreed to open, with 1 other in negotiation. Recycled seating, previously used in the City Information centre has been installed, and funding has been found for custom units surrounding the roof pillars matched with bar style stools. The designs are being finalised and will be in place with this financial year. A survey is underway to establish the feasibility of installing transparent; tracked plastic windbreak curtains on the Laxton Square boundary to improve the environment in the food court and Laxton Square areas for shoppers.

- 4.2.3** The market site has been reviewed as regards opportunities for enhancement of both the visual environment and also increased advertising. The marketing plan has been used to guide the process, Traders offers boards are now in place, and better use is being made of current notice board to showcase offers. A significant advertising program has been implemented with new and attractive artwork being designed and circulated via a number of routes. Presence has been achieved in the JC Decaux media board across the City and has generated very positive comment, with shoppers approaching the traders featured and confirming the increased level of interest. Images of Peterborough past are being printed onto large boards which will be affixed to currently unoccupied stalls or those used for storage, which will enhance the appearance. Where appropriate, unoccupied stalls are being opened to allow adjacent stalls to display additional goods, again improving appearance. Plans are well advanced for an Easter market event with children's entertainment and other attractions. The national 'Love your local market' event in May will be supported this year.
- 4.2.4** The perimeter of the market is unattractive with the security railings inserting a barrier to shoppers. Replacement with sliding / concertina type fixtures is still under investigation, as part of the food court development but cannot currently be funded. Additional refurbishment will be undertaken as funding allows, with the assistance of Peterborough Friends of the Market, and may include repainting the fencing.
- 4.2.5** Internal processes were identified as being no longer fit for purpose and traders and customers alike will benefit from the wide ranging review, which is now underway. One outcome is a rent review survey which suggests that current rents are in line with other regional and national markets and offer good value. Visits have been made to compare other market operations and are reassuring in terms of occupancy rates and efficiencies.
- 4.2.6** The environmental impact of the market is being assessed and further work will be progressed with Peterborough City Environmental Trust to see where further progress can be made, an opportunity to place solar panels on the food hall roof to reduce energy costs has been deferred to release capital for progression of revenue enhancing processes..
- 4.2.7** As previously stated, all processes of market management are being reviewed. Some of these are being addressed by development of a new licence agreement, in close consultation with PCC legal teams, which will contribute to a significant income lift. Closer attention to and reassertion of the Cities Market Rights as enshrined in the Charter would generate significant additional income, potentially in the region of £60k p.a. and this is being actively progressed.
- 4.2.8** The City Market should be an integral part of the retail experience of our customers. The market catchment area includes a significant proportion of lower income households,

particularly migrant families, together with more wealthy professional visitors from the surrounding commercial quarter. This encourages a degree of stratification where market offers span those demographics and maximizes the retail opportunity, and a recent publication by Professor Cathy Parker of the Institute of Place management stresses the importance of markets within the built environment and supports the attempts to make markets the hub of a locations retail offer.

4.2.9 Improved use of social media is underway, with traders running their own Facebook page alongside the market web page. This is generating significant traffic and offers traders an alternative route to publicise their offer. The establishment of a 'market DL', particularly for events is being actively progressed, to promote the market offer and offer a better experience for our customer base.

4.2.10 As previously reported, the market management team are progressing a number of partnership initiatives to build better links with our communities and develop sustainable, mutually beneficial relationships with other agencies and groups. Those relationships include hosting students from Peterborough Regional College's 'Young Entrepreneur' Program and working with vocational students from the City College to progress a 'market makeover' where stalls are refurbished and original art work introduced. A joint initiative with PECT (Peterborough Environmental City Trust) and other partners is working towards hosting a Peterborough Food Festival in 2015 to showcase the diversity & availability of top quality produce within the local area. A major initiative, to encourage engagement and enhancement of opportunity for the authorities' residents is underway in the Lincoln Rd / Millfield area. Provisionally dubbed, 'Spice & Silk' – it is examining opportunities for a number of PCC supported activities, including temporary weekly markets and other community enhancements to be established with the area with any profit being used to further support that community. The area has been surveyed by PCC staff and a very positive response received. It is hoped to implement a trial event by 6th June 2015.

