

**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY
COMMITTEE**

**WEDNESDAY 16 SEPTEMBER 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 22 July 2015

3 - 8

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. Portfolio Progress Report from Cabinet Member for Growth, Planning, Housing and Economic Development

9 - 22

6. Road Safety

23 - 40

7. Proposed Scope for the Scrutiny Committee's Communities Strategy Task and Finish Group

41 - 44

8. Proposed Selective Licensing Scheme for the Gladstone, Millfield, New England and Eastfield areas of Peterborough

45 - 114

9. Forward Plan of Executive Decisions

115 - 136

10. Work Programme

137 - 142

11. Date of Next Meeting

Tuesday, 24 November 2015

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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: L Forbes (Chairman) C Ash (Vice Chairman) A Iqbal, P Faustino, R Bisby, S Martin and J R Fox

Substitutes: Councillors: S Lane, B Saltmarsh, N Khan MBE and P Thacker MBE

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 22 JULY 2015**

Present: Councillors: Forbes (Chairman), Iqbal, Faustino, Bisby, Martin, J R Fox and Saltmarsh

Officers in Attendance:

Adrian Chapman	Service Director for Adult Services and Communities
Robin Sissons	Head of Community and Safety Services
Belinda Child	Head of Housing & Health Improvement
Cate Harding	Community Development Manager
Dr Douglas Gyte	Strategic Tourism Manager
Dania Castagliuolo	Democratic Services Officer

Also Present:

Councillor North	Cabinet Member for Communities and Environment Capital
Councillor Casey	Cabinet Advisor for City Centre Management, Culture and Tourism
Rizwan Rahemtulla	Cambridgeshire Constabulary, Mainstream Cyber Crime Trainer
Oliver Sainsbury	Youth Councillor
Hani Mustafa	Youth Councillor

1. Apologies for Absence

Apologies for absence were received from Councillor Ash. Councillor Saltmarsh was in attendance as substitute.

2. Declarations of Interest and Whipping Declarations

Item 7 – Community Asset Transfers

Councillor Faustino declared that he was a Trustee for the Riverside Pavilion Community Centre.

3. Minutes of the Meeting Held on 11 June 2015

The minutes of the meeting held on 11 June 2015 were approved as an accurate record.

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

There were no requests for call-in to consider.

5. Portfolio Progress Report from Cabinet Member for Communities and Environment Capital

The Head of Community and Safety Services introduced the report on behalf of the Cabinet Member for Communities and Environment Capital. The report provided members with an update on the progress made in relation to matters relevant to the Committee. The following key points were highlighted within the report:

- Community Safety
- Community Cohesion
- Drugs Prevention
- Youth Offending Service
- Early Help Team (Connecting Families Programme) and;
- Community Capacity

The Committee was asked to scrutinise the progress made on those aspects of the Cabinet Member's portfolio relevant to the Committee, by providing challenge where necessary and to suggest ideas and initiatives to support the continued delivery of priorities within that portfolio.

Questions and comments were raised around the following areas:

- Members queried how active Neighbourhood watch groups were within communities. *The Head of Community and Safety Services advised Members that there was a pool fund available for to Neighbourhood Watch groups to arrange activities within the community. Neighbourhood Watch groups also worked with Crime Prevention Officers.*
- Members commented that the My Peterborough App was not well advertised and suggested that it was better promoted to the Public.
- Members referred to page 9 of the report at 5.1.7, where it referred to gypsy and traveller encampments and queried why powers were not being used to prevent unauthorised gypsy and traveller encampments. *Members were advised that protocols were required to be followed. Powers were being exercised but due to legal restraints there was a delay.*
- A Youth Council Member queried if there were plans to include schools or youth groups to work with the Safer Peterborough Partnership. *The Committee was informed that there was a team dealing with youth at Bayard Place.*
- A Youth Council Member queried whether there were plans for the Safety Challenge to be offered to all year six students across the city. *The Committee was informed that all schools in Peterborough had been invited to take part in the Safety Challenge.*
- Members commented that the statement on page 14 of the report at 5.6.3, where it referred to Werrington, was misleading as Councillors had always had an interest in promoting opportunities of parishing in Werrington.
- *The Cabinet Member for Communities and Environment Capital advised the Committee that there was recent talk of hiring Police Officer's time to enable them to attend problem areas within the City. Cathedral Square would be a good place to trial as there had been an ongoing issue with cyclists.*
- Members queried where the budget would come from to hire a Police Officer's time. *The Service Director for Adult Services and Communities advised the Committee that this would depend on the issue and what it was requested for as to where the funding came from.*

ACTION AGREED

The committee agreed to the following actions to be undertaken:

- The Democratic Services Officer to arrange for Members of the Committee to visit the Communities and Safety Delivery Model at Bayard Place.
- The Cabinet Member for Communities and Environment Capital to contact Communications to look in to raising the profile of the My Peterborough Application.
- A briefing note to be circulated to the Committee informing them how the Council was promoting the My Peterborough App.

RECOMMENDATIONS

- 1) The Committee recommended to the Safer Peterborough Partnership that a Youth Councillor was invited to join the Safer Peterborough Partnership Board and attend future Board meetings.
- 2) The Committee recommended to the Cabinet Member for Communities and Environment Capital and the Service Director for Adult Services and Communities that the four Community Connectors engaged with local communities to educate them on issues they may not be familiar with including fly tipping, health risks and spitting in public places.

6. Safer Peterborough Partnership Cyber Crime

The Head of Community and Safety Services introduced the report which provided the Committee with a definition of cyber crime and the different types of cyber crime that existed along with the impact it was having on the community and what action the Safer Peterborough Partnership was taking to impact on it.

The following types of cyber crime were explained to the Committee:

- Hacking
- Intellectual Property Theft
- Cyber Stalking
- Identity Theft
- Malicious Software
- Internet Fraud
- Child Soliciting and Abuse
- Dark Web
- Hate Crimes, Harassment and Political Extremism

The Cambridgeshire Constabulary, Mainstream Cyber Crime Trainer delivered a PowerPoint presentation to the Committee focusing on Cybercrime. The Presentation informed the Committee of the Darknet also known as the Deep Web also known as the Dark Web.

Members were asked to scrutinise the report, give challenge where necessary and suggest ideas and initiatives which would impact on cybercrime.

Questions and comments were raised around the following areas:

- Members asked for an explanation on Cookies when surfing the internet. *The Cambridgeshire Constabulary mainstream Cyber Crime Trainer informed the Committee that Cookies were bits of data embedded in to a computer to inform companies of when a person had been to a competitor, this allowed companies to monitor trends and raise their prices when potential customers revisited their websites. Cookies also kept logins active.*
- Members queried how people who were vulnerable to identity theft were identified and assisted. *The Head of Community and Safety Services informed Members that the Analytical Team had been used to carry out a profile of vulnerable people. General crime prevention was carried out together with Neighbourhood Watch groups to make vulnerable people aware of dangers by dropping leaflets through letter boxes and controlling door and window locks of potential victims. The challenge for the Police was to try and discover the criminal's new tactics.*
- Members queried when the Cyber Crime Team would formally be launched in Cambridgeshire. *Members were advised that the Team would be formally launched in August 2015.*

ACTION AGREED

The Committee agreed for the Democratic Services Officer to circulate the Cambridgeshire Constabulary's Mainstream Cyber Trainer's email address for Members to send any questions regarding Cyber Crime.

RECOMMENDATION

The Committee recommended that the Head of Community and Safety Services investigated the possibility of applying for funding to support a Cyber Crime awareness campaign for the City.

7. Community Asset Transfers

The Community Development Manager introduced the report which described the development of Peterborough's Community asset transfer strategy and set out the how this had been applied to date. The report outlined how the strategy would inform and direct the Community Centre asset review.

The review of the Community Centres would be completed using the principles of co-production and a new community centre offer for the communities of Peterborough would be developed, agreed and implemented.

The Council would continue work with Community Associations and Groups, Community Action Peterborough and the future Business Centre to engage with and support the local community groups involved with the community centres.

The Committee was asked to scrutinise the report and the outcomes of the review prior to its implementation.

Questions and comments were raise around the following areas:

- Members queried if there were any plans in place to help community groups in the event that their business model fell in to difficulty. *Members were advised that the Council's aim was to give the community groups necessary support and guidance from the beginning of the transfer to help them successfully run the centre. Community groups would have a management plan in place which would allow them to identify difficulty far in advance.*
- Members commented that it was the lack of knowledge and information which worried community groups, particularly the thought of being given added responsibility. Members felt that it was most important to consult with individual community organisations. *Members were assured that community groups would be consulted with throughout the process.*
- Members were concerned that that no assessments on Community Centres had been carried out to date. *The Cabinet Member for Communities and Environment Capital advised the Committee that the objective was to have the assessments complete by September 2015.*
- Members commented that residents Community Centres being closed and asked who would be making the decisions on whether the centres were to remain open or be closed down. *Members were advised that the aim of the Council was to keep as many Community Centres open as possible, although, it was important to ensure that the centres were viable and able to stay open long in the future. The viability would depend on the state of the building and its financial condition.*
- Members queried what the time lines were. *Members were advised that the timelines would be flexible to suit the needs of the Community Groups.*
- Members queried whether the buildings would be repaired to a reasonable standard prior to the review. *The Service Director for Adult Services and Communities responded that any buildings that were transferred would need to be fit for purpose and this would be included in the due diligence work beforehand.*
- *The Service Director for Adult Services and Communities highlighted the following key points:*

- *All due diligence and other work around Community Centres would be carried out working closely with Community Action Peterborough (CAP) in an open and transparent way to coproduce the outcome of the review.*
- *There would be no time limit attached to the review.*
- *A community-wide view would be taken, to determine what community centre provision was needed in an area, with the potential to invest in new provision where older buildings needed to close.*
- *The Community Asset Transfer would only take place if it was appropriate and no group would be forced to take on any buildings.*
- *Peterborough City Council would take any building back that was not financially viable and would offer full support to the Community Group who had taken on the building.*
- *This review was to meet the needs of the community, not solely about the buildings.*

ACTION AGREED

The Committee noted the report.

RECOMMENDATION

The Committee recommended to the Head of Housing and Health Improvement that the following actions were carried out during the Community Centre Asset Review:

- A full and proper twelve week consultation with Community Associations and Groups, Community Action Peterborough, centre users and local communities
- The Council worked closely and in partnership with Community Action Peterborough and other community associations during the review.
- A newsletter was regularly produced and sent to community centres to update them on progress of the review.
- Progress of the Community Asset Transfers was regularly reported back to the Strong and Supportive Communities Scrutiny Committee.
- All community centre buildings were assessed to ascertain whether they were fit for purpose by September 2015.

8. Visitor Economy Strategy

The report was introduced by the Strategic Tourism Manager which outlined the Visitor Economy Strategy and explained that the Strategy would be for the Council to establish a Strategy for development of the Visitor Economy for Peterborough that would form part of the policy. It would make clear how and why the Council could best facilitate the development of the visitor economy and achieve progress in support of key corporate policy objectives.

The Committee was asked to note the progress on the Visitor Economy Strategy 2015 – 2020 and agree for the Strategy to be submitted to Cabinet on 21 September 2015.

Questions and comments were raised around the following areas:

- Members commented that over the last five years the city centre had changed dramatically for the better and congratulated the City Centre Management Team for their excellent work.
- *The Strategic Tourism Manager advised Members that the Strategy was part of the economic development plan for the city and was designed to become part of the opportunity promotions which also used the 'P' logo. The advice given at the start of the project to build the Strategy was to grow and interpret on what the city already had in place.*
- Members commented that the Strategy was very important to have available for visitors to the city and would be of benefit for anyone who was deciding whether to move in to the city. *Members were informed that the Strategy had already seen benefits as a LEADER bid of £1.6m had been granted. Peterborough was going to sit on the East Northamptonshire's Strategic and Promotion Boards in order to network and exchange information on each other's websites.*

- Members queried what measures were in place to protect the Peterborough logo. *Members were advised that no measures were in place to protect the Peterborough logo as the logo had always promoted shared and open access to communities and businesses, the aim was to have the logo on business websites, so that with one click people could access the 'Visit Peterborough' website as a central resource.*
- Members commented that the John Clare theatre did not appear to be open for public access and queried who was responsible for this attraction. *The Jon Clare Cottage was run as a trust by the Chief Executive. The cottage proved not financially viable and staff had to be cut, therefore it could only open at weekends.*
- Members queried whether Peterborough advertised itself as a base for somewhere to stay to visit other attractions which were situated close to the city. *Members were informed that this was included within the City Regional model relating to attractions within a 25 mile radius.*

ACTION AGREED

The Committee noted the report.

RECOMMENDATION

The Committee endorsed the Peterborough Visitor Economy Strategy and recommended to the Strategic Tourism Manager that links were investigated to other national and European Cities. This may be in line with others specialising in environmental issues, historic links such as Henry the 8th/Katharine of Aragon, or synergy regarding major events.

9. 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.

10. Work Programme

Members considered the Commission's Work Programme for 2015/16 and discussed possible items for inclusion.

AGREED ACTION

Members noted the work programme for 2015/2016

11. Date of the Next Meeting

The Chair advised the Committee that the next meeting was scheduled for Wednesday, 16 September 2015.

The meeting began at 7.00pm and ended at 9.28pm

CHAIRMAN

STRONG & SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 5
16 SEPTEMBER 2015	Public Report

Report of the Cabinet Member for Growth, Planning, Housing and Economic Development

Contact Officer(s) – Adrian Chapman
Contact Details – 01733 863887

PORTFOLIO PROGRESS REPORT FROM THE CABINET MEMBER FOR GROWTH, PLANNING, HOUSING AND ECONOMIC DEVELOPMENT

1. PURPOSE

- 1.1 To provide Members with a progress report from the Cabinet Member for Growth, Planning, Housing and Economic Development.

2. RECOMMENDATIONS

- 2.1 Members are asked to scrutinise this report, provide challenge where necessary and to suggest ideas and initiatives to support the continued delivery of priorities.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Providing affordable, warm, safe and secure housing is the cornerstone of a strong society. Whilst this principle supports the entire Sustainable Community Strategy, it most closely aligns with the priority to achieve strong & supportive communities.

4. BACKGROUND

- 4.1 The Council's Constitution sets out the responsibilities of the Cabinet Member, including:
- Homelessness, housing options and housing related support
 - Travellers sites

These responsibilities fall under the remit of the Strong & Supportive Communities Scrutiny Committee. Other responsibilities contained within the Constitution fall outside the remit of this Committee and are therefore not included in this report.

5. KEY ISSUES

5.1 Housing Programmes – Empty Homes

- 5.1.1 During 2014/2015 there has been an overall increase in the numbers of long-term empty homes to 549. The majority of these are privately owned properties and there is also a steady increase in those owned by companies and housing associations, in particular in new-build homes which are yet to sell. In June 2015 the number of long-term new-build empty properties went from 48 to 94.

- 5.1.2 The total number of properties being charged the empty homes premium (150% of council tax) is currently 116.

5.1.3 The total number of empty homes brought back into use with the intervention of the Empty Homes Officer between 1st April 2014 and the 31st March 2015 was 189.

5.1.4 Empty Dwelling Management Orders

The successful Empty Dwelling Management Order applied for during 2014 has seen a family move into the property after its refurbishment was completed in June of this year. This represents a positive solution to a problematic long term empty property which will continue to be under the control of the Council for a seven year lease period during which all the upfront refurbishment costs will be recouped from the rental income.

There are a further two applications for EDMOs pending with one due to be heard on the 4th September 2015. This city centre property was inherited by the current owner and has been empty for approximately 16 years. It has fallen into serious disrepair and there is a significant impact on the neighbours and community with its lack of upkeep. It is envisaged that due to the success rate of EDMOs and its ability to prompt action from the owner, it will become a valuable tool to use where it is feasible and justifiable to do so.

5.1.5 Empty Homes Partnership

The Homes & Communities Agency Empty Homes funding has now come to an end and so the partnership with Cross Keys Homes is no longer an available option for an empty home owner. Whilst in operation, the scheme saw the return to use of 7 long term empty properties, with a combined length of time being empty of approximately 35 years, with properties being bought or leased by Cross Keys Homes. These properties represented a significant proportion of the problematic properties in the City and provided credible solutions with the Council, Cross Keys Homes, the property owner and families in housing need all benefitting.

It is hoped that further central government funding streams, as well as other avenues may become available in the future to enable the Council to provide a financial incentive for owners of empty property to take action. However, financial incentives for owners may not always be the encouragement that is needed as many owners have already lost hundreds or thousands of pounds in rental/sale income by the time their property is brought to the attention of the Empty Homes Officer. The Council is continually seeking more innovative and imaginative ways of tackling the problems associated with empty property and returning it to use at the earliest opportunity.

5.1.6 Consulting with other Councils & Shared Service Arrangements

Structural changes across other Councils have had an impact on the Eastern Region Empty Homes Forum, which is chaired by Peterborough City Council's Empty Homes Officer. It is hoped that the Forum will continue to be a valuable platform, particularly for officers new in post, to share best practice, experience and advice.

The Council's Empty Homes Officer will also be taking on the responsibility of providing an empty homes service for Rutland County Council, through the shared service agreement. This will not only allow the officer to share ideas and best practice across the boundary, but also to use contacts and networks built up over the past four years to help with the reduction in empty properties in a broader area.

5.1.7 Council Tax Partnership

Over the next few months, the Empty Homes Officer is developing and implementing an automated system, through closer partnership working with Council Tax colleagues, whereby owners of empty properties are notified of certain milestones within their council tax account. The effect of this will aim to improve data accuracy and reliability between owner and service areas which will ensure that the numbers of empty properties being recorded is the true figure and the empty homes premium is not triggered in error because the property has been occupied but that occupancy has not been notified to the Council.

5.2 **Housing Programmes – Housing Related Support**

5.2.1 The Housing Related Support Programme continues to contribute to the funding of support staff in homeless hostels, floating outreach support and drop-in support services to vulnerable groups such as young people at risk, offenders or people at risk of offending, victims of domestic abuse, single homeless and homeless families, people with mental health illness and learning disabilities and those who are chronically excluded.

5.2.2 The new performance monitoring framework has now been embedded with providers reporting on a quarterly basis the number of people accessing the services, how long they stay and how they exit the services provided.

5.2.3 During 2014/2015 the figures show:

- 9 Accommodation based support services with a combined capacity of 260 bed spaces/units. 763 service users accommodated through the year (short stay, anything from 3 months to 2 years). 515 leavers from services through the year with 81.7% of leavers having a planned move / positive outcome. 428 leavers had their homelessness prevented as a result of the support/intervention
- Cross Keys Homes direct access hostels with a combined capacity of 75 bed spaces/units. 610 service users accommodated through the year (short stay usually up to 3 months). 535 leavers from services through the year with 84.7% of leavers having a planned move / positive outcome. 449 leavers had their homelessness prevented as a result of the support/intervention
- Floating Support: 2 housing related floating support services with a combined capacity of 40 units. 148 service users supported through the year (short stay, anything from 3 months to 2 years). 94 leavers from services through the year with 81.9% of leavers having a planned move / positive outcome. 75 leavers had their homelessness prevented as a result of the support/intervention.

5.2.4 Work is now progressing on a Supported Accommodation Pathway allowing the Council to track clients through the different services from point of entry, usually at the point of crisis, through supported accommodation and into independent living. This pathway will be piloted with single homeless clients and the Council is currently working with the services provided by Axiom Housing Association and the YMCA in order to develop this further. This will ensure a co-ordinated pathway through the most appropriate services for individual clients, to assist them to receive the skills to secure and maintain accommodation and prevent them becoming homeless.

5.3 **Housing Programmes – Heataborough**

The Housing Programmes Team continues to assist in the promotion and signposting into the Heataborough Project which is currently delivering external wall insulation to solid walled properties in the Operation Can Do area. The Council was successful in securing £3.9million of Department of Energy & Climate Change (DECC) Green Deal Communities Funding which will provide a grant of £6,000 per property towards the cost of external wall insulation. The recent withdrawal of Green Deal Finance has resulted in any costs in excess of the £6,000 grant needing to be met by the home owner (or landlord) either through cash or by private finance. Take up of this funding in this area has been slow and the project has recently been opened up to all solid walled properties city wide.

5.4 **Housing Programmes – Care and Repair**

5.4.1 The Care & Repair team continues to assist vulnerable, old and frail people including disabled adults and children to live in safe and warm homes. The Agency was recognised this year by being one of the eight local authorities being shortlisted for the “Best Council Team” category at the Municipal Journal Awards.

5.4.2 The significant impact a person’s housing has on their health and well-being is widely recognised. The range of adaptations, handyperson jobs, repairs, maintenance work and advice provided by Peterborough Care and Repair ensures that disabled, vulnerable and elderly residents are able to live independently in their own homes. Adaptation and repair work results in savings for Health & Social Care Services by preventing falls, accidents, reducing the need or extent of domiciliary care, preventing premature moves into residential care/hospital and assists/enables hospital release and care to be delivered at home.

5.4.3 In the last financial year the Care and Repair Team have responded to over 15,677 telephone calls and assisted over 7,500 clients, a 14% increase compared to last year. The Team have completed over 5,000 tangible interventions varying in cost from £0 to £50,000. These interventions included:

- 997 minor aids and adaptations, (grab rails, key safes, stair rails, small ramps, half steps etc.)
- 253 major disabled facility grant funded adaptations (bathroom adaptations, door widening, stair lifts, through floor lifts, kitchen adaptations, extensions etc.) to the total value £1.6 million
- 113 major repairs assistance grant funded projects (51% increase from 2013/14). The Repairs Assistance Grants programme tackles poor housing conditions of vulnerable, elderly and low income home owners. Agency surveyors identify hazards associated with risk of injury or adverse health conditions. Work tackles damp, cold, structural issues, electrical faults and includes an external wall insulation project for Park Homes occupied by low fixed income households likely to be in fuel poverty. The total value of repairs assistance is £1 million
- 53 central heating installations
- 3,676 Handyperson jobs, the majority for older people
- 63 Gas Safety funded interventions in the homes of disabled or older people on low incomes, funded through a £5,000 charitable grant
- 19 privately funded disabled adaptations
- 62 interventions funded by the Electrical Safety Council

- 5.4.4 Care & Repair also raised £76,000 of funding from private/charitable sources. For 2015/2016, the Agency has obtained £5,000 of further funding from the Electrical Safety Council, grants of £2,000 & £7,000 from the Gas Safety Council and a grant of £10,000 from Foundations Warm at Homes Funding.
- 5.4.5 Agency Caseworkers have carried out benefit entitlement checks on 365 grant applications and assisted 48 clients to increase their benefit income. The average income increase 2014/2015 was £4,500 pa per case. This equates to over £200,000 of additional income pa.
- 5.4.6 Diversification of the Agency led to them completing over 200 repairs, maintenance jobs and adaptation interventions (equating to £50,000) in Local Authority Children's Homes, Respite Care Homes, Local Authority and Independent Children's Centres, Nurseries and Schools. The costs of work compared to external quotations resulted in significant savings. The Agency also undertook a review of all the permanent Traveller pitches and maintained, repaired, updated and adapted the pitches as appropriate. This has equated to over £60,000 of works.
- 5.4.7 Looking ahead the Agency needs to act upon the challenges and opportunities presented by the Care Act by utilising all available grants & charitable funding to assist more vulnerable people. The agency needs to increase the income from external funding sources to help more vulnerable people and investigate where the Agency can assist further in respect of hospital discharge.
- 5.4.8 The Agency intends to work more closely with the voluntary sector and the Fire Service in order to develop complimentary services and to work with the Older Peoples Partnership Board to develop falls preventions work.
- 5.4.9 The Agency is developing a new digital system built on the Salesforce platform to meet the Agency's needs and to create a fully electronic grant application system. It will also fully utilise remote working to increase capacity even further.