4.3 Threats

The current income budget is under achieved by approximately £35k, which is a similar position to April 2014 this is probably not rectifiable in the short term but the measures outlined above have the capacity to significantly improve profitability to this level and beyond.

The market could be affected by the North Westgate Market Development, should it proceed in the future. The proliferation of events on Cathedral Square is anecdotally considered damaging to central market trade and some work is required to establish the mechanics of this arrangement. The market communications plan addresses the displacement issue in detail.

The market looks tired and dated-it needs investment if occupation and visitation is to be maintained or increased. It is probably Peterborough's best kept secret with poor visibility and ineffective signage from surrounding areas. Consideration needs to be given as to the most cost effective route to increase the markets presentation.

4.4 2015/16 Objectives

1. To continue the marketing and promotion campaign of the market to potential traders to facilitate fuller occupancy, including market rights implementation.
2. To continue to develop a food quarter
3. To further Investigate increased advertising and sponsorship opportunities within the market

4. Improve perimeter fencing and appearance of the market
5. Improve current lease arrangements and communicate to traders.
6. Investigate energy and recycling efficiencies

4.5 Summary of Objectives from this Service Plan

1. To continue a marketing and promotion campaign of the market to potential traders to facilitate fuller occupancy
2. To further develop a food quarter and other market estate opportunities (Farmers / Craft Markets)
3. Investigate increased advertising and sponsorship opportunities within the market
4. Improve perimeter fencing and appearance of the market
5. Improve current lease arrangements and its documentation
6. Investigate energy & recycling efficiencies, within the market estate.

4.6 Redevelopment

Urban design determines the very shape of the streets and public spaces which make up our city. It influences how easy and pleasant it can be to move from area to area. During 2014, Long Causeway will be redeveloped and thus unavailable for events or markets.

The proposed works provide an opportunity to emphasise the character of Long Causeway and help revitalize this commercial area of the City. It is envisaged that we will help to bring some of the open space element of the scheme alive by expanding the events, street market and trading offers to both schemes.

5. IMPLICATIONS

- 5.1 Securing sponsorship for projects and events during the current economic climate could prove challenging but we look to maximise opportunities.

6. CONSULTATION

- 6.1 55 Traders, 1 traders association and 4 other partners and stakeholders have been consulted directly.

7. NEXT STEPS

- 7.1 Any recommendations from the Committee for changes should be referred to the Cabinet Member Tourism, Business and International links.

8. BACKGROUND DOCUMENTS

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

- 8.1 The Portas Review 2011

9. APPENDICES

- 9.1 City Market Communication Plan 2014-15

City Market Communications Plan

August 2014 – August 2015

*Directorate: Commercial Operations
Communications Lead: Pep Cipriano*

Approval

Signed: _____

Assistant Director of Commercial Operations

Date: _____

Communications Plan

City Market

August 2014 – August 2015

Lifespan of communications plan

Key officers

Project Lead	Gary Wright (Market Development Manager), Steve Woolley (Assistant Markets Manager)
Director	Annette Joyce
Cabinet Members	Lucia Serluca
Communications lead	Pep Cipriano
Key Stakeholders	Market traders, customers, Friends of Peterborough City Market, city market marketing steering group, city centre retailers

Level of project



Red Level

Damage to council's reputation



Amber Level

Has potential to cause issues



Green Level

Low risk

Summary

The profile of the City Market needs to be raised in order for it to attract traders (approximately a third of available trading space is vacant) and in turn attract more customers. It is in a situation where it is struggling to recruit traders because there are not enough customers - and not enough customers visit because there are not enough interesting / unique traders.

Recommendations are:

- A marketing subgroup to include members of the Peterborough City Market Traders Association / Friends of Peterborough Market to be established. The group should also include the Market Development Manager, Assistant Markets Manager and the Commercial Operations Marketing Manager
- The group will be responsible for creating, implementing and evaluating all marketing and communications activity designed to raise the profile of the City Market
- Further understand the market's average customer profile (in addition to data gathered from the Christmas 2013 campaign) by measuring footfall and time spent in the market. Establish City Market user's focus group as a result
- Form a partner relationship with regulatory services (trading standards) to support 'real deal' safe trading campaign
- Refresh the market's presence on the city council's website. This will involve a re-write of the pages, adding new photographs and a professionally filmed video featuring traders, staff and customers
- Produce City Market map illustrating types of produce on offer

- Investigate additional services that may be offered to shoppers (Click & Collect etc.)
- Investigate services the Cambridgeshire Chamber of Commerce or similar groups might be able to provide for traders (marketing, finance, web page design, social media etc.)
- Evaluate options for delivery of local themed events based around locality
- Promote City Market (by way of a marquee) at events managed by the Commercial Operations team such as the Italian Festival, Diwali Festival, Portuguese Festival and other similar events with high footfall
- Review purpose, content, style and dissemination of the City Market newsletter with the aim of increasing dialogue with traders and market customers
- Review any assistance that might be offered by the Countryside Alliance or any other strategic partners identified
- A focus on marketing the development of the Food Court – specialising in artisan style foods, with seating area and new fencing
- Utilise Market Trader News magazine for quarterly advertorials and features
- Ensure City Market has presence in internal and external Peterborough City Council publications
- Benchmark number of visits to the market web page and city number of Tweets re-Tweeted. Ensure we maximise the city council's social media channels to promote market events, new stalls, special offers, seasonal produce etc.
- Revise and implement trader start-up packages
- Introduce a suggestion box (physical and electronic) with incentives / rewards for suggestions of improving the market experience and footfall that are implemented
- Use existing PA system for promotional news to showcase events and new products
- Develop relationship with Peterborough City College and other educational establishments that encourage young entrepreneurship
- Instigate rolling renovation programme using Friends of Peterborough Market volunteers / college students
- Produce 'To Rent' signs for unused stalls
- Speak to traders from other city markets and visit these markets to see how they promote themselves

Creative brief for design, digital and copywriting

What is the intended outcome/s of the campaign? How will you measure these?

Three intended outcomes:

1. Increase the number of traders at the City Market by 5% Evidenced by identifying the increase in the number of traders at the end of the campaign
2. Increase customer footfall to the City Market by 5%
3. Increase public profile and awareness of City Market. Evidenced by the amount of positive media coverage gained and social media tracking

What are the key messages / facts we want to communicate?

To potential traders:

- Competitive start-up rates
- Under cover stalls
- Stalls decorated at start of traders' licence
- Secure stalls in secure compound
- Multi route pedestrian access
- Pedestrian entrance to the multi-storey car park
- Subsidised trader parking
- Supportive trading environment
- Flexible and innovative management

To potential customers:

- Pedestrian entrance to the multi-storey car park
- Close proximity to good value car parking
- Close to bus route
- Unique and interesting products at highly affordable prices
- Knowledgeable and friendly traders
- Covered roof
- More than 150 stalls selling a wide variety of products and services
- Open Tuesday to Saturday from 8.30am until 4pm
- Unique and established stalls, offering the same services as the high street at a fraction on the price
- Food and drinks available on site

What images could you associate with your service/campaign? What words?

Images:

- Fresh fruit and vegetables, flowers, clothing, pet supplies, electrical items, barber, fish, cobbler, bric a brac
- Cheerful traders communicating with customers
- Happy shoppers through the seasons
- Crowds including diverse group of adults and children
- Well established stalls
- Unique goods
- Car parking
- Food stalls
- Helpful staff interacting with customers

Words:

- Fresh

- Good value
- Discount
- Friendly
- Interesting
- Convenient
- Parking
- Atmosphere
- Accessible
- Affordable
- Unique
- Variety
- Value

What actions are we hoping will come out of any campaigns we undertake?

- Greater shopper footfall and dwell time
- Increase in applications for stalls
- More higher end traders encouraged

What do we know about the intended audiences?

- Some data captured from Christmas hamper competition
- Trader questionnaire currently underway
- Typical shopper profile in preparation

Barriers to participation

- Negative perception and comments about the market
- Cost of trading
- Apathy of traders
- Competing high street (Wilkinson's)
- Poor product range and quality

Areas of enthusiasm

See 'key messages'

Is there someone who could be a champion for this audience that could get involved?