5.5 **Housing Needs**

5.5.1 Housing Needs – Homelessness in Peterborough

The Housing Needs service continues to deliver a housing options approach when dealing with clients who approach the authority for assistance and will seek to prevent a household's homelessness wherever possible.

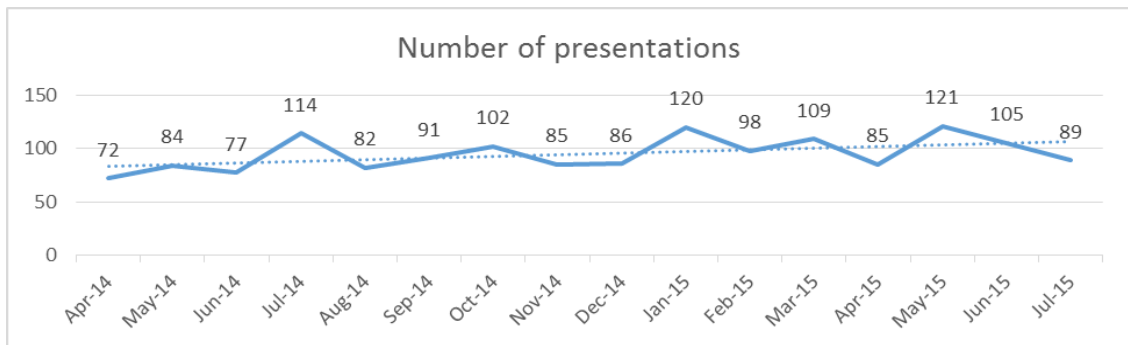
The number of clients contacting the service remains high. In the last financial year the service was contacted 22,698 times by clients for advice and assistance, of which 5,226 were seen face to face by an officer. There are a number of options when preventing homelessness and the service has been successful in a large number of cases, which may have otherwise resulted in the household becoming homeless and the council having to accommodate in temporary accommodation while seeking alternative accommodation. Some of these options include:

- Negotiating with householders/landlords to resolve issues which led to the threat of homelessness
- Liaising with the Housing Benefit team to resolve payment issues
- Taking steps to improve security in the home to allow victims of domestic abuse to remain in the home (Sanctuary Scheme)
- Offering mortgage/debt advice

- Supporting households to move to alternative affordable accommodation in the private sector

In 2014/15 Housing Needs accepted homelessness applications from 1,120 households. This is a slight increase on the previous year (1,095), but remains considerably less than 5 years ago (1,326). Of the 1,120 applications, 335 were accepted as ‘statutory homeless’ and owed a full housing duty compared to a high of 395 in 2009/10. This is in line with the national picture, which has seen slight increases in homelessness acceptances since 2010.

The graph below shows the number of homelessness presentations month by month from April 2014.



5.5.2 Housing Needs – Rent Deposit Scheme and Discretionary Housing Payments

Housing Needs continues to offer a Rent Deposit Scheme which enables persons to access an interest free loan to be used for the upfront costs associated with securing a property in the private rented sector.

This continues to be a successful option for the prevention and relief of homelessness and also increased access to permanent accommodation. In 2014/2015 a total of 180 households were assisted into private rented sector accommodation through this scheme totalling £79,799.

In addition Housing Needs have made use of the increased Discretionary Housing Payments fund (DHP) made available to all local authorities which has been used to support households who were in receipt of housing benefits and may be at risk of homelessness to move to alternative private sector accommodation by paying up front fees such as deposits, rent in advance and reasonable administration fees. In 2014/2015 200 households were assisted into private rented sector accommodation through this scheme totalling £202,670

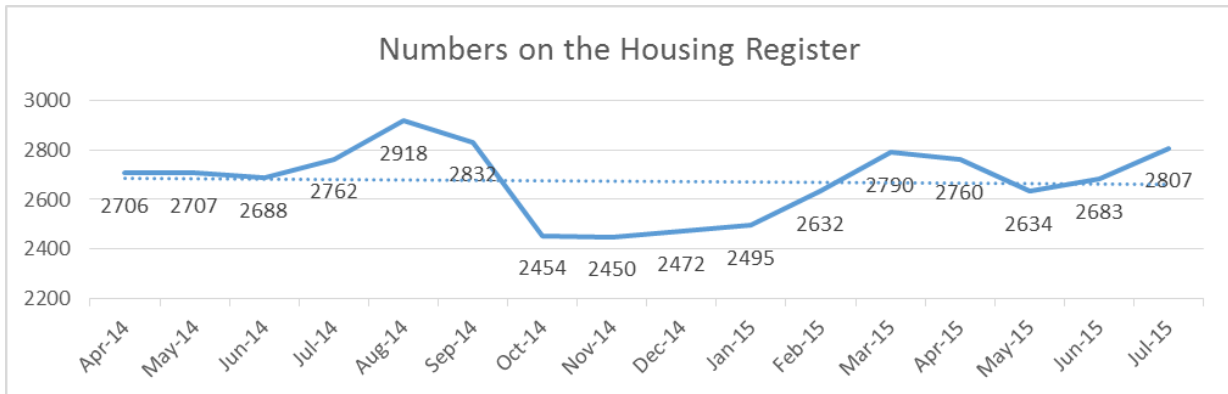
5.5.3 Housing Needs – The Peterborough Homes Scheme and Choice Based Lettings

The council continues to work in partnership with the 10 registered providers of social housing who have significant numbers of social housing in the city to allocate their properties through the Peterborough Homes Choice Based Lettings Scheme.

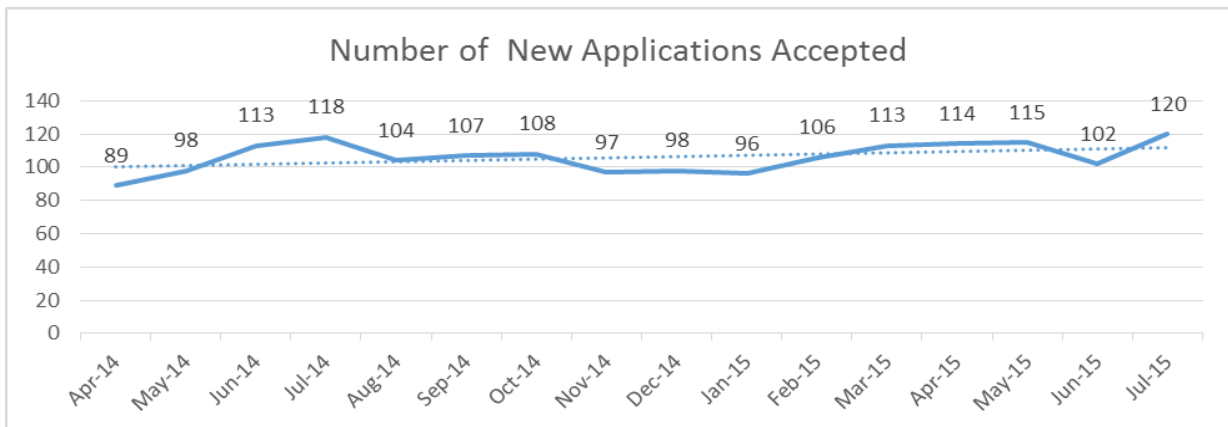
In 2014/2015 Housing Needs allocated 1,280 properties through the Peterborough Homes Choice Based Lettings Scheme.

In January 2013, Housing Needs implemented significant changes to the allocations policy, restricting entry to the register to those who are in the most urgent housing need.

These changes were detailed in last year's update and continue to be relevant. The graph below shows the numbers on the housing register month by month from April 2014.



While numbers on the Housing Register have remained relatively static Housing Needs still continue to receive a high number of applications to join the register, but many are unsuccessful. The graph below shows the number of new applications accepted onto the register month by month from April 2014.



5.5.4 Housing Needs – Rough Sleeping in Peterborough

Peterborough City Council has a rough sleeper outreach officer to assist individuals who find themselves sleeping rough after losing their accommodation. 2014/2015 has been a challenging year for the rough sleeper outreach officer. With the charity Peterborough Streets closing the Council has had to find alternative providers to support our efforts in ensuring that those who are rough sleeping are able to access support and advice to leave the streets. The number of known rough sleepers is currently 17. The table below shows the number of reported rough sleepers following the rough sleeper count submitted to the Department of Communities and Local Government.

Year	Number of rough sleepers
2014	17
2013	11
2012	12
2011	17
2010	21

5.5.5 Housing Needs – Single Person Homelessness

The Housing Needs service remains committed to supporting single homeless persons to prevent them from having to sleep rough. The Crisis Private Rented Sector Scheme, which is being managed by Axiom Housing Association since Peterborough Streets' closure, continues to support single persons to secure suitable accommodation in the private sector and offers support in the first months of their tenancy to support tenancy sustainment.

The No Second Night Out pilot has now drawn to a close and has been integrated into the daily work of Axiom's New Haven hostel and the Housing Needs team. Housing Needs will continue to utilise a crash bed based at the New Haven hostel to prevent single homeless individuals from having to spend any time on the streets, which serves as an ideal entry point for individuals to access the Crisis PRS Scheme.

Most recently there has been an apparent increase in street based activity, such as begging and rough sleeping, which Housing Needs continues to address as and when it arises. Unfortunately some of more recent arrivals to the streets of Peterborough have migrated from other cities and do not have connections with Peterborough so are unable to access services here. While Housing Needs continues to support rough sleepers by offering reconnections to the area from which they travelled many refuse our assistance as they are able to maintain their lifestyle from donations from members of the public. Housing Needs will continue to work with the Police and anti-social behaviour teams in order to address the issue with begging and rough sleeping in the city centre.

This year's cold weather provision will run from November 2015 and will offer support and accommodation overnight to those who are rough sleeping in order to minimise the possibility of loss of life due to adverse cold weather. The trigger for the cold weather provision to be activated is when the overnight temperature is forecast to be 0°C or below for three consecutive nights.

5.6 **Housing Enforcement**

5.6.1 The Housing Enforcement Team continues to tackle poor standards within the private rented sector in the City. Private renting continues to be the fastest growing housing sector with landlords continuing to maximise income by splitting accommodation and increasingly turning unsuitable buildings, such as commercial units, into makeshift accommodation. In some areas of the City over 40% of the housing stock is now privately rented and this upward trend looks set to continue.

5.6.2 During the past year the team has received 991 complaints about poor housing such as lack of heating and hot water, dangerous electrics, damp and mould, insecure properties, overcrowding, and insanitary conditions. Many landlords comply with requests for repairs to be carried out but there remains a number of landlords who do not provide safe, warm and decent accommodation to their tenants.

5.6.3 Officers have served 111 enforcement notices on landlords for a range of offences including:

- Renting out a property without a valid energy performance certificate
- Improvement notices to address unsafe living conditions (hazards)
- Overcrowding in properties
- Emergency repairs and emergency prohibition of accommodation

5.6.4 Most landlords comply with the notices served, but for those who do not the officers arrange for works to be carried out in default of the notice and the landlords face prosecution for non-compliance of the notices. In the past year 8 cases have led to the Council taking action against the landlord in this way.

5.6.5 One landlord was prosecuted for failure to comply with an improvement notice for a property that had been rented to a family for a number of years without any fixed heating. The landlord strongly objected to the notice which resulted not only in the work being carried out in default of the notice, as he didn't comply, but he was also prosecuted by the police for assault, threatening behaviour as well as the original housing offences.

5.6.6 Housing Enforcement – Improving Energy Efficiency

The Housing Enforcement Team has worked with the landlords in the central and east areas to encourage and promote the Heatatorough scheme, using a combination of the EPC certificates that show low energy ratings and education of upcoming regulation changes around renting out energy inefficient properties. By the 1st April 2016, tenants will have a right to request consent for energy efficiency measures that may not be unreasonably refused by the landlord. By the 1st April 2018, all eligible properties will have to be improved to a minimum energy efficiency standard before being let to tenants, except where certain exemptions apply. This has resulted in the take up of solid wall insulation measures by a number of individual and portfolio holder landlords in this area of the City.

51 Fixed Penalty Notices were served on landlords for renting out properties without a valid Energy Performance Certificate in place. These were followed up with advice on the grant funding available and, where a category one hazard exists in relation to excess cold, the Fixed Penalty Notices could lead to Improvement Notices if landlords do not take the necessary actions to make their properties suitable, warm and energy efficient for their tenants.

5.6.7 Housing Enforcement – Selective Licensing

During the year work has been ongoing in relation to the introduction of Selective Licensing within the Central, Millfield, New England and Eastfield areas of the City. It is anticipated that the scheme will launch over the next few weeks, and this is subject to a separate report at this Committee meeting.

5.6.8 Housing Enforcement – Raising Awareness

The Housing Enforcement Team have again been appearing on the TV. This year they appeared in a Channel 5 series 'Nightmare Tenants and Slum Landlords'. The series was extremely popular bringing in Channel 5's highest viewing figures at over 5 million per episode. Channel 5 have approached the team to take part in the next series as they provided the strongest storylines for the show.

5.6.9 Housing Enforcement – Partnership Working

The team have been working closely with Cambridgeshire Fire and Rescue Service, Police and the Planning Department on a number of cases where landlords have turned commercial property into living accommodation to rent out. This has involved joint visits to premises resulting in Prohibition Orders being served by both the Fire Service and Housing Enforcement followed up by action by the Planning Enforcement Team. A number of families have been displaced through these actions and referred into Housing

Needs for emergency accommodation and re-housing, or housing advice, subject to their eligibility.

5.6.10 Housing Enforcement – Tenancy Relations

The team continues to find some landlords who will readily evict tenants rather than carry out repairs. The role of the Tenancy Relations service has been split between the Housing Enforcement Team and officers within the Housing Needs Team. This allows for a wider range of officers to be able to advise both landlords and tenants on their rights and responsibilities and for every officer to be trained in dealing with the whole case, whether it is a tenant at threat of eviction because of a repairing request or a tenant approaching housing needs at threat of eviction from rent arrears. This also increases the availability of officers to attend site to prevent illegal evictions taking place.

During the last year the officers advised and assisted tenants and landlords on issues including disrepair, possession, deposit protection, security of tenure, rent arrears and unlawful eviction. There are currently 4 cases working their way through the court system, all in relation to illegal eviction.

5.6.11 Housing Enforcement – Mobile Home Parks

The introduction of the Mobile Homes Act 2013 allows the Council to charge owners of park home sites for the inspection and issuing of the Park Home licences. The team undertook a consultation into a proposed schedule of charges early in 2015. The fees policy was approved recently and will come into force in April 2016 when all Park Home owners will be required to apply for a new licence and submit site rules and regulations for approval by the Council.

6 IMPLICATIONS

- 6.1 It is anticipated that the Scrutiny Committee will comment on and make recommendations relating to the updates provided in this report in order that delivery potential is maximised for the benefit of our communities.

7. CONSULTATION

- 7.1 N/A.

8. NEXT STEPS

- 8.1 Comments and recommendations made by the Scrutiny Committee will be considered as part of the ongoing development and delivery of specific business areas.

9. BACKGROUND DOCUMENTS

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

- 9.1 N/A

10. APPENDICES

- 10.1 Appendix 1 – Case Studies.

Appendix 1 – Case Studies

Care & Repair – Multiple Interventions

Mr & Mrs E, in their sixties, approached Care & Repair for Handyperson Services as their toilet was blocked. The Handyperson contractor attended and reported back to Care and Repair about living conditions.

The Care & Repair Caseworker visited and made a referral for an Occupational Therapist Assessment for adaptations due to mobility issues. A Care & Repair Surveyor assessed for Repairs Assistance to remedy the health and safety issues in the home. The hazards identified were Food Safety due to condition of the kitchen, Entry By Intruders due to the condition of windows and doors, Excess Cold due to the inefficient heating system, and Electrical Hazards due to the age and condition of the electrical installation.

An overbath shower was installed under a Disabled Facility Grant but because the bathroom floor had to be removed a harmer drain was also fitted so a level access shower could be installed in the future.

The Surveyor also arranged a meeting at the property with the Tree Preservation Officer to give advice on some listed trees and Care & Repair arranged for the contractor and the wider family to de-clutter the house.

The outcome of a simple Handyperson request to fix a blocked toilet resulted in improved living conditions, wider family re-engagement with the grandchildren being happy and safe to visit their grandparents resulting in an overall improvement of mental and physical wellbeing. No ongoing care needs were identified.

Care & Repair – Maximising Income

Mr & Mrs G – referred into Care & Repair for disabled facility adaptations to provide a level access shower. They were in receipt of state pension and low rate Disability Living Allowance.

Care & Repair Caseworker carried out a benefit entitlement check and identified entitlement to:

- High Rate Disability Living Allowance – Care element
- High Rate Attendance Allowance
- Pension Credit
- Full rate Council Tax Support

Total increase in annual income was £16,806.

Prohibition Order (compliant landlord)

Miss B and her son lived in a fairly remote farm house right on the edge of the Peterborough. They had lived there in excess of 7 years and had contacted the council because her tenancy was changing and she wanted some advice about her repairing obligations.

A joint visit was undertaken by housing enforcement and the tenancy relations officer in 2014, the issue being that the cottage was rented from the tenant farmer who was retiring and the property owners were willing to give Miss B a new tenancy but it had repairing obligations in it which she couldn't undertake due to the condition of the property.

An inspection of the property revealed that it had severe damp, insufficient heating in some parts, draughty rotten windows. The kitchen and bathroom were constructed in a single brick coalhouse/toilet to the rear with no insulation, asbestos cladding to ceilings and walls, regular rat and mice infestations, and a makeshift kitchen.

Following discussions with the tenant it was agreed that the tenant would look for alternative accommodation herself with assistance of a rent deposit to enable her to secure a private rented property in an outlying village due to her family circumstances. She was keen not to disrupt her child's education and school pathway as he was due to start senior school. She also had horses that she kept on the land and wanted time to find alternative arrangements. A further, non-repairing, contract was negotiated for a year to allow the tenant the time she needed.

Regular contact was made with the tenant to assess her progress and once it became clear that she was going to be unable to secure private accommodation, due to her low income and lack of guarantor it was decided to serve a prohibition order and arrange for Miss B to go on the housing register for social housing. Discussions took place with the owners of the property to advise them that it would be prohibited from occupancy until substantial repairs had been carried out. Miss B had been served with a notice to quit by the landlord and negotiations were undertaken to, again, allow the time it would take for her to be re-housed.

The result now is that Miss B has secured a brand new housing association property, in easy access distance to her son's school and the owners are now about ready to undertake the complete refurbishment of the property in order that the prohibition can be lifted and they will then be free to rent it out again.

Improvement notice (non-compliant landlord)

A Council Officer had cause to inspect a property owned by Mr A after concerns were raised about the property's condition. The inspection revealed that the property was in a poor state of repair the most serious concerns being no fixed and controllable heating and an unsafe electrical installation. The tenants, as a result of the lack of heating, were forced to use plug in electric heaters which had resulted in a high energy bill and debt to the energy firm.

After failing to remedy the defects in the property informally Mr A was served with Statutory Notices that required him to undertake the works within a strict timescale. Mr A failed to comply with those notices which resulted in the local authority undertaking the works in default with the works totalling over £9,000. Mr A is liable for the outstanding debt as a result of the works.

During the course of the works being undertaken by the Council Mr A obstructed the investigating Council Officer and Contractors employed to undertake the works which resulted in further costs and delay. After seeking a warrant to enter the property and a Court Order to deter further obstruction, Peterborough Magistrates Court approved the works which recommenced and were eventually completed.

A further concerning development during the course of the investigation related to Mr A having made threats to kill the investigating council officer which involved an altercation in the street, contacting other Council staff members and an elected member of Peterborough City Council. After an investigation by Cambridgeshire Constabulary the Crown Prosecution Service charged Mr A with offences related to his threats. After originally pleading not guilty to those charges, on the day of the trial Mr A changed his plea to Guilty.

The landlord was fined £500 and ordered to pay costs of £850 after being convicted of offences relating to failing to make repairs to a rental property and attempting to obstruct council officers and contractors from carrying out their duties. He was also convicted of theft, sending offensive,

menacing messages, using threatening, abusive, insulting words and behaviour likely to cause harassment, alarm or distress. For this he received 120 hours community service, costs of £685 and had a restraining order against him for 2 years where he must not contact or attempt to contact the case officer.

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STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 6
16 September 2015	Public Report

Report Author – Clair George, Senior Road Safety Officer
Contact Details – 01733 453576

ROAD SAFETY

1. PURPOSE

- 1.1 To provide Members with details of accidents happening on Peterborough Roads, partnership work being delivered to reduce the number of casualties and future opportunities for casualty reduction.
- 1.2 The report also provides an update on Operation Backfire, a partnership initiative which is in place to tackle nuisance motorcycles.

2. RECOMMENDATIONS

- 2.1 Members are asked to scrutinise this report, to challenge where necessary and to suggest ideas and initiatives which will impact on reducing road traffic casualties.

3. BACKGROUND

- 3.1 Road traffic collisions can have a devastating impact not only for the people directly involved, but also for their families, friends and wider community. On average, every day during 2014 in the UK almost 5 people were killed and a further 60 seriously injured in reported road traffic accidents.
- 3.2 In addition, there is a significant financial cost associated with road traffic accidents. The table below details the average costs per road traffic casualty and accident. Based on this information from the Department for Transport we can estimate that the costs associated with all accidents on Peterborough roads in 2014 was £33.4 million.

Table 1: Costs per casualty/accident – Department for Transport

Accident/casualty type	Cost per casualty	Cost per accident
Fatal	1,742,988	1,953,783
Serious	195,863	223,870
Slight	15,099	23,544
Average for all severities	52,529	74,280
Damage only	-	2,096

- 3.3 There are three main factor that may contribute to a collision;

- The Environment – including weather conditions and road conditions.
- The Vehicle – overall integrity of the vehicles and its inbuilt safety systems
- The Road Users – the driver, passenger, rider or pedestrian involved in the accidents.

Around 95% of all road traffic collisions involve human behaviour as a contributory factor. To reduce the number of accidents on Peterborough roads there is a need to influence attitude and change the behaviour of road users on our network, through education, publicity, training and enforcement.

- 3.4 Under section 39 of the Road Traffic Act 1988 local authorities are obliged to carry out studies into accidents and to take such measures as appear appropriate to prevent such accidents, including (amongst other things) providing advice and information, and giving practical training. Local authorities must also prepare and carry out a programme of measures designed to promote road safety.
- 3.5 In May 2011 The Government introduced its strategic framework for road safety setting out its approach to continue to reduce the number of people killed and seriously injured on Britain's roads. The government approach identified the following key themes for road safety;
- better education and training for children and learner and inexperienced drivers
 - remedial education for those who make mistakes and low level offences where this is more effective than financial penalties and points
 - tougher enforcement for the small minority of motorists who deliberately choose to drive dangerously
 - extending this approach to cover all dangerous and careless offences, not just focusing on speeding
 - making it easier for road users to do the right thing and going with the grain of human behaviour
 - taking action based upon cost benefit analysis, including assessing the impact on business
 - more local and community decision making from decentralisation and providing local information to citizens being enabled to challenge priorities; and
 - supporting and building capability by working with the road safety community on better tools to support road safety professionals.

4. KEY ISSUES

4.1 CASUALTY DATA

- 4.1.1 Casualty data is collected on statutory pro formas by the police attending road traffic collisions. Information is collated, verified and analysed to identify trends and direct resources and develop activities as required.
- 4.1.2 Casualties are defined based on severity as follows:
- Fatal: where a person dies within 30 days as a result of the injuries sustained in the road traffic collision
 - Serious: where an injury causes a person to be detained in hospital, or any of the following – fractures, concussion, internal injuries, crushing, severe cuts or lacerations, severe general shock, requiring medical treatment, causing death 30 or more days after the collision
 - Slight: where an injury is of a minor character such as a sprain, bruise or cut.
- 4.1.3 During 2014, 676 people were injured on Peterborough Roads of which 75 were killed or seriously injured. Please see appendix 1 for an analysis of casualties.

Table 1 – Number of casualties on Peterborough Roads

Year	Fatal	Serious	Slight	Total
2010	6	89	903	998
2011	7	69	817	893
2012	4	80	788	872
2013	8	80	695	783
2014	4	71	601	676

- 4.1.4 Although casualties across the Peterborough area are falling, Peterborough is still in the bottom quartile when compared to other authorities. The data suggests Peterborough residents are at greater risk of being involved in a road traffic collision.

Table 2 – comparison to national data 2014 casualties per 100 million vehicle Km

	KSI	Slight	Total
Peterborough	4.2	33.4	37.5
Great Britain	4.9	33.9	38.9

- 4.1.5 Casualty data is broken down into various categories when developing targeted initiatives, including mode of travel, age of casualty, location and causation. Please see appendix 2 which gives a more detailed breakdown of location, age and mode of travel.
- 4.1.6 As well as using information collected at the scene of a collision, data is also used from MAST, a national road safety data website. This programme overlays people data from Public Sector Mosaic (a national data modelling tool) with data collected by the Police at the scene of an accident allowing for interventions to be targeted by using the right channel with the correct audience.

4.2 GOVERNANCE

- 4.2.1 The Council's Road Safety service is part of the Safer Peterborough Partnership, and works with various agencies in terms of prevention, intervention, changing attitude and influencing behaviour. Road Safety links with different partners including Safer Schools Officers, Crime Reduction Officers, Local Police Teams, Fire Service as well as the Tri-Force Road Policing Unit.
- 4.2.2 Peterborough City Council is a main partner in the Cambridgeshire and Peterborough Road Safety Partnership (CPRSP). The partnership board membership consists of Cambridgeshire County Council, Peterborough City Council, Cambridgeshire Constabulary, Tri-Force Road Policing, Highways England, Cambridgeshire Fire and Rescue, Public Health and Addenbrooks Trauma Unit. The CPRSP has recently gone through a review and new terms of reference, strategy and business plan have been produced to ensure that the board meets its strategic objectives in reducing casualties for all partner agencies.
- 4.2.3 The partnership board is supported by two working groups – the data and intelligence group and the delivery group (the latter currently chaired by the SPP Road Safety Manager). The delivery group works to a task and finish action plan which covers key themes and links activities of all partner agencies to limit any duplication and ensure best use is made of available resources. A copy of the action plan is included at appendix 3.

4.3 GROWTH AGENDA /LINKS WITH ENGINEERING

- 4.3.1 The Road Safety Service works closely with the Transport and Engineering Service and provides comments on different engineering schemes which are included in the capital programme of works, including location and design of schemes.
- 4.3.2 It is also important that road safety is considered when extending existing schools or building new school or community buildings. This allows for the whole journey to be considered from a pupils/parent viewpoint and will hopefully cut down on road safety concerns which other schools experience.

4.4 CURRENT PREVENTION TARGETTED WORK

- 4.4.1 The Road Safety Service is responsible for delivering a programme of work to reduce and prevent casualties. Data is kept under review and activities developed and adapted as required. Key themes of work include:

i. **Children and Young People**

The CPRSP has a target to reduce the number of children killed and seriously injured on the roads by 40% by 2020. Over the last 3 years 24 children aged 15 years and under have been seriously injured on Peterborough roads and 169 slightly injured.

Work in primary and secondary schools is targeted in areas where children are more at risk of being involved in accidents. Activities include Junior Road Safety Officer Scheme, Pedestrian Training, Scooter Training, Theatre in Education, Be Safe Be Seen campaign and workshops delivered in partnership with Peterborough United that combine sustainable active travel with road safety messages.

ii. **Young Driver**

Reducing the number of young drivers injured on our roads is a key theme for the CPRSP. During 2014 23% of all people killed or seriously injured on our roads were aged between 16 and 25 years. Young drivers are at much higher risk of crashing than older drivers. Research shows that the combination of youth and inexperience puts young drivers at risk. Their inexperience means they are less likely to spot hazards and their age means they are more likely to take risks. Data, national research and feedback from events are monitored by the delivery group to keep adapting and developing ideas to assist with engaging with this group.

Various activities delivered by the CPRSP to this age group include:

- Drive to Arrive which is a series of workshops delivered in schools/colleges by various partner agencies
- A pilot of a large scale young driver event at Huntingdon Race Course which brought together both private and public sector organisations who have an interest in reducing road traffic casualties. The event covered all aspects of driving from choosing an instructor to what happens if it all goes wrong
- Theatre in Education covering drink and drug driving messages. This was not only delivered in schools but also other organisations with large number of young people including the RAF
- Modified Crash Car, a Ford Focus ST which simulates a crash and which attends various schools/colleges and events across the area as well as the UK National Modified Car Show at East of England Showground

As well as targeting young drivers direct, the Road Safety Service also looks at ways to engage with driving instructors and parents of pre/novice drivers. The Service is an accredited provider for Client Centre Learning and the first course is due to be delivered in the autumn.

iii. **Motorcyclists**

Motorcyclists are 30 times more likely to be killed or seriously injured in crashes than car drivers. Injuries to motorcyclists are out of proportion with their presence on UK roads. Motorcyclists are around 1% of traffic, however during 2014 they accounted for 17% of all KSIs on Peterborough Roads.

Activities delivered during the year include:

- Bike Safe, a training programme delivered by advanced police motorcyclists
- Pit stop and dealership days
- Attending the National Motorcycle News Show at East of England Showground
- Various publicity campaigns which link with national campaigns including 'Think Bike Think Biker' which is aimed at car drivers

In Peterborough there has also been an increase in the number of riders aged 16 – 19 years injured on mopeds. ‘Scooter’ days are delivered at Peterborough Regional College which combines skills tests, assessed rides with information about the need for correct equipment. Scooters are also tested to see if they have been de-restricted.

iv. **Publicity Campaigns**

During the year the Road Safety Service ties in with various national and regional road safety campaigns and delivers supporting activities at a local level. This includes the Be Safe Be Seen campaign which last year also saw the launch of the LIT (lights instead of tickets) campaign in Peterborough. Drink Drive, Seatbelts, Mobile Phones, In Car Safety Checks, Winter Driving, and Speed (both urban and rural) which includes the promotion of speed watch and if required the installation of temporary mobile vehicle activated signs and speed surveys are all additional programmes.

4.5 OPERATION BACKFIRE

4.5.1 Due to the number of issues and concerns raised to the police, the city council and through Neighbourhood Police Panels relating to nuisance motorbikes, Operation Backfire commenced on 1 July 2015. Since this time there has been 51 logs added to the case. During this period two motorbikes have been seized.

4.5.2 As well as working closely with the local police teams, the Safer Peterborough Partnership has also been working with the tri-force Road Policing Unit. The Road Policing Unit has undertaken enforcement/engagement activities on the 8th, 9th and 15th August between the hours of 16.30 and 20.30. Locations patrolled included:

- Dogsthorpe - Beechwood Close to Ash road and through Woodfield Park. Redmile Walk, Dalby Court and Harebell Close
- Hampton - Archer Wood and around the old brick pits and the footpath out to Yaxley
- Werrington – Mounsteven Road, Arundel Road from these two roads onto Walton Recreation Ground. Stanliand Way, Foxcovert Road, Skate Park, Kilverstone and Copeswood.
- Orton – Bringham, Gostwick, Leighton, Herlington Centre and Matley

4.5.3 Operation Backfire will continue and as new intelligence is gained information will be shared with all partnership agencies and discussed at the SPP Daily Risk Management Meeting if required for enforcement and education activities.

4.6 SAFETY CAMERAS

4.6.1 Safety Cameras are operated through the Tri-Force Camera, Collision and Ticket Office. Safety Cameras are used to enforce speeds at locations that have a proven history of excessive speeding and KSI casualties resulting from excessive speed.

4.6.2 There are currently 6 fixed camera sites, 2 average camera sites and 8 mobile enforcement sites across Peterborough. There are also a number of community concern sites in Peterborough, however these sites are currently under review.

4.7 SCHOOL CROSSING PATROLLERS

4.7.1 Out of the 76 schools in Peterborough 7 have a school crossing patrol site. Currently the council employs 7 patrollers and has a vacant position on the site on Dogsthorpe Road which pupils use who attend Queens Drive Infants and Thomas Deacon Academy.

4.8 FUTURE OPPORTUNITIES

- 4.8.1 Through the CPRSP data and intelligence group more use is being made of the available data. This includes working closely with Addenbrooks Hospital. Changes have been made to the pro forma used by the Police at the scene of an accident to now include the casualty's NHS number. As data starts to come through the partnership will gain a clearer understanding of serious injuries sustained in a crash, information regarding the person involved, and ongoing health care required. This will allow for more targeted interventions in the future.
- 4.8.2 Work has been undertaken regarding the demographic profile of drivers committing offences. It is hoped that this data can be used to target different groups with various road safety messages before the individuals cause collisions.
- 4.8.3 Through the CPRSP income generation opportunities are being explored, including future delivery of driver diversionary courses and opportunities to work with businesses to promote work-related road safety. Peterborough City Council is an accredited supplier to deliver Client Centre Learning courses to driving instructors on behalf of Road Safety GB.

5. IMPLICATIONS

- 5.1 Not applicable.

6. CONSULTATION

- 6.1 Not applicable.

7. EXPECTED OUTCOMES

- 7.1 That the committee develops a greater understanding of the impacts of the current casualties in Peterborough and suggests new ways of reducing the number.

8. NEXT STEPS

- 8.1 That any comments or recommendations of the committee are duly noted and acted upon.

9. BACKGROUND DOCUMENTS

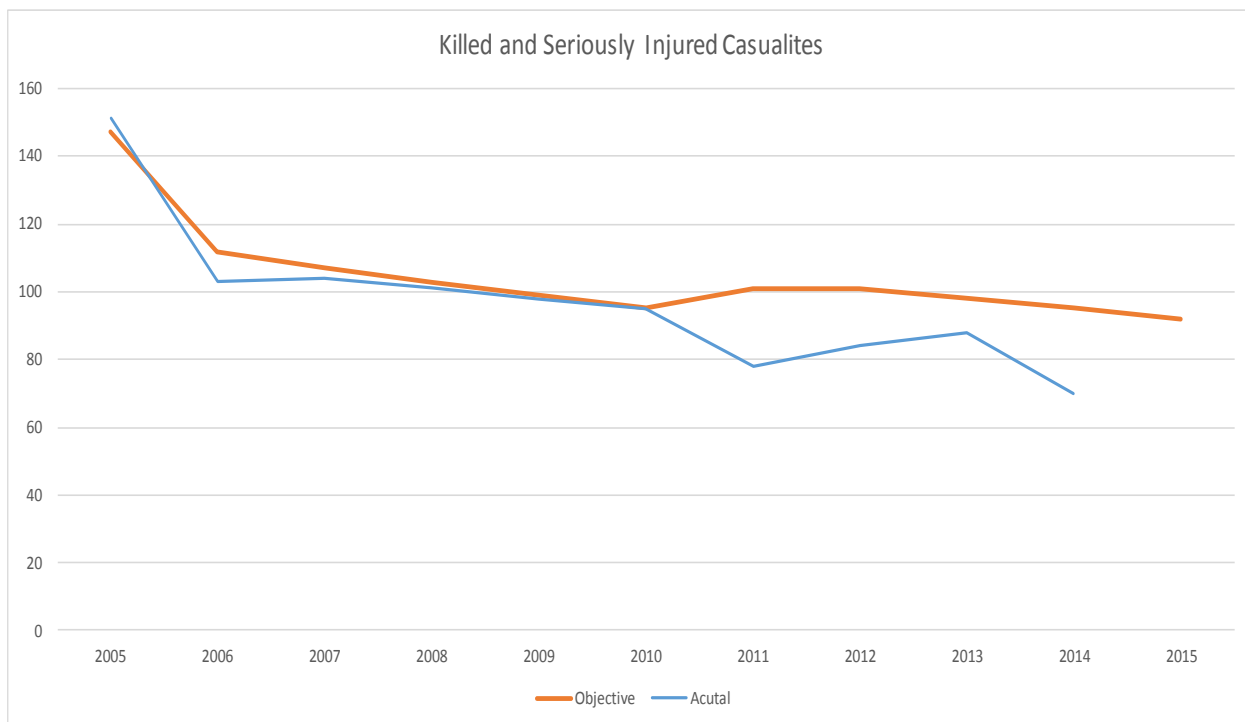
- 9.1 None

10. APPENDICES

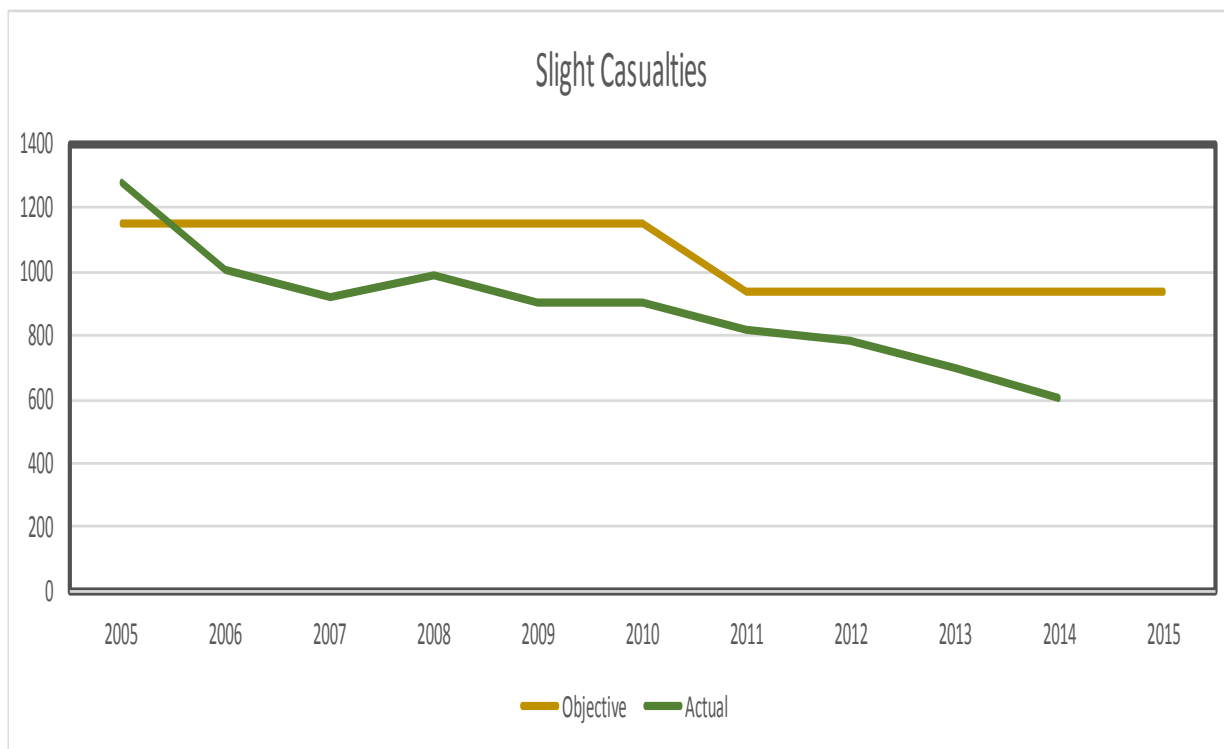
- Appendix 1 Casualty data overview
- Appendix 2 Casualty data analysed by mode, age and location
- Appendix 3 CPRSP Task and Finish Plan

Appendix 1 – Number of casualties against set objectives in Local Transport Plan

Number of people killed and seriously injured on Peterborough roads against objective set in Local Transport Plan

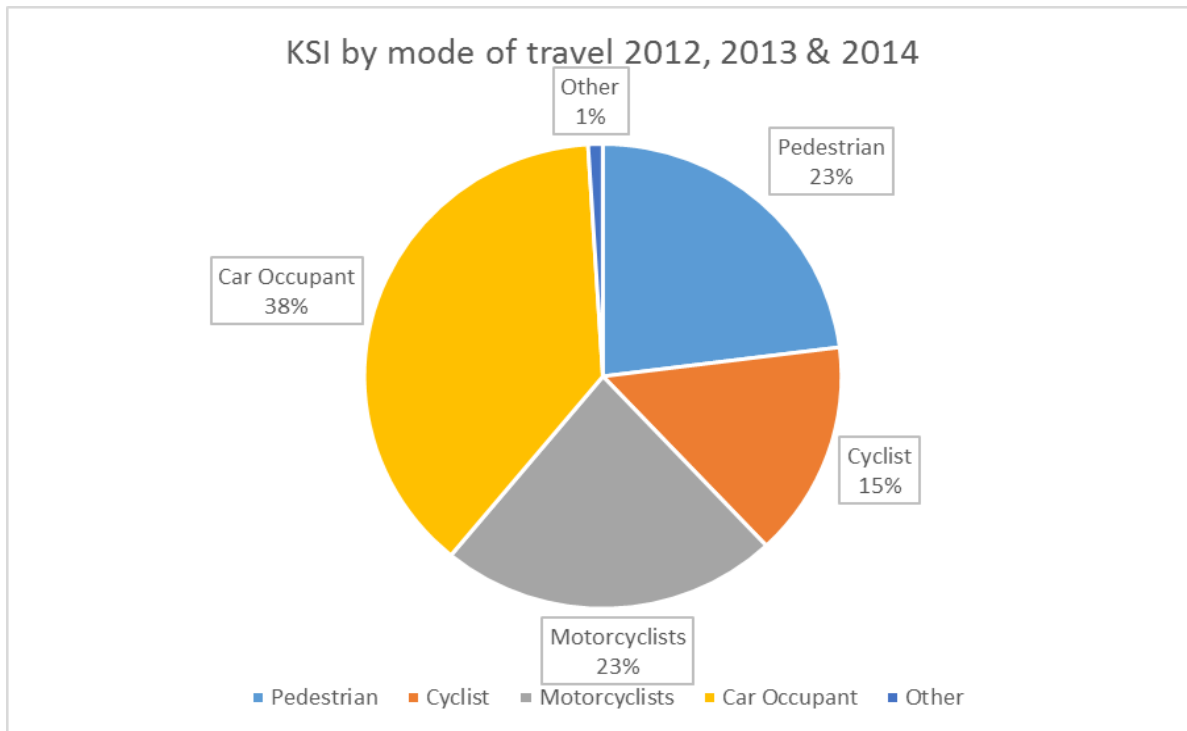


Number of people slightly injured on Peterborough roads against set objective in Local Transport Plan.

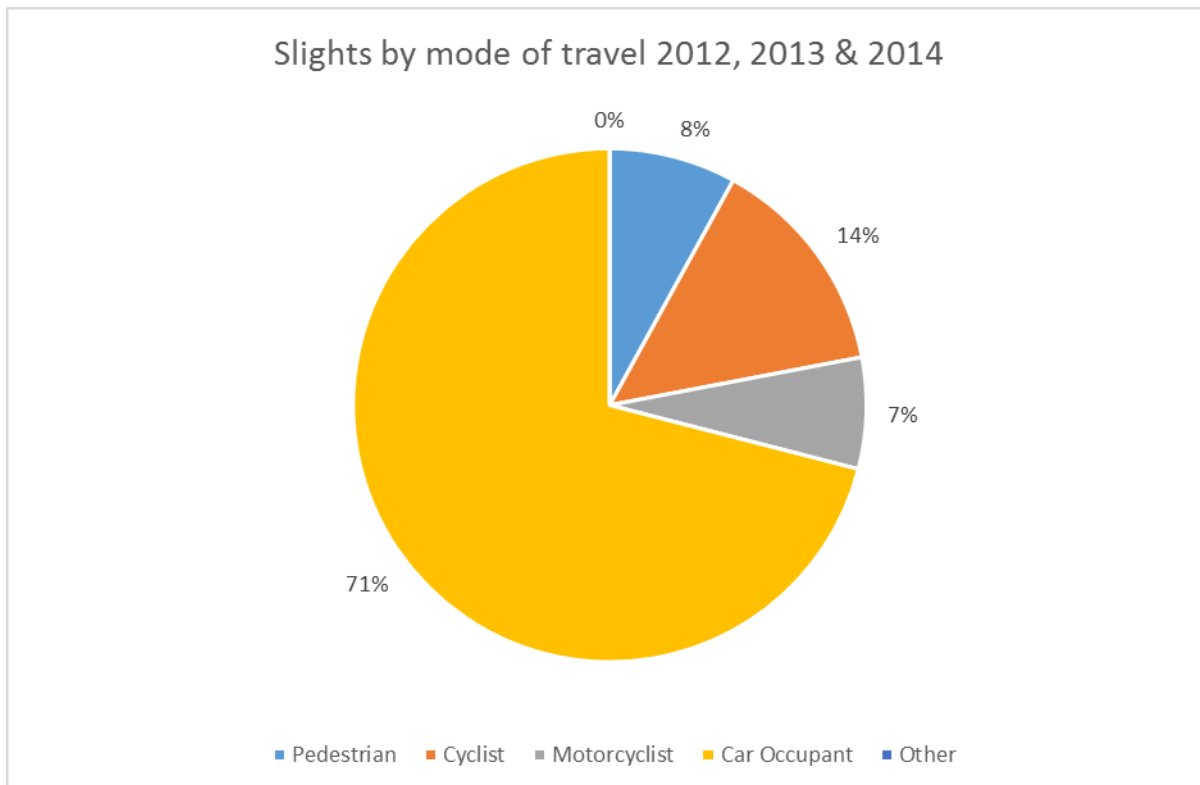


Appendix 2 – Breakdown of casualties by mode, age and location

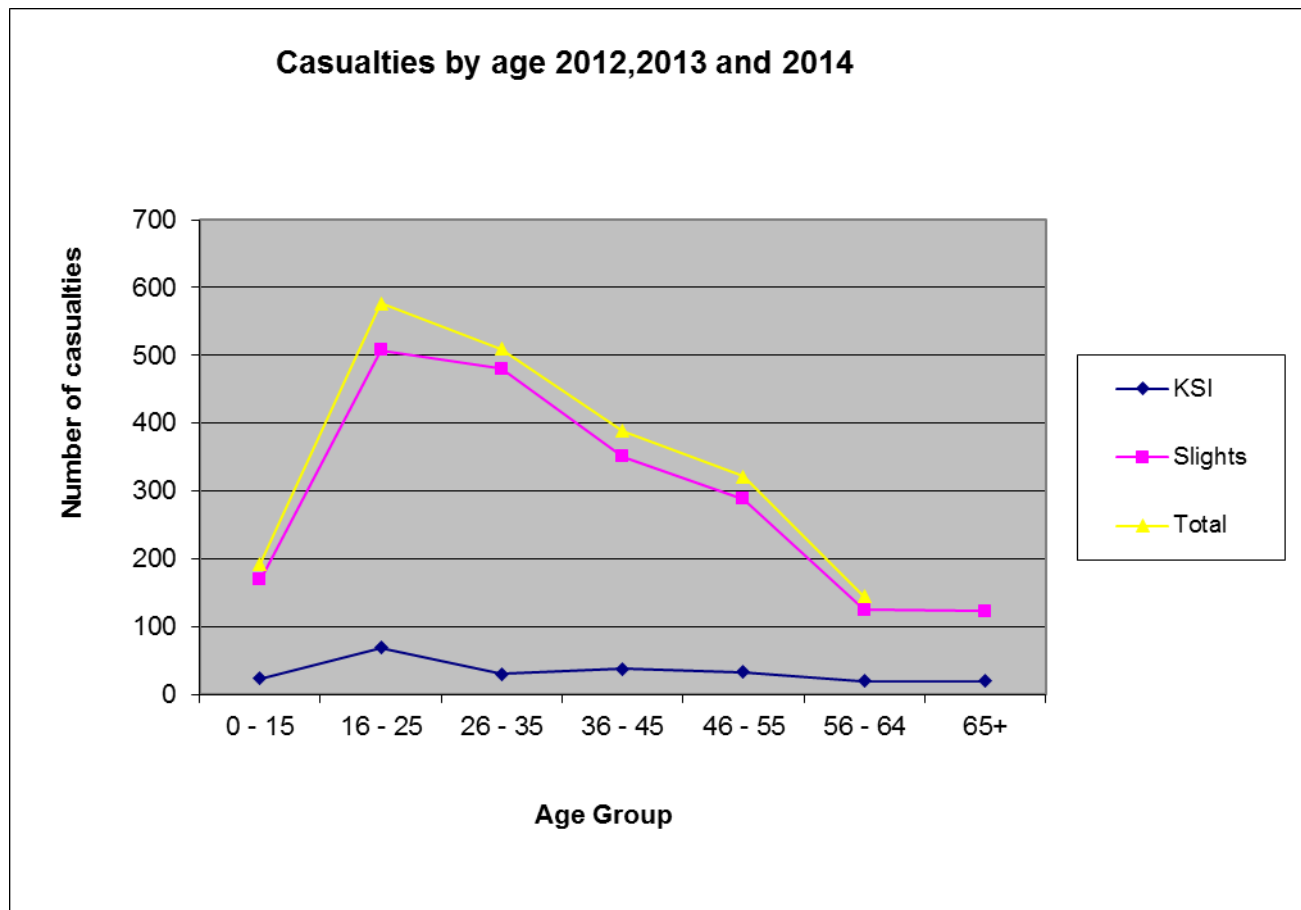
Number of people killed and seriously injured broken down by mode of travel