- Customer and trader testimonials
- Cabinet member

Budget availability

TBA. All spend will be detailed and kept within agreed budget

What are the KPIs we are going to look for to evaluate whether the campaign is working? When?

Each tactic can be measured in various ways that is relevant to the communications tool being used. If the tactic / action cannot be measured then it should not be part of this plan

Communications channel matrix

News releases	Insite (intranet)	Branding	PCC website	Press advertising
Radio Interviews	Connected e-newsletter	Leaflet / postcards	Facebook posts	Lampposts
Spokesperson interviews	Members bulletin	Poster	Twitter posts	Roundabout advertising
Advertorials	The Wrapper	Promotional events	Videos	Radio advertising
Speaker opportunities	Staff and management briefings	Online advertising	Apps	Bus advertising
Photo opportunities	Notice boards	Easy read translations	QR codes	Booklets / brochures
Photo shoot	Stock images	Documentation – e.g. forms	Microsite	Viral concept
Linked In Posts	Facebook advertising	Direct mail	Email marketing	Event giveaways (bags / gifts)
Pollsters (pre-event)	Pollsters (during event)	White papers	Third party marketing / network marketing	Sponsorship packs
Beer mats / restaurant table-toppers	Retail point of sale	Traffic signage	Leaflet / poster distributions	Bookmarks
Digital point of sale (e.g. digital poster sites)	Links on third party websites / social media	Magazine / newsletter creation (print and digital)	Your Peterborough magazine	Media partnerships
Bluetooth	SMS messaging	Partner and sponsor publications (print and digital)	Presentations	Word-of-mouth
Bespoke social media landing pages	Telemarketing	Tradeshows / exhibitions	Consultation drop-ins	Exhibition stands

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 8
19 MARCH 2015	Public Report

Report of the Director of Governance

Report Author – Paulina Ford, Senior Governance Officer, Scrutiny

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

FORWARD PLAN OF EXECUTIVE DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Strong and Supportive Communities Scrutiny Committee outlining the content of the Forward Plan of Executive 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 Forward Plan of Executive Decisions is attached at Appendix 1. The Plan contains those Executive decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new Executive decisions to be taken after 3 April 2015.
- 3.2 The information in the Forward Plan of Executive 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 Executive 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: 6 MARCH 2015

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 3 APRIL 2015

<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>
<p>Grant to Opportunity Peterborough for Peterborough DNA – KEY/03APR15/01 To approve continuation of the ‘Peterborough DNA’ programme in to the 2015/16 financial year following receipt of a grant to the value of £3m from Innovate UK (formally the Technology Strategy Board) in March 2013; and delegate authority to the Governance Board to authorise the award of grants of up to £440,000 for accumulated and prospective projects under the Peterborough DNA programme to Opportunity Peterborough Limited.</p>	<p>Councillor Marco Cereste Leader and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>April 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Charlotte Palmer Environment Strategy and Future City Manager Tel: 01733 453538 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>

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
Housing Related Support Grant Agreements 2015/2015 – KEY/06APR15/01 To award specific grants for the provision of housing related support, funded through the Housing Related Support Programme.	Councillor David Seaton Cabinet Member for Resources	April 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Sharon Malia Housing Programmes Manager 01733 863764 Sharon.malia@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
PREVIOUSLY ADVERTISED DECISIONS						
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.	Councillor David Seaton Cabinet Member for Resources	March 2015	Sustainable Growth and Environment Capital	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.	Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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>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>March 2015</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>June 2015</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Adrian Chapman Assistant Director for Communities and Targeted Services Tel: 01733 863887 Adrian.chapman@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>March 2015</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>