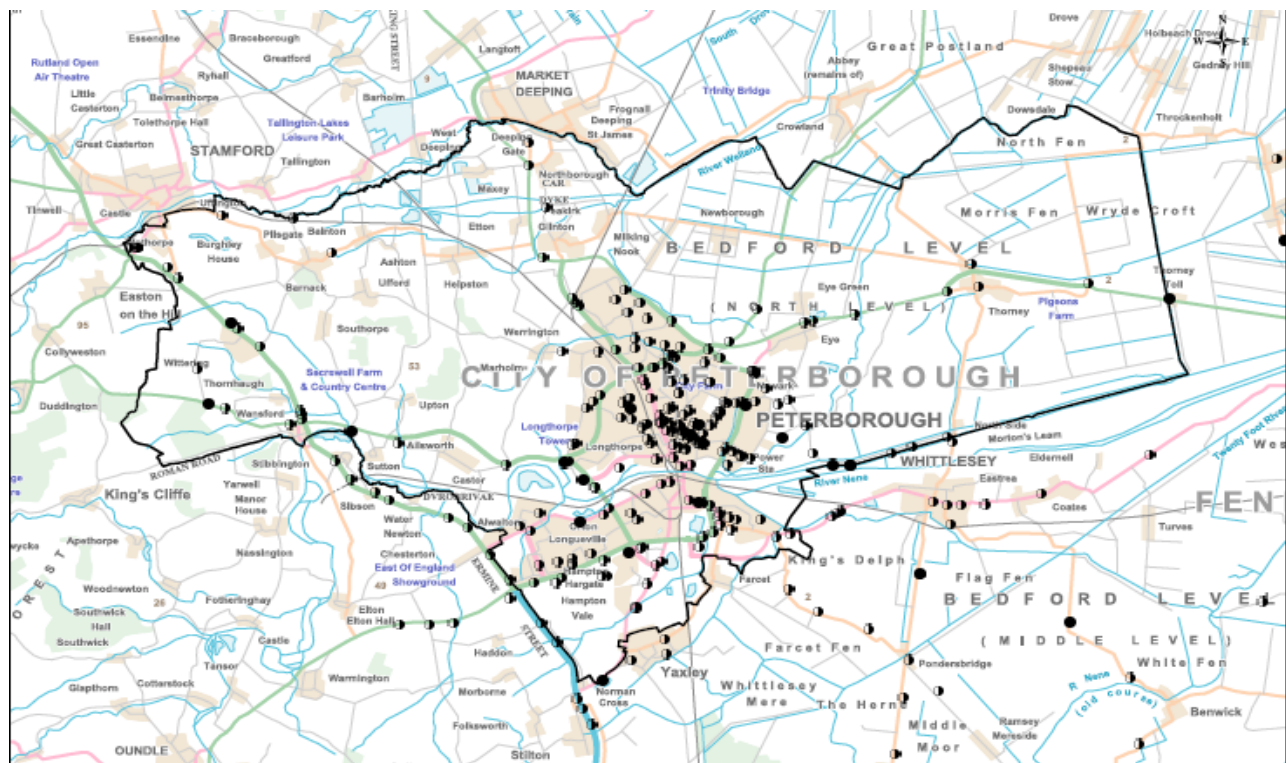
Slight casualties broken down by mode of travel



Casualty breakdown by age



KSI accidents by location



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DRAFT CPRSP DELIVERY GROUP TASK & FINISH ACTION PLAN 2015/16

Task & Finish Group Members	
Name	Organisation
CLAIR GEORGE - CHAIR	SAFER PETERBOROUGH TEAM
MATT STANTON	CAMBRIDGESHIRE COUNTY COUNCIL
LYN HESSE	CAMBRIDGESHIRE COUNTY COUNCIL
LYN BETTERIDGE	CAMBRIDGESHIRE FIRE AND RESCUE SERVICE
LEANNE ERHEN	CAMBRIDGESHIRE FIRE AND RESCUE SERVICE (COMMS)
INSPECTOR BOB TURNER	ROAD POLICING CAMBRIDGESHIRE CONSTABULARY
INSPECTOR MARK ROGERS	ROAD POLICING CAMBRIDGESHIRE CONSTABULARY
PC SIMON BURGIN	ROAD POLICING CAMBRIDGESHIRE CONSTABULARY (MOTORCYCLE LEAD)
SHELLEY SPRATT	CAMBRIDGESHIRE CONSTABULARY (COMMS)
ADAM GRETTON	EAST ANGLIAN AMBULANCE

Campaign Calendar 2015/16 - Link with national DfT campaigns (Police leading on publicity)	
Month	Planned Police Activities Enforcement Campaigns and how to link with Tri-Force and other national weeks
April	Motorcyclists
May	Speed
June	Drink Driving
July	Mobile Phones
August	Motorcyclists
September	Seatbelts
October	Con/Use - Tyre Safety Month
November	Lighting - Brake Road Safety Week
December	Christmas Drink Drive/Drug Drive
January	TBC
February	TBC
March	TBC

No.	Action	Date Raised	Owner / Lead	Resources		Action Update	Target Date	RAG
				Staff Time	Budget			
<p>Key Theme 1 - Reduce the number of young drivers/passengers aged 17 - 25 years killed or seriously injured on roads in the partnership area is a key theme for CPRSP. There is a wealth of research and casualty data showing that young drivers - particularly young male drivers are at much higher risk of crashing than older drivers. To impact on the number of casualties in this age group various initiatives will be developed and successful projects will continue to be delivered to influence attitude and behaviour to driving. During 2014 82 young drivers were injured this represented 21% of people injured on road in Cambridgeshire and Peterborough.</p>								
1.1	To investigate and deliver young driver projects aimed at pre/novice drivers guidance to be sought from the intelligence group.	Jun-15	All			Offer 2015/16 the following Young Driver Education Activities; Workshops as part of collapsed day, Drive to Arrive and Theatre in Education. Contact Secondary Schools listing young driver activities available	Ongoing throughout Academic Year	
1.2	To full evaluate young driver event held at Huntingdon Race Course and depending on results look to deliver something similar taking into account feedback received.	Jun-15	All			Evaluation currently ongoing, over 300 returned questionnaires. Establish small working group to meet before end of Oct 2015	Deliver June 2016	
1.3	Investigate different ways of communicating/engaging with young drivers to include social media.	Jun-15	Police Comms			Social media activities specifically aimed at young drivers. Police are going to use social media during planned campaigns and change messages to engage with a younger audience	Ongoing	
1.4	Investigate and deliver road safety education initiatives to high risk groups.	Jun-15	All			Initially investigate data which is available to identify high risk groups	Dec-15	
1.5	CCL courses Driving Instructors	Jun-15	AMB/JW			Course data booked in Cambridge, Huntingdon and Peterborough. First courses to be delivered by end of 2015	Ongoing	
1.6	Attend various organisations/events to promote safe driving to a pre/novice drivers using the Modified Car.	Jun-15	All			Since April 2015 the modified car has attended 10 events across Cambridgeshire and Peterborough including the National Modified Car Show	Ongoing	

Key Theme 2 - Reduce the number of Motorcyclist killed or seriously injured. Motorcyclists are 30 times more likely to be killed or seriously injured in crashes than car drivers. Injuries to motorcyclists are out of proportion to their presence on the UK roads. Motorcyclists national are just 1% of total traffic but account for 19% of all road user deaths. In 2014 motorcyclists accounted for 23% of all Killed or Seriously injured casualties.

2.1	Promotion and Delivery of Bike Safe Courses 2015	Jun-15	SB			4 Bike Safe courses delivered during the summer months by the police.	Sep-15	
2.2	Deliver moped training course/Scoot Safe. Investigate other road safety resources available for young mope riders	Jun-15	LH/SB/CSG			14th October at PRC meeting with SB to discuss format of the day will involve local dealership and trainer Distribute First Bike Magazine to CBT Test Centres	Dec-15	
2.3	Deliver publicity/enforcement campaigns aimed at reducing motorcycle collisions.	Jun-15	Police Comms			Ongoing publicity linked with national DfT April - September. Police had two months focus on motorcyclists April and August	Ongoing	
2.4	Attend various events and dealerships days etc	Jun-15	SB/All			Attend MCN show 16 / 17 May, Ride to Work Day 15th June, Meldreth Manor Show 17th June, St Ives Bike Show 28th June.	Sep-15	

Key Theme 3- Collisions on rural road including inappropriate speed. During 2014 48% of collisions across the partnership roads happened on roads with speed limits 40mph and above. The difference between a few miles per hour can mean the different between life and death. Speed continues to be raised as concern for residents in certain areas of Cambridgeshire and Peterborough

3.1	Work with local neighbourhood police teams, parish councils and local communities when speed is raised as a concern or adopted as a panel priority	Apr-15	CG/MS			Promotion of Speed Watch, Articles in parish magazines, deployment of mobile vehicle activated signs or Hi-Vis Slow Down Boards(PCC only). Investigate ways to work with the Police Service Volunteers	Ongoing	
3.2	Joint publicity and enforcement campaigns for both rural and urban roads	Apr-15	Police Comms			Link with the DfT national campaigns. Police delivered a publicity campaign throughout May	Mar-16	

Key Theme 4 - Reduce the number of cycling casualties on our roads. During 2014 19% of all KSI casualties were cyclists. In Cambridgeshire and Peterborough as has been seen nationally, cyclists are the only main road user group to exhibit an increase in KSI casualty numbers in the long-term with the total for 2014 31% above the 2005-09 baseline.

4.1	Promotion of Safer Cycling Messages at different events and link with Sustainable Travel Teams where appropriate	Jun-15	LH/CG			Investigate different materials available 'lets look out for each other' Ultimate Cycling Guide, etc to promote safer cycling messages at different events including Fresher's Fayre	Oct-15	
4.2	Safer Cycling Events	Jun-15	CG			Links with PCSOs, Crime Reduction Officers to offer combination of safety and security advice for cyclists. PCC event planned 21st October with CRO and Police Cadets	Mar-16	
4.3	LIT (lit instead of tickets) Campaign	Jun-15	LPT/All			Promotion to tie in with the clocks going back	Feb-16	

Reduce the number of children killed or seriously injured on our roads. The CPRSP has a target to reduce the number of children aged 15 years and under killed or seriously injured on our road by 40% by 2020. Through the partnership link where possible activities and develop a comprehensive education and training programme, targeting areas where children are more at risk.

5.1	Deliver, adapt and evaluate road safety education programmes in secondary schools.	Sep-15	LH/JW			Street Wise to be delivered w/c 9th November and w/c 16th November. PCC to continue to delivery road safety workshops to year 7 with input from Safer School Officers. Investigate TIE for Year 9 and links with other agencies	Ongoing - Academic Year	
5.2	Continue to promote DfT website to schools and look at ways to link with own websites	Sep-15	LH/JW			Contact all schools via e-mail and websites directing to Think website which contains lessons plans and resources	Oct-15	
5.4	Recruitment of volunteers to deliver road safety training/education programmes in primary schools and other establishments including pedestrian and scooter training. PCC to deliver training in high risk areas	Sep-15	LH/JW/SN			Continue to look at ways to deliver pedestrian and scooter training in primary schools by using volunteers or other partner agencies.	Ongoing - Academic Year	
5.5	Deliver Be Safe Be Seen campaign during winter months, children, teenagers and vulnerable road user	Sep-15	All			Deliver various activities aimed at Primary/Secondary Schools as well as the wider community on Be Safe Be Seen linking all agencies together where possible.	Jan-16	
5.6	Deliver Safety Challenge and road safety scenario at Safety Zones	Sep-15	All			Deliver road safety scenario at safety zones across Cambridgeshire. Co-ordinate and deliver Safety Challenge in Peterborough	Ongoing - Academic Year	
5.7	Develop activities in Primary Schools	Sep-15	LH/JW			Including Parking Project, Theatre and Education, STARS and the Junior Road Safety Officer Scheme. Links with other agencies	Ongoing- Academic Year	

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STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 7
16 September 2015	Public Report

**Report Author – Adrian Chapman, Service Director – Adults and Communities
Contact Details – 01733 863887**

PROPOSED SCOPE FOR THE SCRUTINY COMMITTEE’S ‘COMMUNITIES STRATEGY’ TASK AND FINISH GROUP

1. PURPOSE

- 1.1 To provide the Committee with a draft scope for the previously agreed Task and Finish Group focussed on producing a new Communities Strategy.

2. RECOMMENDATIONS

- 2.1 Members are asked to review and scrutinise the proposed scope, and, subject to any requirements being incorporated, to approve it in order for the work of the Task and Finish Group to commence.

3. BACKGROUND

- 3.1 At the June 2015 meeting, the Strong and Supportive Communities Scrutiny Committee agreed to set up a Task and Finish Group to look at the development of the new Communities Strategy which will set out the Council’s commitment to communities, including supporting voluntary and community activity, consultation, co-production and volunteering.
- 3.2 The scope, including frequency of meetings, methodology, timelines and reporting arrangements, must now be agreed in order for the Task and Finish Group to commence its work.
- 3.3 Group Secretaries have already been contacted to ask for names to be put forward to join the Task and Finish Group, and at time of writing these are confirmed as:
- Cllr J R Fox (Werrington First)
 - Cllr Faustino (Conservative)
 - Cllr Sandford (Liberal Democrat)
 - Cllr Whitby (UKIP)

4. KEY ISSUES

- 4.1 Attached at appendix 1 is the proposed scope for the Task and Finish Group.

5. IMPLICATIONS

- 5.1 That the proposed scope is approved and the work of the Task and Finish Group can commence.

6. CONSULTATION

- 6.1 Not applicable.

7. EXPECTED OUTCOMES

- 7.1 That the Task and Finish Group oversee the development of a robust and comprehensive Communities Strategy that is presented back to the full Scrutiny Committee in January 2016, and, if agreed, to Cabinet for approval soon after.

8. NEXT STEPS

- 8.1 That any agreed comments are incorporated into the proposed scope and the Task and Finish Group commences its work.

9. BACKGROUND DOCUMENTS

- 9.1 None

10. APPENDICES

- 10.1 Appendix 1: Proposed Scope for the Task and Finish Group

Appendix 1: Proposed Scope

Title of Review:	PREPARING THE COMMUNITIES STRATEGY
Responsible Committee:	STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE
Members of the Review Group:	Cllr J R Fox (Werrington First) Cllr Faustino (Conservative) Cllr Sandford (Liberal Democrat) Cllr Whitby (UKIP)
Co-optees onto the Review Group:	None to begin with, although Members reserve the right to identify co-optees should the work require it.
Lead Officer:	Hayley Thornhill, supported by Ian Phillips
Democratic Services Officer:	Dania Castagliuolo
Objectives and Purpose of the Review:	<p>1. To oversee the production of a new Council-wide Communities Strategy that will set out a consistent and understandable commitment for supporting and working with communities. The Strategy will:</p> <ul style="list-style-type: none"> • Directly link to and support our core values • Directly support and/or enable delivery of other key documents and plans (e.g. the Customer Strategy) • Support our objectives to become a commissioning council, including focussing on ensuring the right outcomes for residents and communities delivered in the right way • Help us to manage increasing demand for services, ensuring those most in need can get to services when they need to • Complement the work we do with our partners in the statutory and not-for-profit sectors, seeking ways to integrate our approaches wherever possible <p>2. To ensure the Strategy is comprehensive, and includes but is not limited to providing details of the following building blocks:</p> <ol style="list-style-type: none"> i. Communities understanding their needs and where to find help and information ii. Communities taking responsibility for meeting their own needs iii. Voluntary, community and faith sectors having funding, skills and capacity to support communities iv. Developing a sense of place v. Developing and supporting volunteers vi. Community consultation and engagement vii. Community Right to Bid and Challenge (Localism Act) viii. Digital transformation ix. Citizenship, especially amongst young people x. Prevention and early intervention <p>3. To advise on and oversee any public consultation on the proposed strategy, along with any co-production work.</p>
Expected Outcomes of the Review:	A fully-co-produced and comprehensive Communities Strategy for submission to Cabinet for adoption.

Timescales (including proposed reporting dates)	<p>Submission to Cabinet is planned for some time between January and April 2016 (subject to the amount of consultation and co-production required).</p> <p>The draft Strategy is anticipated to be presented to the Scrutiny Committee at the January 2016 meeting.</p>
Resources:	<p>Specialist Staff: appropriate support services staff if relevant (e.g. legal)</p> <p>External Support: not applicable at present</p> <p>Budget: appropriate budgets to enable co-production and consultation</p>
Methodology for Review:	<p>The review will use a combination of:</p> <ul style="list-style-type: none"> • desktop research to examine examples of good and poor practice from other councils and other sectors • desktop research and officer input to identify any statutory requirements or impacts of any decisions on other services • questioning expert witnesses when relevant, e.g. when considering the various building blocks previously referred to • co-production and consultation where appropriate and meaningful
Information Required:	<p>Details of the work carried out so far to plan for and draft the Communities Strategy.</p> <p>Details of relevant policies, plans and procedures already in existence across the Council.</p> <p>Examples of good and poor practice from other councils and other sectors.</p>
Witnesses Identified to Provide Information:	<p>To be determined as part of the review process.</p>
Date Scope of Review Agreed by the Committee:	

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 8
Date: 16 September 2015	Public Report

Report of the Head of Housing and Health Improvement

Contact Officer – Belinda Child
Contact Details – 01733 863769

PROPOSED SELECTIVE LICENSING SCHEME FOR THE GLADSTONE, MILLFIELD, NEW ENGLAND AND EASTFIELD AREAS OF PETERBOROUGH

1. PURPOSE

- 1.1 The purpose of this report is to present to the Committee the proposed Selective Licensing Scheme relating to privately rented accommodation within a specifically designated area comprising named streets within the Gladstone, Millfield, New England and Eastfield areas of the City.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to review and scrutinise the proposed scheme and make such comment as it sees fit prior to its consideration by the Cabinet Member for Growth, Planning, Housing and Economic Development.

3. LINKS TO OTHER STRATEGIES

3.1 The Greater Peterborough Partnership: Sustainable Community Strategy 2008-2021

The Sustainable Community Strategy produced by the Greater Peterborough Partnership¹ sets out the direction for the overall strategic development of Peterborough.

Peterborough is a City with huge ambition. The city council's vision is simple; for a bigger and better Peterborough, where sustainable growth brings with it opportunities that will improve the quality of life of its residents, helps to preserve the environment, and helps to create vibrant and cohesive communities. Good quality housing is fundamental to this vision; the standard of our accommodation is pivotal to health, wealth, aspirations and life chances.

Whilst the proposed scheme cuts across the entire Sustainable Community Strategy, it is most closely aligned to the priority 'Creating Opportunities – Tackling Inequalities', and 'Creating Strong and Supportive Communities', in particular the key outcomes to improve health and to support vulnerable people.

3.2 The Safer Peterborough Partnership Plan 2014-17

The three-year plan is clear that the Partnership will be committed to tackling the underlying causes of crime and offending, but equally clear that those who continue to break the law will be targeted with the full weight of the criminal justice system. It remains the Partnerships view this approach will bring sustainable reductions in crime by preventing crime and an escalation in offending further 'upstream'.

¹ Available at www.gpp-peterborough.org.uk

The Partnership ensures that the direction for travel for community cohesion and safety work in the City places the law abiding citizen at the heart of its approach.

The priorities for the partnership are:

- Addressing victim-based crime by reducing re-offending and protecting our residents and visitors from harm
- Tackling anti-social behaviour
- Building stronger and more supportive communities

3.3 Health and Wellbeing Strategy 2012-15

The Health and Well-being Strategy produced by the Health and Wellbeing Board sets out how the City will reduce health inequalities.

There is a clear correlation between health and where we live. A number of published studies have provided evidence that our local environments can have a positive effect on individual health and wellbeing as well as enabling stronger communities.

Poor housing can cause or contribute to the many preventable diseases including respiratory and cardiovascular diseases. Fuel poverty and cold housing directly contribute to the prevalence of these diseases and to associated excess winter deaths, often among those with lower incomes. Poor housing can also be associated with injuries due to falls, which are more prevalent in Peterborough than the rest of the East of England and requires action to reduce injury and deaths.

Lack of space and overcrowded conditions have been linked to a number of health outcomes, including psychological distress and mental disorders, especially those associated with a lack of privacy and childhood development. Crowding can result in an increased heart rate, increased perspiration, reduction of tolerance, and a reduction of the ability to concentrate. Crowded conditions are also linked with increased hygiene risks, an increased risk of accidents, and spread of contagious disease, for example Tuberculosis.

3.4 Peterborough City Council Housing Strategy 2011-15

Peterborough City Council's Housing Strategy has the following 4 key objectives:-

Objective one - To support the delivery of substantial yet truly sustainable growth

The first objective of the Housing Strategy relates to the scale and nature of housing growth that is required to meet the needs of the existing and future population, as well as supporting Peterborough's economic performance and employment growth.

Objective two - To secure the regeneration of and improvements to Peterborough's housing stock

The second objective of the Housing Strategy relates to the role that housing regeneration and improvements can play in wider neighbourhood renewal, meeting our Environment Capital ambitions, and improving the health of the local population.

Objective three - To meet existing and future housing needs

Objective three relates to how the city council and its partners will work to meet the growing needs of the residents of Peterborough, including disabled households, those unable to afford market housing, and those threatened with or experiencing homelessness.

Objective four - To create mixed and sustainable communities

The final objective set out in the strategy relates to how the city council will seek to utilise its housing agenda to ensure that future neighbourhoods created and the communities that live within them are mixed, thriving and sustainable.

Providing affordable, warm, safe and secure housing is the cornerstone of a strong society, and the proposed Selective Licensing scheme is one of the tools available to the council to regulate the private rented housing sector to achieve this objective.

4. BACKGROUND

4.1 Legislative Framework

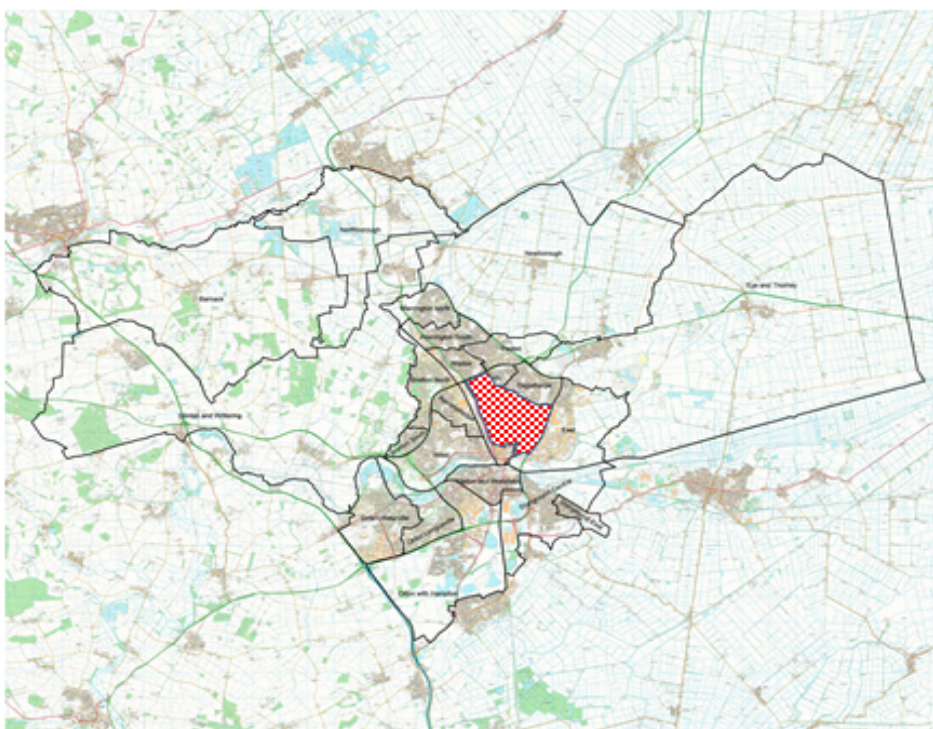
- 4.1.1 Section 80 of the *Housing Act 2004* allows local authorities to apply for the selective licensing of privately rented properties in areas which are experiencing low housing demand and/or suffering from anti-social behaviour. The main provisions in respect of selective licensing came into force in April 2006.
- 4.1.2 The aim of the scheme is to improve conditions for local tenants and the surrounding community by regulating standards of property management within the private rented sector.
- 4.1.3 Local Housing Authorities have been able to designate an area for selective licensing subject to the proposed area meeting one or more of the following conditions:
- The area is one which is experiencing (or is likely to experience) low housing demand and the local housing authority is satisfied that “designating” an area will, when combined with other measures, lead to improved social and economic conditions in the area
 - The area is experiencing a “significant and persistent” problem caused by anti-social behaviour and that some or all private landlords in that area are not taking appropriate action to tackle this. Moreover, designation in combination with other measures would lead to a reduction in or elimination of the problem
- 4.1.4 S80(4) of the Housing Act 2004 requires the authority to consider the following factors when judging if an area is, or is likely to become an area of low housing demand:
- the value of residential premises in the area, in comparison to the value of similar premises in other areas which the Council considers to be similar (whether in terms of types of housing, local amenities, availability of transport or otherwise)
 - the turnover of occupiers of residential premises i.e. how often people move house
 - the number of residential premises which are available to buy or rent, and the length of time for which properties remain unoccupied within the area.
- 4.1.5 Guidance issued by the Department of Communities and Local Government (*“Approval Steps for additional and selective licensing designations in England”* - February 2010) identifies additional factors which the Council should also consider when deciding if an area is suffering from, or is likely to become an area of low housing demand, as follows:
- A lack of mixed communities in terms of tenure, for example, a high proportion of rented property, low proportion of owner occupied properties
 - A lack of local facilities, for example, shops closing down
 - The impact of the rented sector in the local community, for example, poor property condition, anti- social behaviour, etc.
 - Criminal activity

- 4.1.6 In March 2015, The Minister of State for Housing and Planning wrote to local authorities informing them that from April 2015 they are also able to consider licensing for areas experiencing poor property conditions, large amounts of inward migration, a high level of deprivation or high levels of crime.
- 4.1.7 The Housing Act 2004 sets out a number of factors which the Council must take into account (among other matters) when deciding if an area is, or is likely to become an area of significant and persistent problem caused by anti-social behaviour, as follows:
- Crime: tenants not respecting the property in which they live and engaging in vandalism, criminal damage, burglary, robbery/theft and car crime
 - Nuisance neighbours: intimidation and harassment; noise, rowdy and nuisance behaviour; animal related problems, vehicle related nuisance. Tenants engaged in begging, anti-social drinking, street prostitution and kerb-crawling, street drugs market within the curtilage of the property
 - Environmental Crime: tenants engaged in graffiti and fly posting, fly tipping, litter and waste, nuisance vehicles, drugs paraphernalia, fireworks misuse in and around the cartilage of their property
 - Some or all of the private landlords who have let premises in the area are failing to take action to combat such problems that it would be appropriate for them to take.
- 4.1.8 Landlords have a responsibility to ensure people they have permitted to reside at their property do not cause any annoyance or nuisance to other people residing in it or other people living, working or visiting the immediate neighbourhood. If anti-social behaviour is being carried out within the immediate vicinity of the property and is being caused by the occupiers of it, then it is reasonable to expect a landlord to ensure that those people are not conducting themselves in a way that is adversely impacting on the local community.
- 4.1.9 When selective licensing was originally introduced, local authorities had to obtain confirmation from the Secretary of State before a scheme could be introduced. However, in March 2010, a General Approval was issued, which removed the need to obtain confirmation before introducing a licensing scheme.
- 4.1.10 From 1st April 2015, local authorities have to seek confirmation from the Secretary of State for any selective licensing scheme which would cover more than 20% of their geographical area or would affect more than 20% of privately rented homes in the local authority area.
- 4.2 Applying a scheme in Peterborough**
- 4.2.1 A specific geographic area of Peterborough comprising streets within those locations known as Gladstone, Millfield, New England and Eastfield meets the criteria for adopting a Selective Licensing Scheme.
- 4.2.2 This specific area has a high concentration of private rented property, has endured significant and continuing problems of anti-social behaviour and suffered poor housing management by some landlords of whom a proportion could be classed as acting criminally. The concentration of private rented properties in the area is significantly higher than average and the impact is therefore more keenly felt by the community.
- 4.2.3 The proposed area consists of 10,548 properties. In Gladstone, Millfield and New England there are over 7,000 properties of which over 40% are privately rented, and in the Eastfield area there are almost 4,000 properties of which 33% are privately rented. The Building Research Establishment (BRE) housing stock modelling report 2015 has confirmed that in some streets in the area nearly 75% of property is privately rented. Based on 2011 Census data of tenure, a maximum of 19% of the city's private rented housing is located in the scheme area.

4.2.4 The Council is not able to designate the whole city as a Selective Licensing area as, in accordance with the statute, the criteria previously referred to must be met. Further, in a letter to local authorities sent in March 2015, the Minister of State for Housing and Planning outlined the Government's view on 'blanket' schemes, stating:

"Licensing can play an important role when it is strictly focused on discrete areas with specific problems. However, the blanket licensing approach adopted by some local authorities has major drawbacks. This is because it impacts on all landlords and places additional burdens on reputable landlords who are already fully compliant with their obligations, thereby creating additional unnecessary costs for reputable landlords which are generally passed on to tenants through higher rents. The vast majority of landlords provide a good service and the Government does not believe it is right to impose unnecessary additional costs on them, or their tenants. Such an approach is disproportionate and unfairly penalises good landlords."

4.2.5 This specific scheme covers the streets listed in appendix 1 and the area is as set out below. In addition, following completion of the consultation exercise 12 streets have been removed from the original proposals because they didn't meet the legislative criteria.



4.2.6 Selective licensing does not include properties owned by registered social providers. There are 1,697 (1,019 in Gladstone, Millfield and New England and 678 in Eastfield) Registered Social Landlord properties in the proposed area.

4.2.7 It is proposed to introduce the Selective Licensing Scheme in the specified area on the following grounds:

- The area is, or is likely to become, an area of low housing demand; and
- That making a designation will, when combined with other measures taken in the area by the local housing authority, or by other persons together with the local housing authority, contribute to the improvement of the social or economic conditions and therefore significantly reduce anti-social behaviour in the area.

Other Measures

4.3

Before making a decision to designate an area for selective licensing an authority must consider

4.3.1

whether there are alternative means of addressing the issues.

(i) Peterborough City Council and Partners - Operation Can Do

The Gladstone, Millfield and New England neighbourhood's feature in the 20% most deprived communities in the UK and in recent history have faced many associated challenges such as drug and alcohol misuse, high levels of crime and anti-social behaviour and issues surrounding houses of multiple occupation.

In order to address some of these challenges Operation CAN-do was established in 2011.

Operation Can Do is a long-term multi-agency approach aimed at addressing the area's problems. Operation Can Do exists to enable those who are living in, working within or visiting the area to attain a greater quality of life through improved health and well-being, safety and security, increased economic opportunity and an enhanced physical environment.

Dedicated policing teams have been established, a range of multi-agency intelligence led prevention, enforcement and education activities have been undertaken and community participation and leadership encouraged. It remains however a challenging area for all agencies.

(ii) Peterborough City Council & National Landlords Association

In 2013 Peterborough City Council launched The Landlord Accreditation Scheme. The scheme is a commitment by Peterborough City Council to work with landlords on a voluntary basis and to encourage them to co-operate with the Council taking advice on how to improve condition and management of their properties. The scheme is widely promoted by officers across Peterborough to encourage awareness and take-up. The scheme is run by the National Landlords Association, and gives private landlords recognition for operating and managing properties to a high standard and within the legal framework. By completing a training course on all aspects of renting property, landlords are given the opportunity to join the nationally operated scheme, recognised by Peterborough City Council.

Administered through the NLA, landlords first become members of the organisation and then complete an online or in-person course to become accredited. The course covers all aspects of renting property, from safety and standards to rental agreements and disputes. After signing a declaration, landlords become accredited for a period of 12 months, only being able to renew their accredited status after completing a minimum of 10 hours Continued Professional Development throughout the year. This could be achieved by attending NLA meetings locally, completing online courses also through the NLA or by doing further study.

Since its launch in May 2013, there have been 13 landlords present themselves as fully accredited to Peterborough City Council, and have had this confirmed through the presentation of their membership numbers and accreditation certificates.

(iii) House of Multiple Occupation Licensing

For a five-year period between July 2009 and July 2014 the council operated an additional HMO licensing scheme within the Operation Can Do area of the City. Additional licensing required that all houses in multiple occupation have a licence to operate as such. A house in multiple occupation is a rented property which is occupied by three or more people if those three or more people form at least 2 households. The licence cost £80 per rentable room and had a duration of 5 years. There are over 500 properties operating as HMO's at any one time in this area. This type of housing is in high demand and is a valuable source of accommodation providing affordable housing for those who want to live close to the City Centre.

73 properties have been licensed and 10 landlords have been prosecuted for operating a HMO without a licence, with fines ranging from £500 to £12,000. Interim Management Orders have been made on 5 properties. This involves the council taking over the management of the property for a period of time in order to take steps to ensure its proper management and bring the house up to an acceptable standard of accommodation and safety. One Final Management Order was made which involved the Council taking over the property for up to 5 years.

During the term of the licensing scheme a number of landlords took the drastic step of illegally evicting tenants when the council asked them to apply for a licence. This caused fear and uncertainty amongst some tenants within the area as to the security of their accommodation. The burden of proof that the Council had to supply to demonstrate that a property is a HMO and the tenants are not inter-related was high and labour intensive. Some landlords found that they thought they let a property to one family but others moved in or there was more than one family, thus creating a HMO. A Selective Licensing Scheme applies to all rented properties and will remove any uncertainty for landlords as to whether they need a licence or not.

4.4 How does Selective Licensing work?

- 4.4.1 The introduction of a Selective Licensing Scheme will afford Peterborough City Council the power to require that all private landlords within the designated area must register their properties by making an application for a licence for each property. This will result in a clear understanding of: (a) where these properties are; (b) who the landlord or manager is; (c) the condition of the property as every property will be inspected and the appropriate safety certificates (i.e. annual gas safe certificate) will need to be provided as part of the scheme; (d) how many people are living in the property to manage overcrowding in the area; and (e) the ability of the licence holder.
- 4.4.2
- 4.4.3 A full outline of the scheme can be found at Appendix 1, attached.

Peterborough's private rented sector has many good, responsible landlords and agents. However the sector does have problems. Many landlords are not professional or portfolio-holder landlords, owning only one or two properties, and have little experience or understanding of their legal responsibilities. Additionally, they are not always familiar with the day to day duties that go with owning and managing rental properties in which other people make their homes. These issues are exacerbated within the designated area. Some landlords are criminal, deliberately neglecting their responsibilities for safe housing, overcrowding their properties and abusing their role as landlord. The Selective Licensing Scheme is considered necessary to engage with the less responsible private landlords who do not proactively manage their properties, or address unacceptable levels of poor behaviour by tenants.

4.4.4

Landlords will be required to take ownership of their management responsibilities thus increasing the prospect of long-term trouble-free renting. This in turn will make the sector a more valuable asset to the area and prevent it from falling further into a low demand area. The Selective Licensing Scheme will extend housing choice and increase the confidence of occupiers within the area.

4.4.5

Landlords will have to pay a fee upon application and this income will cover the running costs of the scheme. The scheme will drive up standards as landlords will have to demonstrate that their properties are well managed and meet the required standards.

4.4.6

A licensing scheme will set a number of conditions for the standard of the property and good management practice. Appropriate training, advice and support will be provided on the necessary improvements required to bring the property up to standard. Proper application of the scheme will raise standards in the area and improve the economic viability of the housing stock.

4.4.7

Licensing would require that landlords meet the 'Fit and Proper Person' criteria. Landlords who have been convicted of serious offences, including housing offences, may not be able to obtain a licence. In addition the 'Fit and Proper Person' criteria will include the need to speak and write

4.4.8

English.

- 4.4.9 Where landlords are unwilling to or are unable to meet the requirements of licensing, the City Council will follow its enforcement policy. Failure to comply may lead to prosecution – the costs being recovered through Court-imposed financial penalties – and/or Peterborough City Council could take over the management of the property.

The private rented sector performs an essential role in the City's housing market, offering flexibility and choice, with potential to support economic growth as well as meet housing needs. The Council wants to ensure that standards are high across the private rented sector. The Selective Licensing Scheme will form a part of a wider set of measures that seek to address issues within the private rented sector associated with anti- social behaviour and low demand.

5. KEY ISSUES

5.1 Public Consultation

- 5.1.1 In September 2013 the Council launched its Consultation into the proposal to introduce a Selective Licensing Scheme in the Gladstone, Millfield, New England and Eastfield area of Peterborough.
- 5.1.2 A full summary of the evaluation process can be found at Appendix 3, attached.
- 5.1.3 The Consultation ran for 13 weeks and closed on 27 December 2013. The original close date was 6 December 2013 but after representation by the local community the closing date was extended by a further three weeks.
- 5.1.4 The Council's initial consultation was by way of a questionnaire posted by Royal Mail to 18,500 interested parties, 10,933 of which were dwellings of which in turn 3,446 were privately rented properties. The questionnaire was made available in English, Hindi, Urdu, Latvian, Lithuanian and Polish. Consultees included local residents, tenants, landlords and managing agents, representative bodies and other members of the community who live or operate a business or service in the proposed designated area. Local residents and businesses in the surrounding area who may also be affected were also consulted.
- 5.1.5 During the consultation period:
- Press releases were published in the Peterborough Telegraph and featured on Look East
 - A dedicated telephone line, email inbox and website page was launched
 - 14 Public meetings were held
 - Meetings were held with local and national bodies including the National Landlords Association and Peterborough Racial Equality Council
 - A poster campaign was launched and placed in the proposed area, including posters translated into the most commonly spoken languages found in Peterborough
 - Questions received were answered and made public by way of a "Frequently Asked Questions" factsheet available on the Peterborough City Council website
- 5.1.6 In addition, a Round Table Focus Group including a smaller Task and Finish Group was formed which continued through 2014.
- 5.1.7 The Council received approximately 1,900 completed or partially completed responses, not including petition signatures, almost all of which responded to question 9 asking whether they would want Selective Licensing in their area. The response rate was 10.3% (5% is considered an acceptable level). The final results indicated that 32% of respondents agreed that the introduction of a selective licensing scheme would help reduce anti-social behaviour, 37% agreed that Selective Licensing can have a positive impact on private rented housing in the area and 36% of respondents felt the Council should intervene in areas suffering from low demand.

59% of owner occupiers in the area were in favour and would support the introduction of licensing. 56% of businesses were in favour and would support the introduction of licensing, 71% of stakeholder and partner agencies would be in support of licensing. 10% of landlords were in favour and would support the introduction of licensing.

- 5.1.8 We have sought Counsel opinion on the proposed scheme and that opinion validates our model. We also sought confirmation that our consultation process was lawful and sufficiently comprehensive, and again this was confirmed.

5.2 Fees and Licence Conditions.

- 5.2.1 Under the proposed scheme the Council has the power to charge landlords a fee for processing their application for a licence. The proposed fee takes into account all costs incurred by the Council in carrying out its Licensing functions. The Housing Act 2004 also allows Councils to take into account costs incurred by them in carrying out their functions in relation to Interim and Final Management Orders (so far as they are not recoverable under that part of the Act).

- 5.2.2 Full details of the licence conditions can be found at Appendix 2, attached.

- 5.2.3 The proposed fees to be charged purely cover the costs of administrating and enforcing the Selective Licensing scheme and is for the 5 year licence period.

- 5.2.4 The scheme has been developed to recognise the professional landlords and the role that accredited membership of landlords associations plays in the continuing development of professional landlords and agents. Therefore:

- Landlords that are accredited themselves or who put their properties in the hands of an accredited agent will pay a fee of £50 for a 5-year licence
- Landlords who are not accredited or use an accredited Agent will pay a fee of £600 for a 5-year licence
- Landlords of HMOs will pay a fee of £750

5.2.5

We believe that landlords who co-operate and come forward straight away should not pay the same as those who try and avoid licensing, therefore three months after the start of the scheme the enforcement process will come into action. From this point:

- Landlords that have not applied for a licence 3 months after the start of the scheme will pay a fee of £900 for a 5-year licence
- Landlords who submit incomplete applications will pay an additional fee of £30
- Landlords who do not comply with licence conditions will be subject to re-inspection and will pay an additional fee of £100

- 5.2.6 It should be noted that application will be via digital means in most cases (although paper based applications will also be available). This will help ensure that applications are complete before being submitted, thereby reducing the risk of the incomplete application fee being charged.

5.3 Licence Conditions

- 5.3.1 A 'Selective Licensing' licence would be granted with a set of conditions that must be adhered to. Failing to adhere to any licence condition is a criminal offence and may result in prosecution and a fine of up to £5,000 if found guilty.

- 5.3.2 There are 19 licence conditions. They cover tenancy management, property management, security, waste management and anti-social behaviour.

5.4 Value Added Activities

- 5.4.1 During the Consultation period a number of concerns and suggestions arose, primarily linked to

preventing good landlords or those who simply weren't aware of their responsibilities from being adversely targeted. Whilst the core scheme described above is defined by statute, we have listened and responded to the suggestions that came forward by including a range of other measures within the scheme to support landlords and to improve the area.

5.4.2 In addition to the heavily discounted licence fee for accredited landlords described above:

- Training, advice and support to landlords and tenants. We will work with the National Landlords Association and Registered Landlords Association to improve standards of our landlords and tenants. Council officers will provide support to landlords and where necessary look to provide 'expert witness' testimony when landlords are struggling with difficult tenants
- Local accreditation scheme. We will look to introduce a local accreditation scheme and develop landlord and tenant forums to deal with issues about the environment, processes and issues facing the private rental community. We will work with landlords to look at the possibility of developing a tenant referencing system to enable landlords to make informed decisions when letting property.
- An added benefit of the scheme will be more security for tenants whilst in tenancy, rent books, deposits in bonds, tenancy agreements increasing length of tenancies, reducing homelessness, and more professional landlords who know their responsibilities and act within the law
- Bulky waste collection. One of the major concerns of landlords, residents and businesses in the area is the issue of bulky waste collection. The council will work to introduce specific bulky waste collections within the selective licensing area in order to improve the street scene and support landlords to legally dispose of their previous tenants waste prior to letting so helping to reduce flytipping within the area.

Public Spaces Protection Order

5.4.3 To complement the Selective Licensing Scheme and to continue to improve the area Peterborough City Council is proposing to introduce a Public Spaces Protection Order in the Selective Licensing area.

Public spaces protection orders are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. The order could also be used to deal with likely future problems.

Only a local authority could issue the order, and before doing so, they must consult with the chief officer of police, the Police and Crime Commissioner and any representatives of the local community they consider appropriate. The test for issuing the order will be that the local authority reasonably believes that the behaviour is detrimental to the local community's quality of life, and that the impact merits restrictions being put in place. The behaviour must also be ongoing or persistent (or there must be a reasonable belief that future behaviour will be ongoing or persistent).