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
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	March 2015	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 Provision of a Household Recycling Centre - KEY/18APR14/03 To award a contract for the provision of a household recycling centre.	Councillor Gavin Elsey Cabinet Member for Street Scene, Waste Management and Communications	March 2015	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	March 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Dominic Hudson Strategic Partnerships Manager Tel: 01733 452384 Dominic.hudson@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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Southfields Primary School Expansion - KEY/05SEP14/01 To authorise the construction of an extension to accommodate the expansion of Southfields Primary School.	Councillor John Holdich Cabinet Member for Education, Skills and University	March 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Emma Everitt Project Support Officer Tel: 01733 863660 emma.everitt@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Fit to Rent Scheme – KEY/17OCT14/01 To improve standards and management of properties in the private rented sector.	Cabinet	September 2015	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Belinda Child Housing Strategic Manager Tel: 01733 863769 Belinda.child@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 seek authority for the Director of Adult Social Care to make residential care placements outside of the Council's contract regulations whilst a long term solution to purchasing residential care is developed.	Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care	March 2015	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.
Extra Care Housing – KEY/12DEC14/02 To approve the award of contracts to provide personal care and support at five extra care schemes.	Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care	March 2015	Scrutiny Commission for Health Issues	Residents and carers, housing providers, care providers and relevant internal departments.	Nick Blake Head of Commissioning Tel: 01733 452486 Nickolas.blake@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHOR	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER
Advocacy Services – KEY/12DEC14/03 To approve the award of contract for the adult social care advocacy services.	Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care	March 2015	Scrutiny Commission for Health Issues	People utilising the services, partnership boards and relevant internal departments.	Nick Blake Head of Commissioning Tel: 01733 452486 Nickolas.blake@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Hampton Gardens Secondary School – KEY/12DEC14/04 To approve the award of the contract for the design and build of the school.	Councillor John Holdich Cabinet Member for Education, Skills and University	June 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Emma Everitt Project Officer (Schools Infrastructure) Tel: 01733 863660 Emma.everitt@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Council Server Estate - KEY/26DEC14/01 To approve the move of on-site Council servers to an off-site provider.	Councillor David Seaton Cabinet Member for Resources	March 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Godfrey ICT Strategy, Infrastructure and Programmes Manager Tel: 01733 317989 richard.godfrey@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Nene Park Academy – KEY/06JAN15/01 Novation of the Design and Build Contract from PCC to Cambridge Meridian Academies Trust (CMAT).	Councillor John Holdich Cabinet Member for Education, Skills and University	March 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Brian.howard@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHOR	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER
Turning Point Extension Contract – KEY/06JAN15/03 To approve the supported living contract that permits for another one year extension for 2015/16.	Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care	April 2015	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.
S75 Learning Disabilities (Renew with CPCCG) – KEY/06JAN15/04 To approve the new S75 agreement.	Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care	April 2015	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.
Day Opportunities Under 65 Transformation (In House) – KEY/06JAN15/05 To approve proposals following consultation.	Cabinet	20 March 2015	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.
Day Opportunities Under 65 Tender (Independent) – KEY/06JAN15/06 To approve the tender for the services.	Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care	August 2015	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.