In this area, such an order could be considered for:

- No Consumption of alcohol with in a PSPO area.
- No unsealed vessels containing alcohol within the PSPO Area
- No urinating
- No littering
- Not to Leaving domestic and commercial bins out on the highway, excluding on days of refuse collection
- Not to congregate in groups of XX or more persons (with in the following areas)

- No spitting on a public highway or on council land (parks, open spaces)
- Offence to fail to pick up dog foul when in charge of a dog
- Offence to fail to put a lead on a dog when on a pavement
- Allowing a dog to be in a children's play area

A public spaces protection order is designed to stop individuals or groups committing anti-social behaviour in a public space. It is designed to be broad and to focus on the impact anti-social behavior is having on victims and communities.

6. IMPLICATIONS

- 6.1 All privately rented properties in the proposed area will be required to have a licence. Landlords will be required to be a 'fit and proper person', to pay a licence fee and adhere to the proposed licence conditions. The 'Selective Licensing' scheme will ensure a consistent level of property management among all private landlords in the area, thus assisting prospective private tenants in making a positive, confident choice about their next home in Peterborough within a sector often branded as the 'tenure of last resort'. Reputable landlords could be assured that under the 'Selective Licensing' scheme, those landlords whose business practices do not meet the required minimum standards would be encouraged and supported to improve their management standards.
- 6.2 Landlords who are not willing to work with the Council could face being refused a licence and ultimately be liable to prosecution resulting in an unlimited fine and having a criminal record and/or having a Management Order imposed against the property.

7. NEXT STEPS

- 7.1 The proposed Selective Licensing scheme will be presented to the lead Cabinet Member for consideration.

8. BACKGROUND DOCUMENTS

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

- 8.1
- Housing Act 2004
 - Housing Act 2004; Selective Licensing of Houses (Additional Conditions) (England) Order 2015; The Selective Licensing of Houses (Specified Exemptions) (England) Order 2006; The Housing Act Licensing of HMO's and Selective Licensing of Residential Accommodation (England) General Approval 2010; The Licensing and Management of Houses in Multiple Occupation and other House (Miscellaneous Provisions)(England) Regulations 2006.
 - Housing Minister Letter to local authorities, 11 March 2015.
 - Evaluation of the impact of HMO licensing and selective licensing" commissioned by DCLG (January 2010)
 - The Department for Communities and Local Government - Selective Licensing a Guide for Local Authorities March 2015.
 - The Department for Communities and Local Government – Guidance on consultations revised in April 2010.
 - Guidance issued by the Department of Communities and Local Government ("*Approval Steps for additional and selective licensing designations in England*") - February 2010)
 - Evaluation of the impact of HMO Licensing and Selective Licensing – published by the Department for Communities and Local Government ISBN: 978 1 409815365
 - Selective Licensing for Local Authorities – A good practice guide – published by Shelter 2006 ISBN: 97 1 903595 68 8
 - Parliamentary briefing notes. Standard Notes published by House of Commons Library. SN/SP/1012 Anti-Social Neighbours in Private Housing (7 June 2013); SN/SP/4634 Selective Licensing of Privately Rented Housing (16 June 2010, 23 September 2013, 16 December 2013, 17 March 2015)
 - Examples of good practice have been gained from other Local Authorities who have completed a Selective Licensing Consultation and had their designations subject to Judicial Review proceedings.
 - Peterborough City Council 2009 Private Sector Stock Conditions Survey.

- Review of Property Conditions in the Private Rented Sector. Department for Communities and Local Government – February 2014
- Anti-social Behaviour, Crime and Policing Act 2014: Statutory Guidance.

9. APPENDICES

- 9.1 Appendix 1: The Peterborough Selective Licensing Scheme
- Appendix 2: Licensing Conditions
- Appendix 3: Consultation Evaluation Document

Improving the Private Rented Sector
Central and East areas of Peterborough

Selective Licensing

The Peterborough Selective Licensing Scheme for
Landlords and Managing Agents

Contents

Introduction

Central and East area

Who needs a licence?.....

What do I need to do?

How to apply

The Application Process

The Licence

The Licence Conditions

What does it cost?

What are the benefits of licensing?

Contact the team... ..

Other useful contacts

Selective Licensing Scheme – An Introduction

This guide will give you the information you need to understand the law around licencing and how to obtain a licence.

The private rented sector is continually growing and is an essential and significant part of the City's housing market. We believe that residents should be able to live in good quality, safe, warm, affordable homes in mixed, thriving sustainable communities.

Landlord licensing is part of a wider set of measures to enable landlords to provide good quality housing within their communities and to address issues of anti-social behaviour and low demand within the areas.

The Housing Act 2004 - Improving conditions in Privately Rented Property

The Housing Act 2004 has given councils the power to introduce Selective Licensing of privately rented properties to improve conditions for tenants and the local community in certain circumstances.

In order to introduce Selective Licensing the council must demonstrate either of the following criteria within the designated area:

- ❖ That the area is, or is likely to become, an area of low housing demand and that making the designation will, when combined with other measures taken in the area by the council contribute to the improvement of the social or economic conditions in the area; or
- ❖ That the area is experiencing a significant and persistent problem caused by anti-social behaviour and some or all of the private sector landlords which have premises in the area are failing to take appropriate action to combat the problem and that making the designation will, when combined with other measures taken by the local authority, lead to a reduction in or elimination of the problem.

Why is the Selective Licensing scheme being introduced?

The problem of anti-social behaviour, poor quality rented housing and irresponsible and criminal landlords can have a detrimental effect on the community. This, combined with vandalism and other anti-social behaviour can cause people to move. Rapid and continuous churn within the housing market creates unstable communities. As the area becomes less attractive, owner occupiers also move and properties are either left empty or bought by speculative landlords. These landlords often have no interest in the community and often rent to tenants who are not properly vetted, leading to further anti-social behaviour, poor property management and decline.

Selective Licensing will now give the Council the power to make landlords accountable for the management of their property and tenants in the central and east area of the city. All landlords who rent a property in these areas must apply for a licence from **+++ commencement date+++**

Central and East area

Below is a list of streets included in the licensing area in which all rented property will be required to have a licence to operate with effect from **+++date+++** (see also map).

Alexandra Road	Coleridge Place	Keeton Road	Scotney Street
All Saints Road	College Park	Kimbolton Court	Searjeant Street
Allen Road	Connaught Mews	Kings Gardens	Shakespeare Avenue
Alma Road	Conworth Close	Kingsley Road	Shelley Close
Ashcroft Gardens	Cowper Road	Kipling Court	Sheridan Road
Atkinson Street	Craig Street	Lammas Road	Shire Grove
Bamber Court	Crawthorne Road	Lawn Avenue	Silverwood Road
Bamber Street	Cromwell Court	Lime Tree Avenue	South Street
Beckets Close	Cromwell Road	Lincoln Gate	Springfield Road
Bedford Street	Crown Street	Lincoln Road	St James' Avenue
Beech Avenue	Danes Close	Link Road	St Johns Street
Belham Road	Dickens Street	Lister Road	St Marks Apartments
Berry Court	Dogsthorpe Grove	Loire Court	St Marks Court
Bettles Close	Dogsthorpe Road	Lynton Road	St Mark's Street
Bishops Close	Dryden Road	Manor House Street	St Martins Mews
Bishops Road	Durham Road	Maskew Avenue	St Martins Street
Boswell Close	Dyson Close	Mayfield Road	St Paul's Road
Bourges Boulevard	Eaglesthorpe	Kesteven Walk	Stanley Road
Bower Close	Eastfield Road	Lister Road	Star Close
Brassey Close	Eastgate	Monument Street	Star Mews
Briar Way	Eastleigh Road	Morris Street	Star Road
Bright Street	Elmfield Road	Nene Street	Stone Lane
Broad Close	English Street	New Road	Summerfield Road
Broadway (1-160)	Exeter Road	Newark Avenue	Taverners Road
Broadway Gardens	Field Walk	Norfolk Street	Tennyson Road
Brook Street	Fitzwilliam Street	Norman Road	The New Haven
Brownlow Road	Flag Fen Road	North Street	Thistle Moor Road
Buckle Street	Foxdale	Northfield Road	Tom Lock Court
Burghley Mansions	Fulbridge Road	Norton Road	Towler Street
Burghley Road	Garton Street	Nursery Close	Vere Road
Burmer Road	Geneva Street	Occupation Road	Vergette Street
Burns Close	Gildenburgh Avenue	Old Court Mews	Victoria Place
Burrows Court	Gillwell Mews	Oxford Road	Victoria Street
Burton Court	Gilpin Street	Padholme Road	Viney Close
Burton Street	Gladstone Street	Park Road	Wake Road
Cambridge Avenue	Glenton Street	Park Lane	Walpole Court
Carl Hall Court	Granby Street	Parkodi Court	Warbon Avenue
Caroline Court	Grange Avenue	Parliament Street	Waterloo Road
Cavendish Street	Granville Street	Peveril Road	Wellington Street
Cecil Pacey Court	Gray Court	Pipe Lane	Wetherby Way

Cecil Road
 Century Square
 Chain Close
 Chantry Close
 Charles Street
 Chaucer Road
 Chester Road
 Church Walk
 Clare Road
 Clarence Road
 Claridge Court
 Cobden Avenue
 Cobden Street

Green Lane
 Grimshaw Road
 Hamilton Court
 Hankey Street
 Harris Street
 Henry Court
 Henry Street
 Hereward Road
 Herrick Close
 Highbury Street
 Hill Close
 Huntly Grove
 Ingleborough
 Isherwood Close
 Johnson Walk
 Keats Way

Pope Way
 Popley Court
 Portland Avenue
 Priestgate
 Princes Gardens
 Princes Street
 Queens Drive West
 Queens Gardens
 Raedwald Court
 Reeves Way
 Rock Road
 Rosehall Court
 Russell Mews
 Russell Street
 Salaam Court
 Sallows Road
 Saxon Road

Whalley Street
 Whitsed Street
 Wilberforce Road
 Windmill Street
 Woodbyth Road
 York Road

Map of Area (n.b. not all streets within the boundary are included – see list above)



Who needs a Licence?

Once an area has been designated for licensing all properties let by private landlords must have a licence. A licence holder can be the owner or an appropriate person designated by the owner, e.g. a managing agent

Exemptions

Certain properties are exempt from licensing, these include

- ❖ Those managed by Housing Associations or the local authority
- ❖ Buildings regulated by other legislation
- ❖ Holiday Lets
- ❖ Tenancies under long leases

Temporary Exemption Notices

A property can also be exempted for a period of 3 months if a Temporary Exemption Notice (TEN) is in force. The council can issue a TEN, on written request of the owner/proposed licenceholder if they are satisfied that the proposed owner/ proposed licenceholder is taking steps to ensure that the status of the property will be changing within the exemption period and that it would not be required to be licensed thereafter.

If you think that your property is exempt from licensing you must contact the Private Rented Sector Team. If it is found that your property is exempt then a written confirmation will be provided to you.

What do I need to do?

You must make a valid application online for each property you rent out. Applications can be made at www.peterborough.gov.uk/selectivelicenisng.

If you need assistance with completing the form please refer to the guidance notes on the web site. If you need further assistance or you are unable to complete an online application you can contact the Selective Licensing team:

- ❖ online at [+++www.peterwebsite+++](http://www.peterwebsite)
- ❖ by telephone by calling 01733 +++++
- ❖ by email at +++selective licensing+++
- ❖ from the reception desk at Bayard Place
- ❖ by writing to: ++++++SL 4th floor, Bayard

In order to obtain a licence the applicant will need to demonstrate that they are a 'fit and proper' person and that they have satisfactory management arrangements in place for the property. This will involve providing your identification and providing a declaration to confirm your status with regards to criminal offences.

Fit and Proper Person

The council must take into account any evidence that the person applying for a licence has:

- ❖ Committed any offence involving fraud or other dishonesty, violence, drugs and certain sexual offences
- ❖ Practised unlawful discrimination on the grounds of sex, colour, race, ethnic or national origins or disability in connection with any business
- ❖ Contravened any provision of the law relating to housing or landlord and tenant law
- ❖ Adequate level of English (written and spoken) to be able to undertake their business

Management

You must also be able to demonstrate satisfactory management is in place for each rented property. The council aims to use the Selective Licensing scheme to ensure that all privately rented properties are well managed. Many landlords do this already, however there are problems in many areas where landlords neglect their management responsibilities. There are also a number of well-intentioned landlords that are not aware of their responsibilities and the relevant laws and there are also some absentee landlords who may not be aware of problems that are being caused by their tenants.

Where licence holders are not able to demonstrate satisfactory management practices they may be required to undertake training to give them the knowledge and skills that are necessary.

As part of the application process the proposed licence holder must also provide evidence of appropriate safety and security within their property

- ✓ The licence holder must provide a valid gas safety certificate (if there is gas in the property) with the application form and then on a yearly basis.
- ✓ The licence holder must keep all electrical appliances and furniture supplied in a safe condition and they must provide a declaration as to their safety as part of the application and thereafter on demand.
- ✓ The licence holder must provide on a 5 yearly basis a satisfactory periodic inspection report on the electrical installation at the property. This must be carried out by a 'competent person' who is a member of one of the government approved schemes i.e. NICEIC, NAPIT, ELECSA, or BRE.
- ✓ The licence holder must ensure that all furniture supplied by the landlord complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 and that there are arrangements for the routine inspection of all items provided by the landlord to ensure they are maintained in a satisfactory and safe condition. A declaration must be signed as part of the application process confirming that all furniture meets the relevant standards.
- ✓ The licence holder must ensure that smoke alarms are installed in the property and keep them in proper working order at all times. The licence holder must also provide a declaration as to the condition and positioning of the alarms as part of the application form.
- ✓ The licence holder must supply to the occupiers of the house a signed, written statement of the terms in which they occupy i.e. a Tenancy Agreement. It must include the following:
 - a) Name and address of the licence holder or managing agent
 - b) A contact address and daytime telephone number
 - c) An emergency telephone number
 - d) A copy of the landlord licence and licence conditions
- ✓ The licence holder must abide by the conditions and responsibilities contained within the tenancy agreement and carry out all landlord functions as laid down in the agreement.
- ✓ The licence holder must obtain valid references for any person who wishes to occupy the house, in order to make an informed decision regarding their suitability. Evidence of these references and checks must be made available to the council upon request.
- ✓ The licence holder must take reasonable and practical steps, following advice and recommendations from the Council, to prevent or reduce anti-social behaviour by persons occupying or visiting the house.

- ✓ The licence holder must take reasonable and practical steps following advice and recommendation from the Council and/or police should it be found that the property is being used for illegal or immoral use.
- ✓ The licence holder must inform the Council of any changes of circumstances which may affect their suitability to be the licence holder. This must be done within 5 working days of any change taking place.
- ✓ The licence holder must ensure that if the property becomes empty that it is made secure to prevent any unauthorised entry.
- ✓ The licence holder must reside in the UK.

The team will work with you to support you throughout the application process and to assist you in meeting the criteria in order to be granted a licence. This may involve you undertaking a training course.

Anti-Social Behaviour

The conditions set out a staged approach for landlords to deal with anti-social behaviour and that the landlord shall work with the council and partner agencies to address complaints associated with his/ her property. These include, but are not limited to:

- Writing to the tenant upon receipt of a complaint regarding ASB informing them of the allegation and the possible consequences of it continuing, then monitoring the complaint for a period of 14 days to see if the problem continues. If it doesn't then the landlord can just file the complaint in a safe place.
- If the issue is not resolved within 28 days the landlord must visit the property and give the tenants a warning letter advising them of the possibility of eviction. If the ASB continues for a further 14 days the landlord, shall if appropriate and supported by the landlord support officer and/or ASB team take the appropriate legal proceedings to evict the tenants

If the landlord suspects criminal activity he/she must notify the appropriate authorities, i.e. the landlord support officer, ASB team or police. The landlord must also participate in any case conferences or multi agency meetings that take place to address ASB associated with his property.

The Anti-Social Crime and Policing Act 2014 provides for a new absolute ground for possession in the following circumstance:

- Where a tenant or member of their household or visitor has met one of the following conditions:
 1. Is convicted of a serious criminal offence
 2. Is found by a court to have breached IPNA
 3. Is convicted of breach of a CBO
 4. Is convicted for breach of a Noise Abatement Notice
 5. Tenants property closed under a Closure Order

If a landlord applies to the court after serving the relevant notice then the court MUST grant possession provided the correct procedures have been followed. The courts discretion to suspend possession is restricted to 14 days or 6 weeks in exceptional circumstances.

The Council will take a lead role in improving education and effective support for landlords in the management of tenants who cause anti-social behaviour and bringing together the appropriate teams and agencies to tackle issues of ASB and support landlords through the eviction process should it become necessary to seek possession.

The Application

Each application must be accompanied by:

- ❖ 2 forms of identification (one to be photo ID)
- ❖ A copy of the current gas safety certificate (if applicable)
- ❖ A copy tenancy agreement
- ❖ The fee
- ❖ A copy membership agreement if you are claiming a discount

The Fee

Each licence will run for up to 5 years.

If your property is let to a single family the fee for each licence is £600.

You can pay a discounted fee of £50 if you meet the following criteria:

- ❖ You are an accredited member of a nationally accredited landlords association
- ❖ Your property is managed by an ARLA accredited agent

*** This discount is only available for the first 3 months of the scheme or for any property that is being rented for the first time***

If your property is let as a house of multiple occupation the fee is £750.

Any landlord who is found to be renting a property without having made a valid application 3 months after the start of the scheme will have to pay a fee of £900.

Penalties

Incomplete applications will be subject to an administration charge of £30.

Properties that are found not to be compliant with the licence conditions or where multiple inspections are required to achieve compliance will be charged a re-inspection fee of £100.

What happens if I fail to apply for a licence?

It will be a criminal offence to let a property in the licensing area from **+++date+++**, without applying for a licence. There are a range of sanctions that could be applied. These are:

- ❖ You could be prosecuted in the Magistrates Court and face a fine of up to £20,000 for failure to apply for a licence and have a criminal conviction.
- ❖ If the Council cannot grant a licence or a licence is revoked, the Council has the power to make an Interim Management Order (IMO). This will transfer the management of the property to the council.
- ❖ You will be unable to use Section 21 to regain possession of your property
- ❖ For any period where an unlicensed property is rented, an application can be made to the Residential Property Tribunal for a Rent Repayment Order of up to 12 months.

Right of Appeal

If a landlord feels that the council has made a decision that is unfair, in the first instance they should contact the Private Sector Housing Team to try and resolve the problem.

If the landlord still feels the council has acted unfairly you can appeal to the Residential Property Tribunal (RPT). The RPT is an independent tribunal that can either confirm, amend or overturn the council's decision.

Monitoring the Scheme

The Council must from time to time review the operation of the scheme.

The Council intend to do this through a series of methods including but not limited to:

- Resident questionnaires
- Monitoring levels of ASB
- Regular reporting of prosecutions and enforcement action
- The number of accredited landlords and agents
- The number of houses brought up to the required housing standard
- The number of category one and two hazards removed from licensed properties
- Number of complaints received regarding poor properties and management
- Number of complaints regarding illegal eviction and harassment

Private Sector Housing Team

Contact details

Private Sector Housing Officers are responsible for the administration of landlord licensing and are available to help and advise you.

They are also responsible for the inspection of your property and ensuring that management conditions are adhered to.

The team are available during office hours Monday to Friday.

You can contact the team in the following ways:

Telephone: 01733 ++++++

Email: ++++email address+++

Post: Private Sector Housing
Peterborough City Council
4th Floor
Bayard Place
Peterborough
PE1 1++

If you would like to meet with a member of the team please telephone to make an appointment.

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Improving the Private Rented Sector
Central and East areas of Peterborough

Selective Licensing

Licence Conditions

Selective Licensing Scheme Conditions Schedule 4 - Housing Act 2004

These conditions are set out in sections no 1 to 19

The licence holder must ensure that the premises fully comply with each of the conditions in sections 1 to 19 below unless specific alternatives are notified and agreed with the case officer.

Failure to comply with any condition may result in legal proceedings including fines up to £5,000 and loss of the licence

Licence holder includes any agent or representative acting on behalf of the licence holder

1. Tenancy Management

The Licence Holder must give the occupiers a written statement of the terms on which they occupy the house (tenancy agreement) and details of the arrangements in place to deal with repairs and emergencies. Copies of the written statement of terms must be provided to the Council for inspection within 7 days upon demand

The licence holder must act lawfully and reasonably in requiring any deposits from occupiers, in handling rents, in returning deposits and in making deductions from deposits. The licence holder will provide occupiers/prospective occupier with the following information:

- The amount of rent payable
- The details of any deposit required
- Details of what the deposit covers and arrangements for its return
- The frequency of payments
- The details of any utilities (gas, electric, water) or other charges included in the rent
- The responsibility for payment of Council Tax
- The responsibility for payment of utilities and arranging provision of such
- Provide tenants with written details of how to dispose of rubbish properly, including appropriate use of the bulky waste collection service and information on the recycling centre provided by Peterborough City Council.
- It must also include a prohibition regarding the illegal burning of waste and warn residents not to fly-tip from the property.

The licence holder shall ensure that each tenant is made aware, in written format, that they are responsible for their own behaviour and the behaviour of other occupiers and visitors. Tenants must be made aware that if they, other occupiers, or their visitors: Cause nuisance or annoyance to neighbours; or fail to dispose of refuse properly; or cause damage to fixtures, fittings, fire prevention or alarm equipment or installations, or to the fabric of the premises; or fail to give access to inspection of works undertaken within their accommodation. They may be liable to enforcement action which may include possession proceedings under the terms of their tenancy, pursuant to Grounds 13 or 14 of Schedule 2 of the Housing Act 1988.

In addition to giving the prescribed information to the tenants, you, or your agent must keep a record of having given this information i.e. a signed disclaimer, to demonstrate this information was received by the tenants.

During the fixed term of the tenancy agreement, you must not make any attempt to increase the rent or make extra charges other than what is allowed for in the tenancy agreement. If the tenancy becomes periodic (there is no fixed term and the tenancy is continuing after the fixed term) any rent increases will be proposed through the appropriate legal procedure (currently Housing Act 1988 s.13)

2. References

You must obtain references for prospective tenants. These references must provide testimony as to the tenants past record of adhering to tenancy conditions and not committing anti-social behaviour, or provide other genuine and significant evidence as to the likelihood of them adhering to tenancy conditions and not committing anti-social behaviour such as the tenants signing a declaration (written in a language they can fully understand) stating that they agree to abide to the licence and tenancy conditions and outlining the specific conditions relating to anti-social behaviour, waste management and overcrowding. This signed declaration must be kept by the landlord/agent for the period of the licence and provided to the council within 14 days on demand. It is understood that in certain circumstances it may not be possible to obtain a reference i.e. where it is a first tenancy, newcomer to the UK, tenant was previously homeless or being rehoused with assistance from support services.

3. General

Gas and electric meters, fuse boards, gas and water stop taps should be accessible to all occupants at all times without having to pass through other accommodation or through a shop/business premises. Where this is not possible due to security issues, tenants must be able to shut off gas and electrics from within their accommodation.

The licence holder must ensure that the appropriate consents are obtained from Peterborough City Councils planning and building control departments prior to any relevant improvement or repair works commencing

The licence holder must not unreasonably cause or permit the water supply or drainage used by the occupants of the house to be interrupted.

The licence holder must not unreasonably cause or permit the gas or electric supplies used by the occupants to be interrupted.