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHOR	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER
<p>West Town Primary School - KEY/06JAN15/07 To authorise payment of the Council's contribution to the rebuild of West Town Primary School under the Priority Schools Building Programme.</p>	<p>Councillor John Holdich Cabinet Member for Education, Skills and University</p>	<p>March 2015</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Alison Chambers Principal Assets Officer (Schools) Tel: 01733 863975 Alison.chambers@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 Visitor Economy Strategy 2015-2020 (Draft) – KEY/06JAN15/13 To approve the strategy and recommend that Council adopt as a major policy document.</p>	<p>Cabinet</p>	<p>June 2015</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Douglas Gyte Strategic Tourism Manager Tel: 01733 453490 Douglas.gyte@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>Developer Contributions Supplementary Planning Document (SPD) – KEY/06JAN15/14 For Cabinet to approve the supplementary planning document.</p>	<p>Cabinet</p>	<p>April 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brendan Troy Principal Infrastructure & Monitoring Officer Tel: 01733 863773 Brendan.troy@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>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHOR	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER
<p>Extension to the Adult Community Drug Services and Alcohol Misuse Services Contract (Crime Reduction Initiatives) – KEY/06FEB15/01 To extend the contract for a further 12 months.</p>	<p>Councillor Nigel North Cabinet Member for Communities and Environment Capital</p>	<p>March 2015</p>	<p>Strong and Supportive Scrutiny Committee</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>Extension to the Public Health Services Contract (Cambridgeshire and Peterborough Foundation Trust) – KEY/06FEB15/02 To extend the contract to 31 March 2016.</p>	<p>Councillor Marco Cereste Leader and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>March 2015</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>Street Scene Services – KEY/13FEB15/01 To approve investment in a number of areas in order to move to a more efficient and cost effective service.</p>	<p>Councillor Gavin Elsey Cabinet Member for Street Scene, Waste Management and Communications</p>	<p>March 2015</p>	<p>Sustainable Growth and Environment Capital Scrutiny Committee</p>	<p>Proposals formed part of Phase 1 budget document public consultation.</p>	<p>James Collingridge Amey Partnership Manager james.collingridge@peterborough.gov.uk 01733 864736</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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>Parks, Trees and Open Spaces – KEY/13FEB15/02 To approve the changes to the way services relating to the city's parks, trees and open spaces are provided.</p>	<p>Councillor Gavin Elsey Cabinet Member for Street Scene, Waste Management and Communications</p>	<p>March 2015</p>	<p>Sustainable Growth and Environment Capital Scrutiny Committee</p>	<p>Proposals formed part of Phase 1 budget document public consultation.</p>	<p>James Collingridge Amey Partnership Manager james.collingridge@peterborough.gov.uk 01733 864736</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Classroom Extension and Associated Works Heltwater School - KEY/06MAR15/01 To authorise the construction of an extension at Heltwater School and give authority to the Executive Director of Resources to award the construction contract within the approved budget.</p>	<p>Councillor John Holdich Cabinet Member for Education, Skills and University</p>	<p>March 2015</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Alison Chambers Assets and School Place Planning Officer Tel: 01733 863975 Alison.chambers@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>Cardea Community Pavillion – KEY/06MAR15/02 Award of contract for the construction of a Community Pavilion on the Cardea site, including the approval of property, legal and financial arrangements for various enabling agreements with third parties.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>March 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Head of Schools Infrastructure Tel: 01733 863979 Brian.howard@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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Future Model for Peterborough Libraries – KEY/06MAR15/03 To approve the future model for libraries.	Cabinet	20 March 2015	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders.	Lisa Roberts Culture and Partnership Manager Tel: 01733 452386 Lisa.roberts@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Amey Phase 2 Budget Savings – KEY/06MAR15/04 To confirm the Phase 2 budget savings.	Councillor Gavin Elsey	March 2015	Sustainable Growth and Environment Capital Scrutiny Committee	Relevant internal and external stakeholders.	Dominic Hudson Strategic Partnerships Manager 01733 452384 Dominic.hudson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Serco Phase 2 Budget Savings – KEY/06MAR15/05 To confirm the Phase 2 budget savings.	Councillor David Seaton	March 2015	Sustainable Growth and Environment Capital Scrutiny Committee	Relevant internal and external stakeholders.	Dominic Hudson Strategic Partnerships Manager 01733 452384 Dominic.hudson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Vivacity Phase 2 Budget Savings – KEY/06MAR15/06 To confirm the Phase 2 budget savings.	Councillor Lucia Serluca	March 2015	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders.	Dominic Hudson Strategic Partnerships Manager 01733 452384 Dominic.hudson@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>St Michaels Expansion – KEY/06MAR15/07 Award of contract for the expansion of St Michaels Church School to a 2FE, including the approval of property, legal and financial arrangements for various enabling agreements and third parties.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>March 2015</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Head of Schools Infrastructure 01733 863976 Brian.howard@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>Fletton Quays – KEY/06MAR15/08 Disposal of Fletton Quays land and property assets to Peterborough Investment Partnership.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>March 2015</p>	<p>Sustainable Growth and Environment Capital Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Hodgson, Head of Strategic Projects 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>
<p>Pleasure Fair Meadow – KEY/06MAR15/09 Disposal of Pleasure Fair Meadow Car Park to Peterborough Investment Partnership.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>March 2015</p>	<p>Sustainable Growth and Environment Capital Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Hodgson, Head of Strategic Projects 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>
<p>Wirrina Car Park – KEY/06MAR15/10 Disposal of Wirrina Car Park to Peterborough Investment Partnership.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>March 2015</p>	<p>Sustainable Growth and Environment Capital Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Hodgson, Head of Strategic Projects 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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<p>Section 75 Agreement Better Care Fund – KEY/20MAR15/01 To approve the Section 75 Better Care Fund agreement with the CCG.</p>	<p>Councillor Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>March 2015</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Will Patten</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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>
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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>
Peterborough Investment Partnership Plans To approve the Peterborough Investment Partnership Plans.	Councillor David Seaton Cabinet Member for Resources	March 2015	Sustainable Growth and Environment Capital	Leader of Council and relevant senior officers.	Simon Machen Corporate Director 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.
Compliance with Regulation 13 European Waste Framework Directive 2008 To approve the report indicating compliance with Regulation 13 of the European Waste Framework Directive 2008 as transposed into English Law by the Waste England and Wales Regulations 2011 (as amended in 2012).	Councillor Gavin Elsey Cabinet Member for Street Scene, Waste Management and Communications	March 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Flood Risk Management Strategy To approve the Strategy and recommend its adoption to Council.	Cabinet	7 April 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Julia Chatterton Flood and Water Management Officer Tel: 01733 452620 Julia.chatterton@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<p>Peterborough Community Infrastructure Levy Charging Schedule For Cabinet to approve the Community Infrastructure Levy Charging Schedule and recommend its adoption by Council.</p>	<p>Cabinet</p>	<p>7 April 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brendan Troy Principal Infrastructure & Monitoring Officer Tel: 01733 863773 Brendan.troy@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>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.</p>	<p>Councillor John Holdich Cabinet Member for Education, Skills and University</p>	<p>March 2015</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders</p>	<p>Carrie Gamble Commissioner Tel: 01733 863931 Carrie.gamble@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>Post 16 Transport Policy To approve updates to the Post 16 Transport policy.</p>	<p>Councillor John Holdich Cabinet Member for Education, Skills and University</p>	<p>March 2015</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders</p>	<p>Sara Thompson Team Manager (Passenger Transport Operations) Tel: 01733 317452 Sarah.thompson@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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Sale of Greenwood House Delivery of the Council's Capital Receipt Programme through the sale of Greenwood House, South Parade.	Councillor David Seaton Cabinet Member for Resources	March 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Simon Webber Capital Projects Officer Tel: 01733 384545 simon.webber@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)