4. Gas

If gas is supplied to the property, the licence holder must obtain a gas safety check, carried out by a GAS SAFE registered engineer. A copy of the current gas safe certificate must be provided to Peterborough City Council at the time of licence application and annually thereafter or within 7 days of being requested by the Council.

A Carbon Monoxide alarm is required for any property with a gas or solid fuel appliance, such as a boiler, gas fire or gas oven/hob. This will conform to BS EN50291:2001. It should be fitted to a suitable location, following the manufacturer's specific instructions, usually at least 3m away from the gas appliance. Where there are multiple gas appliances additional detectors should be positioned in accordance with manufacturer's instructions. The whole detector (not just the battery) must be tested as part of the regular tenancy inspection regime, (at least annually), in accordance with the manufacturer's instructions.

5. Electrics

The fixed electrical wiring and installations must be certified as safe by an electrician qualified to undertake the test at least every 5 years, unless otherwise indicated on the previous inspection to be sooner, and must be to a 'Satisfactory' standard. This will usually be a domestic electrical installation condition report. The landlord must supply a copy of the electrical condition report with the application for licensing. Where there is no existing report then one shall be provided within 1 year of the commencement of the licence.

Should the Electrical Report specifies that the installation is unsatisfactory, the licence holder must ensure that such works are completed no later than 28 days following the date of the report and must inform the licensing team upon completion of the works.

Any works highlighted by the report must be completed as required by the report; and the Council advised once works are complete.

The licence holder must ensure, throughout the period of the licence, that the premises are covered by a valid domestic electrical installation condition report. Where a report expires during the term of the licence, an up to date report must be provided to the Council within 28 days of the expiry date.

6. Smoke Alarms

The licence holder must ensure that smoke alarms are installed in the property and kept in proper working order and provide a declaration as to their condition and position to Peterborough City Council upon request. Smoke alarms must be tested at each property inspection, details of the test recorded by the licence holder and supplied to the Council within 7 days of written request.

It is a legal requirement for all landlords to fit smoke alarms in rented homes. Under the new laws smoke alarms must be fitted on every floor of the property as well as carbon monoxide alarms in properties which burn solid fuels. Landlords must check the alarms are working at the start of every new tenancy with potential penalties of up to £5,000 if they don't comply. The licence holder will inform the local authority of any changes to the positioning of smoke alarms.

7. Furniture and Furnishings

The licence holder must ensure that furniture and furnishings supplied by them are compliant with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 1989 and 1993) and must provide a declaration as to their safety at the time of application and thereafter on demand.

8. Numbers of Occupants

The licence holder and/or his agent must ensure that rooms other than bedrooms are not used for sleeping purposes. The number of persons residing in the house shall not exceed the maximum number stated on the licence.

9. Space Standards

Houses occupied as single family dwellings that are of up to 3 bedrooms shall have a minimum of one living room – minimum 13m² - that is not used for sleeping. This will increase by 1m² for each extra bedroom.

Bedrooms of 10.2 sqm or above can be occupied by a maximum of 2 adults or children over 10 years old, 1 adult and 2 children or 4 children

Bedrooms 8.35sqm to 10.2 sqm can be occupied by no more than 1 adult and 2 children or 3 children

Bedrooms 6.5 sqm to 8.35 sqm can be occupied by no more than 1 adult or 2 children

Bedrooms 4.65 sqm and 6.5 sqm can be occupied by no more than 1 child

Rooms of less than 4.65 sqm are not acceptable as bedrooms

(An adult is deemed to be anyone over the age of 10 and a child anyone between the ages of 1 and 9)

Multi Occupied Houses shall adhere to the following minimum room sizes:

Bedrooms - 10 sqm if occupied by a single person or 15 sqm if occupied by two persons

These sizes can be reduced to 7 sqm and 11 sqm if there is a separate communal lounge that is not used as a kitchen/dining room.

(Space standards for kitchens, living rooms and dining rooms vary in accordance with the number of occupants and layout and need to be assessed individually)

10. Energy Efficiency

The licence holder must provide the tenant with a copy of the Energy Performance Certificate (where applicable). The licence holder must supply a copy of the Energy Performance Certificate to the Council within 7 days of request.

11. Overcrowding

You must not allow anyone to live or stay in your property if it is going to make it overcrowded. Your licence will state how many people can live in your property.

If you suspect that your house has become overcrowded, you must make the tenant immediately aware that it is an offence. The Council can prosecute landlords and tenants who cause overcrowding.

Where there is evidence that the tenants have caused overcrowding, you must make it clear to the tenants, in writing, that you will take reasonable steps to end the overcrowding including taking possession action through the courts for breach of the tenancy agreement.

Tenants must be informed that they must not allow guests to sleep in their homes, except on an occasional short term basis, if it will exceed the permitted numbers shown on your licence.

*short term occasional basis – i.e. over a holiday period, or a 2 week period for visiting friends and family.

12. Property Management

The licence holder must ensure that:

- a) the occupiers of the house, with details of the following:
 - Name and address of the licence holder or managing agent
 - A contact address, daytime telephone number
 - An emergency contact telephone number

This information must be clearly displayed within the house. An emergency contact telephone number for the licence holder/agent or representative shall also be made available and notified to the Council

Competent and reputable persons carry out all repairs to the house or any installations, facilities or equipment within it or its boundary, and that, repairs are completed to a reasonable standard.

All tradespersons must remove all debris and redundant components from the property and exterior after completing works.

All occupants of the house receive written confirmation detailing arrangements in place to deal with repairs and emergencies and report nuisance and anti-social behaviour

- a) If accommodation is provided on a furnished basis and includes electrical appliances, the licence holder must provide the occupier copies of user manuals or equipment provided as part of the agreement of occupation (tenancy agreement)
- b) All occupiers are made aware of the licence and conditions and be given a copy of the licence as part of their agreement of occupation (tenancy agreement)

The licence holder/management agents must make regular inspections of the property to ensure that the property is in a decent state of repair and that the occupiers are not in breach of tenancy terms and conditions. Regular means at least every 3 months during the first 12 months of a tenancy and then as appropriate thereafter but at least annually.

The licence holder must ensure that any persons involved with the management of the house are to the best of their knowledge 'fit and proper persons' for the purposes of the Act.

13. Security

The licence holder must ensure that:

- a) The security provisions for the access to the building (including but not limited to locks, latches, deadbolts and entry systems) must feature all the security features of an equivalent lock complying with BS3621:2004 and be maintained in good working order at all times
- b) Where window locks are fitted, the licence holder will ensure that keys are provided to the relevant occupant
- c) Where a burglar alarm is fitted to the house the licence holder will inform the occupant in writing the circumstances under which the code for the alarm can be changed, and provide details when required on how this can be arranged
- d) Where alley gates are installed to the rear of the licensed property, the licence holder must take responsibility for holding a key and making satisfactory arrangements for the occupier access

14. External Refuse and Waste

The licence holder must ensure that: -

- a) The exterior of the property is maintained in a reasonable decorative order, and in a good state of repair
- b) The exterior of the property and all boundary walls, fences and gates must be kept free from graffiti
- c) At all times any gardens, yards and other external areas within the curtilage of the house are kept in reasonably clean and tidy condition and free from rodent infestation. The tenancy agreement must set out who is responsible for maintaining the gardens and other external areas within the curtilage of the property.
- d) The licence holder must ensure the gardens, yards and other external areas are cleared of rubbish, debris and accumulations and are cleaned between tenancies.
- e) Suitable and adequate provision is made available, at the start of a tenancy, for storage of refuse generated in the property and that occupants are provided with information on the correct storage and disposal of waste prior to collection.
- f) The licence holder must inform the tenants in writing that receptacles are put out for collection as appropriate in accordance with their collection date and times and that bins are removed from the street as soon after collection as possible. .
- g) Access must be available to adequate, external, refuse storage

The licence holder must inform occupants on the correct disposal arrangements for rubbish and bulky waste and the penalties of fly-tipping and storing accumulations within the front and rear gardens and any outbuilding of the house.

The licence holder must ensure that the water supply and drainage system serving the house is maintained in good, clean and working order.

The licence holder must take reasonable steps to protect occupants from injury especially in relation to:

- a) Any roof or balcony that is unsafe – ensuring that it is either made safe or access to it restricted.
- b) Any windowsill that is at floor level – ensuring that bars or other such safeguards are fitted as necessary to protect occupants from falling

The licence holder must ensure that all common parts and fixtures are maintained in a safe condition including handrails, windows, stair coverings, fixtures, fittings and appliances.

15. Training

The Licence holder and/or Manager shall undertake property management training courses where required to do so by the authority.

16. Anti-Social Behaviour

Anti-social behaviour is defined as being 'behaviour that causes nuisance, annoyance, harassment, alarm or distress to one or more people living nearby'. This can include (but is not limited to), leaving rubbish and litter, vandalism, noise nuisance, harassment and intimidation, abusive behaviour, and drug and alcohol abuse.

The licence holder must take reasonable and practical steps to reduce or prevent ASB by persons occupying or visiting the house and the use of the premises for illegal purposes.

The licence holder must: -

- a) Obtain tenant references prior to granting a tenancy as to previous tenancy conduct, including behaviour of that of the proposed occupier and household (see condition 2 above)
- b) If a licence holder receives a reference request for a current or former tenant from another landlord he must respond to the request in writing within a reasonable period and either i) decline the request for a reference; or ii) when giving a reference state whether or not he is aware of any allegations of ASB made against their tenant and if such allegations have been made give details of the same including details of whether (to his knowledge) the allegations have been admitted or have been found proven in any court or tribunal.
- c) The licence holder and/or the manager are required to provide information regarding the full names and dates of birth of each occupant, when asked by the Council
- d) Co-operate with Peterborough City Council, Cambridgeshire Constabulary and other agencies in resolving complaints of anti-social behaviour. The licence holder and/or their nominated managing agent are required to undertake an investigation of any complaints regarding their tenants. Written records of these will be required.
- e) The licence holder will ensure occupants of the house are aware of the services available to them and how they can report nuisance and ASB to the authority
- f) The licence holder must not ignore or fail to take action, if he has received complaints of ASB that concern the visitors to or occupiers of the property or result from their actions.
- g) Any letters relating to ASB sent or received by the licence holder or managing agent must be kept for 3 years by the licence holder, and provided to the Council on demand.

- h) The licence holder must ensure that written notes are kept of any meetings or telephone conversations or investigations regarding ASB for 3 years.
- i) If a complaint regarding ASB is received or discovered by the licence holder or manager then the tenant must be contacted within 14 days and informed of the allegations of ASB in writing and of the consequences of its continuation.
- j) The licence holder shall from the date of receipt of a complaint monitor any allegations of ASB and whether it is continuing.
- k) Where ASB continues for 28 days from receipt of the complaint the licence holder or his manager/agent must, within 7 days, visit the premises and serve the tenant with a warning letter advising them of the possibility of eviction.
- l) Where the licence holder or manager has reason to believe that the ASB involves criminal activity the licence holder shall ensure that the appropriate authorities are informed.
- m) If after 14 days of giving a warning letter the tenant has taken no steps to address the ASB and the ASB is continuing the licence holder shall take formal steps under the written statement of terms of occupation (tenancy agreement) which shall include promptly taking legal proceedings to address the ASB
- n) Where the licence holder is specifically invited they shall attend any case conferences or multi agency meetings arranged by the Council or the police.

17. Notification of Changes

The Licence Holder and managing agents must consult with Peterborough City Council before making any material changes to the layout, amenity provision, fire precautions or occupation of the house and must inform the Council of:

- a) Details of any unspent convictions not previously disclosed to the Local Authority that may be relevant to the licence holder and/or property manager and their fit and proper person status and in particular any such conviction in respect of any offence involving fraud or dishonesty, or violence or any offence listed in Schedule 3 of the Sexual Offences Act 2003;
- b) Details of any findings by a court or tribunal against the licence holder and/or the manager that he/she has practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business;
- c) Details of any contravention on the part of the licence holder or manager of any provision of any enactment relating to housing, public health, environmental health or landlord and tenant law which lead to civil or criminal proceedings resulting in a judgment or finding being made against him/her;
- d) Information about any property the licence holder or manager owns or manages or has owned or managed for which a local housing authority has refused to grant a licence under Part 2 or 3 of the Act, or has revoked a licence in consequence of the licence holder breaching the conditions of his/her licence;

- e) Information about any property the licence holder or manager owns or manages or has owned or managed that has been the subject of an interim or final management order under the Housing Act 2004;
- f) Changes to liability insurance;
- g) Notification of foreclosure or repossession;
- h) Successful claims against the licence holder for default of tenancy deposits;
- i) Change in managing agent or the instruction of a managing agent;

Any major works to be undertaken to the property, including conversions and modernisations or emergency problems relating to fire, flood or disaster and the tenants are made temporarily homeless.

18. Absence

The licence holder is required to have in place suitable emergency and other management arrangements in their absence. The name and contact details of the licence holder and/or manager must be given to each occupier and must also be displayed in a prominent place within the property.

19. Compliance Inspections

The licence holder must allow officers of the Council (upon production by of their ID) access to the house for the purpose of carrying out inspections of the house at all reasonable times.

Contact details

Private Sector Housing Officers are responsible for the administration of landlord licensing and are available to help and advise you.

They are also responsible for the inspection of your property and ensuring that management conditions are adhered to.

The team are available during office hours Monday to Friday

You can contact the team in the following ways:

Telephone: 01733 +++++++

Email: ++++email address+++

Post: Private Sector Housing
Peterborough City Council
4th Floor
Bayard Place
Peterborough
PE1 1++

If you would like to meet with a member of the team please telephone to make an appointment.

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1. Background

In September 2013 Peterborough City Council, Strategic Housing Department launched its Consultation into the proposal to introduce a Selective Licensing Scheme in the Gladstone, Millfield, New England and Eastfield area of Peterborough.

The Council published its Consultation on Selective Licensing on 27 September 2013 which ran for 13 weeks and closed on 27 December 2013. The original close date was 6 December 2013 but after representation by the local community the closing date was extended by a further three weeks until 27 December 2013

The Council's initial consultation was by way of a Questionnaire posted by Royal Mail to 18,500 interested parties 10,933 of which are dwellings, 3446 are privately rented properties. The questionnaire was made available in English, Hindi, Urdu, Latvian, Lithuanian and Polish. Consultees included local residents, tenants, landlords and managing agents, representative bodies and other members of the community who live or operate a business or service in the proposed designated area. Local residents and businesses in the surrounding area who may also be affected were also consulted.

As part of the process and in addition to the Questionnaire the Housing Enforcement Team hosted a Consultation Programme involving a series of events to encourage interested parties to give their views on the proposal.

The Council received approximately 1900 completed or partially completed responses, not including petition signatures, almost all of which responded to question 9 asking whether they would want Selective Licensing in their area. The response rate was 10.3% (5% is considered an acceptable level). The final results indicated that 32% of respondents agreed that the introduction of a selective licensing scheme would help reduce anti-social behaviour, 37% agreed that Selective Licensing can have a positive impact on private rented housing in the area and 36% of respondents felt the Council should intervene in areas suffering from low demand.

The Council received 523 partially completed questionnaires where the respondent had completed only question 9. This is 27% of the responses received. Of the 523 partially completed questionnaires respondents recorded their tenure as follows; 111 were from tenants, 2 from housing association tenants, 158 from owner occupiers, 5 stated they were landlords, 133 didn't answer the question and 64 stated other. Upon further investigation of the 158 who stated they were owner occupiers 3 did not give their address and 81 owned or had interest in another property within the city showing that they were landlords as well.

The Council also received 164 anonymous responses. This is 8.6% of the responses received.

The council received 2 petitions.

This document is a summary of what respondents to the Consultation have said on the proposals. The Housing Enforcement Team would like to thank all those people who took the time to contribute to the Consultation.

2. Consultation Strategy

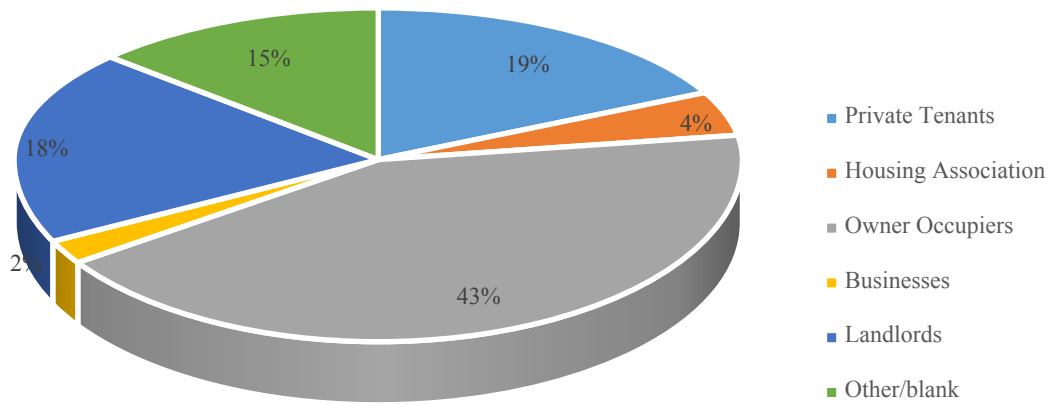
The Housing Enforcement Team worked hard to engage with all sections of the community and employed various methods of consultation. Every respondent to the Questionnaire who commented on the proposals received a letter thanking them for their comments.

It should be taken into consideration that some of the attendees at the public events did not create a forum where supporters of the proposal felt able to attend and if they did attend it did not encourage them to speak. Therefore the Housing Enforcement Team broadened their strategy and made contact with other groups and hard to reach groups by organising events at places of worship, day centres and by translating Posters into commonly spoken languages and placing them in prominent community locations.

Details of the Consultation programme:

- Survey questionnaires were posted to 18,500 homes, business, national and local representative bodies. The questionnaires could be completed and returned electronically or by paper. Questionnaires were also translated into Hindi, Urdu, Latvian, Lithuanian and Polish and made available and distributed in the community.
- Announced on Social Media including Facebook & Twitter.
- Press release given and published in the “Peterborough Telegraph”.
- Public events were reported by the media including the Peterborough Telegraph and BBC Look East on BBC1.
- A dedicated telephone line, email inbox and website page was launched.
- 14 Public meetings were held throughout the 12 week period.
- Meetings were held with local and national bodies including the National Landlords Association and Peterborough Racial Equality Council.
- A poster campaign was launched and placed in the proposed area. Including translated posters into the most commonly spoken languages found in Peterborough.
- Neighbourhood Partnership and forum meetings attended – Op Can-do.
- Questions received during the consultation programme were answered and made public by way of a “Frequently Asked Questions” factsheet available on the Peterborough City Council website
- Round Table Focus Group including a Task and Finish Group

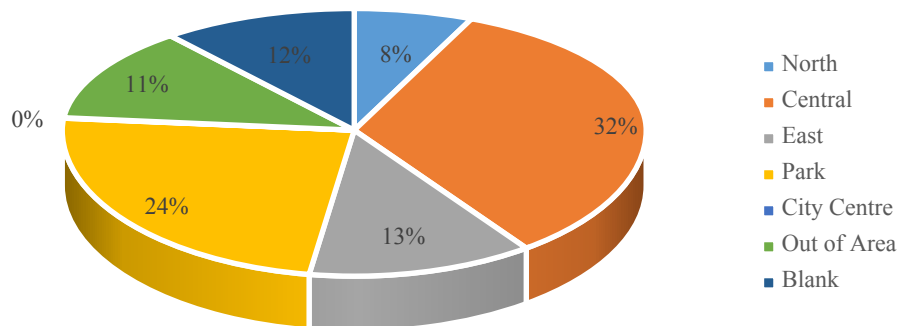
The tenure split of the 1904 residents who returned the completed questionnaire is:



(Other refers to residents who classed themselves in more than one category or did not answer the question)

The responses were also split by ward:

Responses by Ward



3. Consultation and Resulting Changes

General Themes

As mentioned above a number of respondents provided general comments about Peterborough City Council or suggestions for consideration in other Service areas. Although these comments did not directly relate to questions in the Consultation documents, a brief summary of the most common themes is set out immediately below.

“Parking is a big problem in this area, grass verges in front of the properties are an eyesore”

“I have noticed a significant rise in the amount of alcohol related litter along the roads”

“Scrap vehicles in front garden’s, untidy front garden’s, it is an eyesore”

“Too many people occupying one property, rubbish dumped outside, neglected gardens as well as buildings.

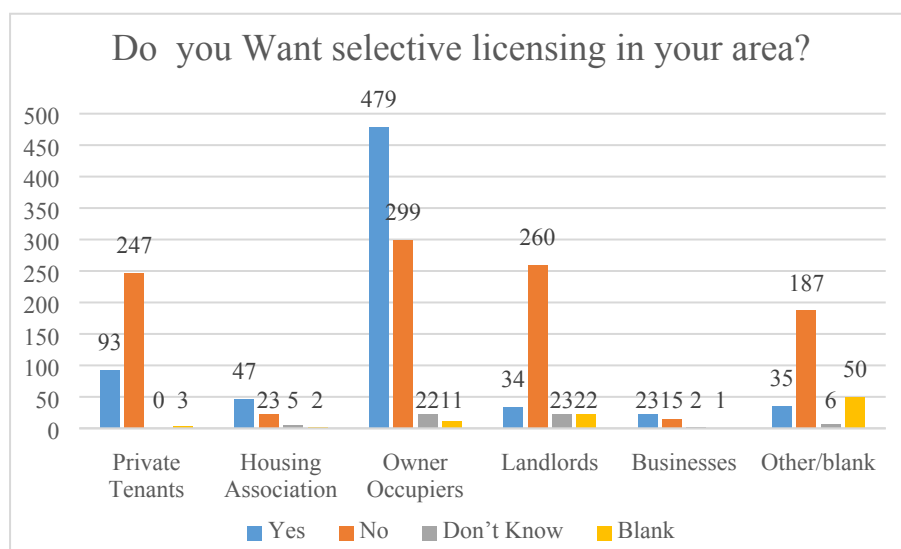
“Riding bicycles on the footpath is a great danger, this is a regular occurrence outside my house”.

“My late husband and I bought this property brand new in 1953 so I have watched with sadness the decline of the area”.