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

Adult Services and Communities (Adult Social Care Operations, Adult Social Care and Quality Assurance, Adult Social Care Commissioning, Early Help – Adults, Children and Families, Housing and Health Improvement, Community and Safety Services, Offender Services)

Children's Services and Safeguarding (Children's Social Care Operations, Children's Social Care Quality Assurance, Safeguarding Boards – Adults and Children's, Child Health, Clare Lodge (Operations), Access to Resources)

Education, People Resources and Corporate Property (Special Educational Needs and Inclusion, School Improvement, City College Peterborough, Pupil Referral Units, Schools Infrastructure)

Business Management and Commercial Operations (Commissioning, Recruitment and Retention, Clare Lodge (Commercial), Early Years and Quality Improvement)

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

Legal and Democratic Services

Human Resources (Business Relations, HR Policy and Rewards, Training and Development, Occupational Health and Workforce Development)

City Services and Communications (Markets and Street Trading, City Centre Management including Events, Regulatory Services, Parking Services, Vivacity Contract, CCTV and Out of Hours Calls, Marketing and Communications, Tourism and Bus Station, Resilience)

Performance and Information (Performance Management, Information Governance, Systems Support Team, Coroner's Office, Freedom of Information)

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

Development and Construction (Development Management, Planning Compliance, Building Control)

Sustainable Growth Strategy (Strategic Planning, Housing Strategy and Affordable Housing, Climate Change and Environment Capital, Natural and Built Environment)

Opportunity Peterborough

Peterborough Highway Services (Network Management, Highways Maintenance, Street Naming and Numbering, Street Lighting, Design and Adoption of Roads, Drainage and Flood Risk Management, Transport Policy and Sustainable Transport, Public Transport)

Peterborough Investment Partnership

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