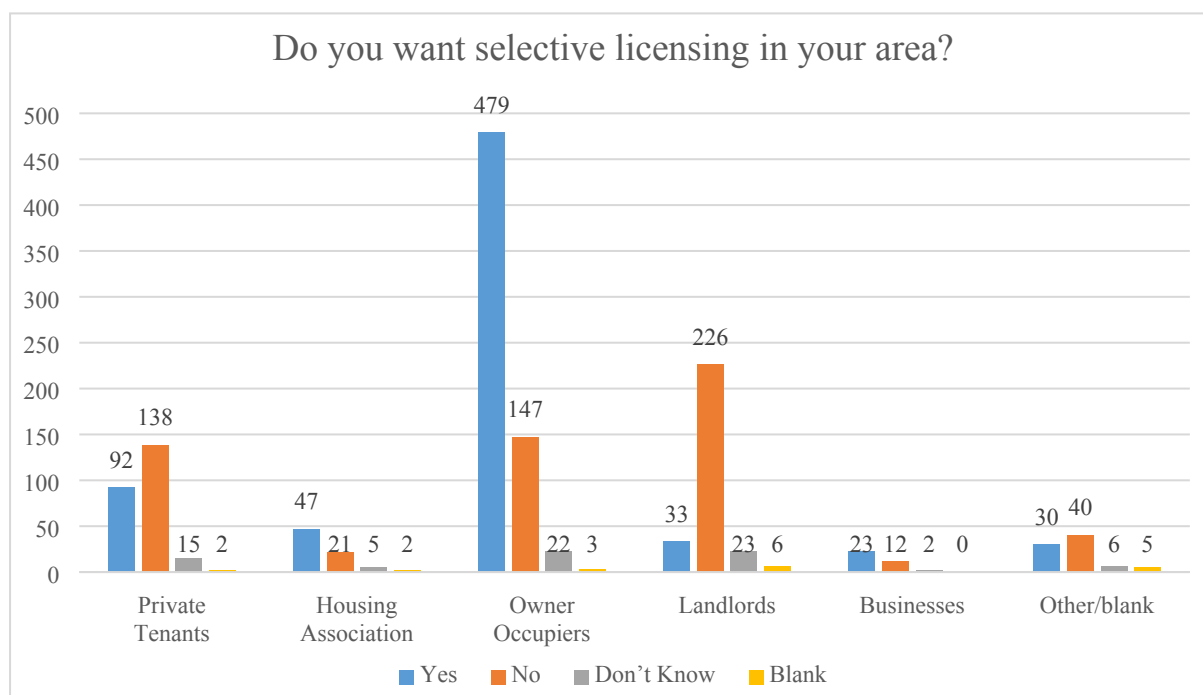
“A programme to clear up the streets would help. A programme to address alcoholism that is the core of anti-social behaviour”

Summary of Key Findings

In total 1904 responses were received, this is a response rate of 10.3%. A key element of the questionnaire was whether or not the residents, landlords and businesses would support the introduction of Selective Licensing in the Gladstone, Millfield, New England and Eastfield area of Peterborough. The chart below show how each of the three groups responded to this question.



Discounting the 523 partially completed questionnaires the responses showed a significant drop in the number of respondent's that did not want selective licensing introduced but the number of positive responses remained stable.



Each questionnaire asked specific questions about the respondents' views of their area and the impact, positive and negative, of private landlords. Listed below are specific comments and collated responses to the consultation.

28% of the total number of respondents identified anti-social behaviour as an issue within the area, and 25% of the total number of respondents identified that badly managed private rented properties were an issue in the area. The point data map below shows the concentration of reported ASB across the proposed area (green) and the known private rented properties in the Op Can Do Area (purple).



In addition to police recorded ASB, the Safer Peterborough Partnership also routinely monitors 19 Quality of Life indicators, which include noise complaints, flytipping and unattended bins amongst others.

It is important to be aware that the Crime, ASB and Quality of life figures only represent those instances that are reported to the police, local authority and partners. The proposed area is covered by the following wards, Central, East, Park and North. Comparisons of density of population across the City show that with the exception of east ward the other three are far more densely populated than the other wards across the City.

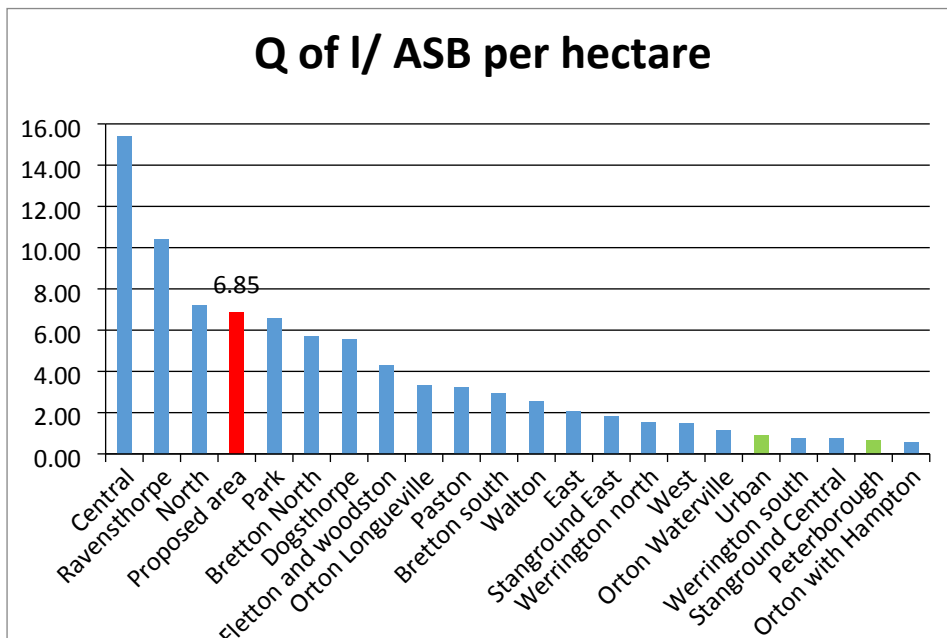
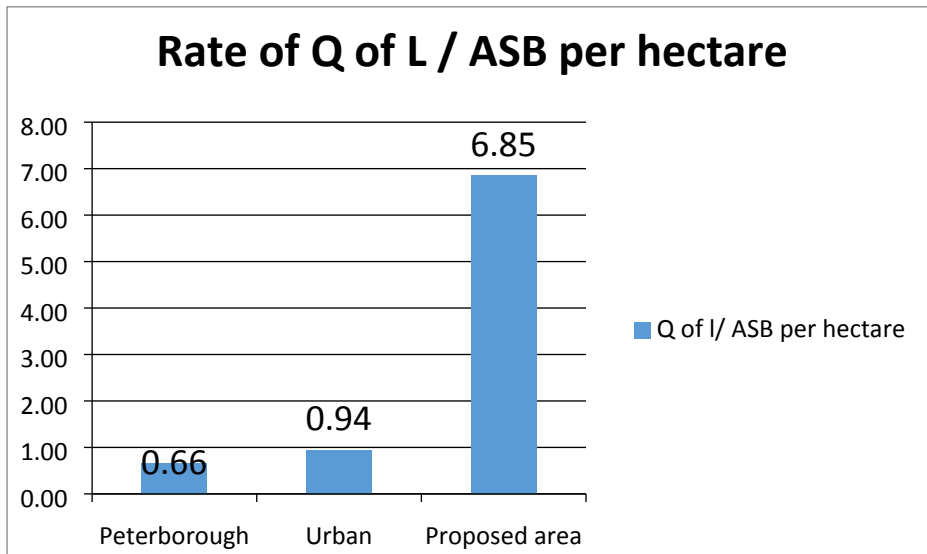
Ward	Number of residents	Density by Hectare
Central	12,013	46.8
North	6,101	49.9
Park	10,418	51.3
East	11,021	12.9
Hampton with Orton	13,660	8.9
Ravensthorpe	7,990	40.4
Bretton	12,445	30.2
Peterborough Avg	183,631	5.3
Peterborough Urban Avg	161,855	20.1

The quality of life issues recorded include: flytipping, rubbish accumulations, noise complaints, littering enforcement, planning enforcement, housing complaints, needle finds, graffiti, damaged play areas, unattended bins, primary fires, unauthorised travellers, smoke and odour complaints.

Due to the high numbers of residents living in the proposed area and the density of the area these issues impact on the quality of residents lives and are felt more keenly.

	Hectares	Q of L/ASB records 2013	Q of I/ ASB per hectare
Peterborough	34338	22630	0.66
Urban	83832	76456	0.91
Proposed area	228	3478	15.25

Ward/ area name	Hectares	Q of L/ASB records 2013	Q of I/ ASB per hectare
Central	257	3952	15.38
Proposed area	507	3478	6.85
Ravensthorpe	198	2055	10.38
North	122	876	7.18
Park	203	1329	6.55
Bretton North	311	1779	5.72
Dogsthorpe	226	1254	5.55
Fletton and woodston	263	1129	4.29
Orton Longueville	455	1509	3.32
Paston	321	1041	3.24
Bretton south	102	299	2.93
Walton	169	430	2.54
East	857	1783	2.08
Stanground East	123	223	1.81
Werrington north	332	500	1.51
West	590	885	1.50
Orton Waterville	669	757	1.13
Urban	41916	38228	0.91
Werrington south	268	200	0.75
Stanground Central	1032	768	0.74
Peterborough	34338	22630	0.66
Orton with Hampton	1535	836	0.54

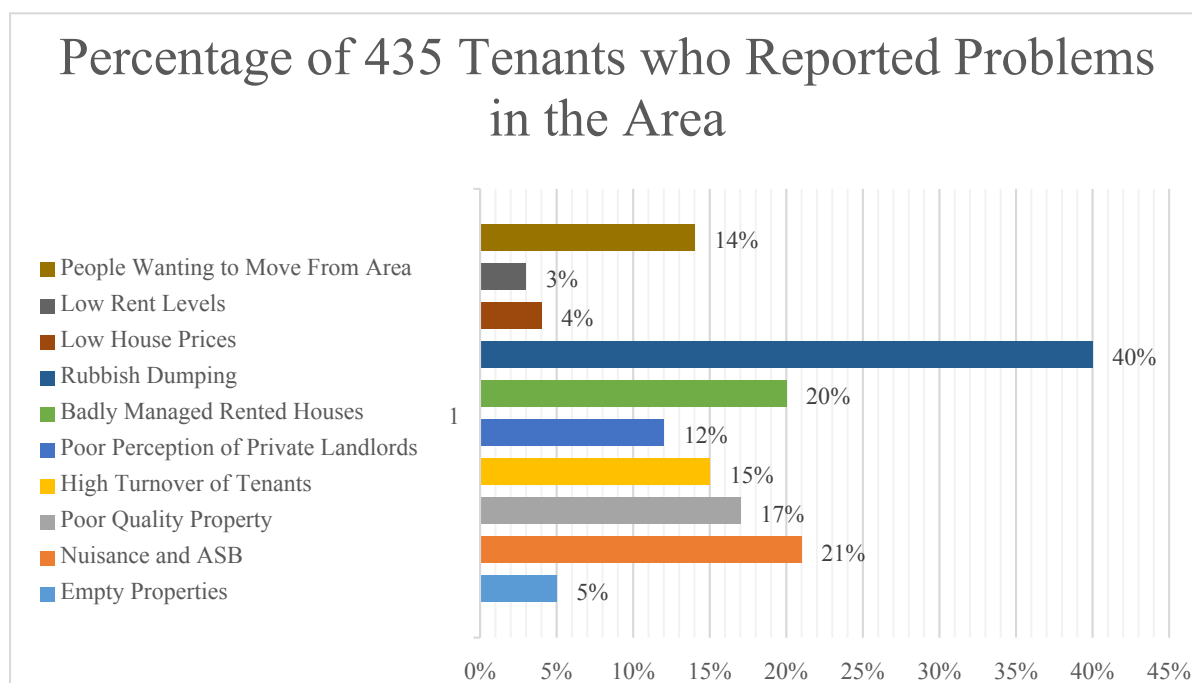


Private Tenants and Housing Association Tenants

In total 435 tenants responded to the questionnaire this is 19% of the response received. 358 returned questionnaires were from tenants of the private rented sector and 77 returned questionnaires were from Housing Association tenants.

The main problems highlighted in the area relating to low demand, and ASB are shown in the chart below. The main concerns of tenants in this area are environmental crime such as rubbish dumping, nuisance and anti-social behaviour and badly managed rented houses.

The percentage of respondents who reported that the area suffered these problems is:



When asked the question “do you want **Selective Licensing in your area?**” 32% of tenants were in favour and would be in support of Selective Licensing.

A sample of views expressed during the consultation are below:

“Rented properties should be inspected to make sure they are maintained as outlined in the questionnaire”.

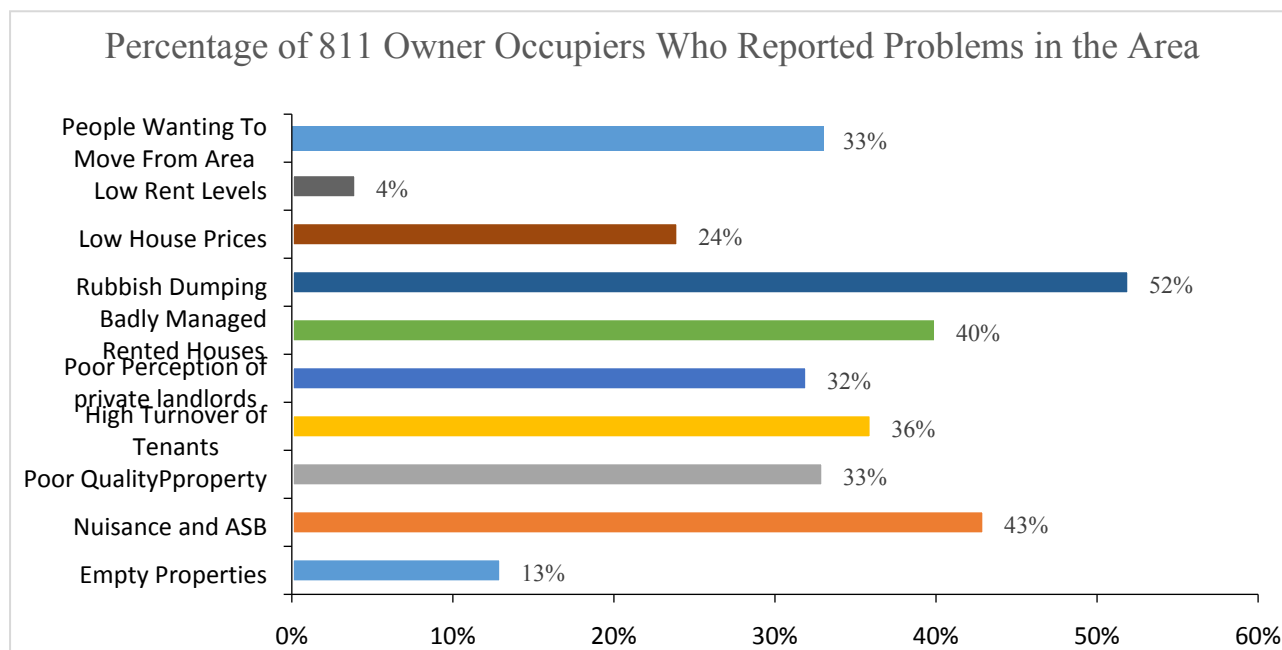
“Anti-social behaviour will just move to another area. This is what happened to the crime in Central Area. It’s reduced but moved to other places.”

Owner Occupier's

811 Owner Occupiers responded to the questionnaire, this is 43% of total responses received.

The main problems highlighted in the area relating to low demand, and ASB are shown in the chart below. The main concerns of owner occupiers in this area are environmental crime such as rubbish dumping, nuisance and anti-social behaviour and badly managed rented houses.

The percentages of respondents who reported that the area suffered these problems is:



When asked the question “do you want Selective Licensing in your area?” 59% of owner occupiers were in favour and would support the introduction of Selective Licensing.

A sample of views expressed during the consultation are below:

“In my opinion selective licensing is long overdue. It is a good idea which will make massive improvements to the area. We have seen a massive decline in the area, a lot of long standing people moving out”

“Agree with the proposal, I live next door to a rented house for 11 years and had constant problems. The landlord does not care who lives there so long as he gets his money. There is a lack of respect, loud music late at night, they all stand outside to have a cigarette and talk very loudly, the front garden is very poorly maintained and is blocking access to my back gate”

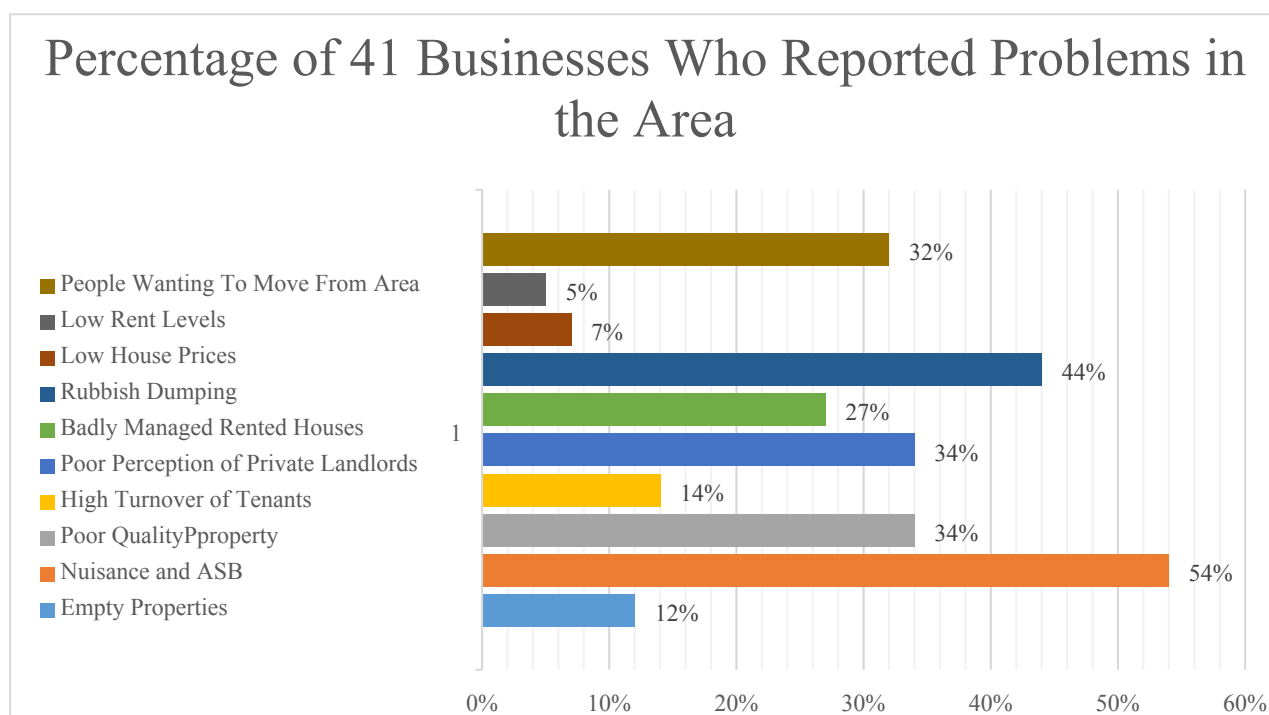
“I do not believe we have problems with unsightly area or anti-social behaviour in Gildenburgh Ave therefore our street should not be included

Businesses

41 Shops / businesses operating in the area responded to the consultation. This is 2% of the responses received.

The main problems highlighted in the area relating to low demand, and ASB are shown in the chart below. The main concerns of businesses in this area are nuisance and anti-social behaviour, environmental crime such as rubbish dumping and poor perception of private landlords.

The percentage of businesses who reported that the area suffered these problems is:



When asked the question “do you want Selective Licensing in your area?” 56% of businesses were in favour and would support the introduction of Selective Licensing.

A sample of views expressed during the consultation are

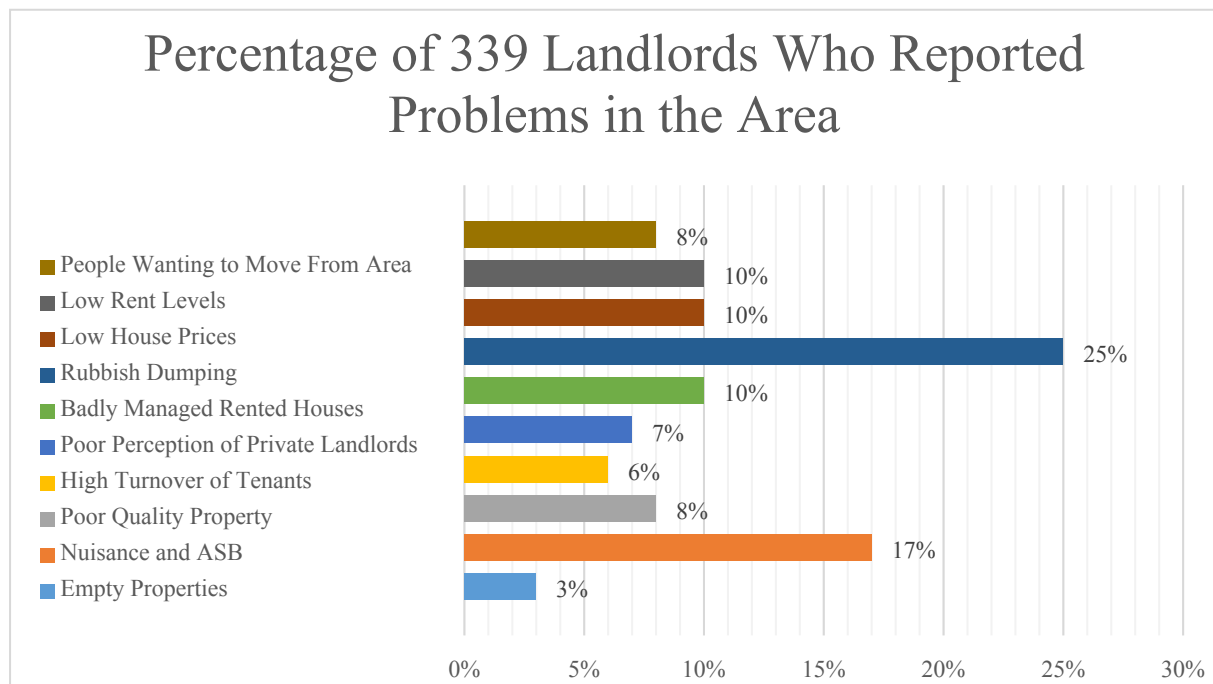
“This will lead to the removal of all problem landlords, there are already lots of rented properties not being upheld properly in these areas already. Should it not be introduced all over the City?”

Landlords

339 Landlords responded to the questionnaire, this is 17.8% of the responses received.

The main problems highlighted in the area relating to low demand, and ASB are shown in the chart below. The main concerns of landlords in this area environmental crime such as rubbish dumping, are nuisance and anti-social behaviour and low rents/low house prices/badly managed rented houses.

The percentages of landlords who reported that the area suffered these problems is:



When asked the question “do you want Selective Licensing in your area?” 10% of landlords were in favour and would support the introduction of Selective Licensing.

Many landlords took advantage of the opportunity to raise concerns and salient points were made about Selective licensing and the implications of it. Below is a selection of comments made by the landlords:

"I fully support the Council in trying to manage the area in question as I myself have seen its decline over the last five years and much of this is a direct result of bad property management. However, I do feel that I shouldn't suffer financially for other landlord's failings"

"Generally the selective licensing appears to reinforce what a responsible landlord and letting agent should already be doing. Cash transactions for deposits and rents should be discouraged, as this provides opportunity for the "black economy" to flourish. Part of tenant references should include credit checks"

"As a landlord and a homeowner in PE1 it has become apparent that it has gone downhill in looks and condition of houses. I would like to see it come into force and get rid of rogue landlords and letting agents. My conclusion as a landlord is yes let's pay the council to help monitor and improve the said area and make Peterborough a place to be proud of once more"

"I do not believe the scheme is a good idea as it will force responsible landlords who are using competent and honourable management agencies to effectively be burdened with another cost and duplication of services such as tenant referencing that are already in place".

"The private rental sector provides essential service in terms of housing provision, care should be taken not to discourage this activity".

"I believe rogue landlords will find ways round any legislation while the "fit and proper" landlords will be left dealing with the cost".

"For the first couple of years at least it will uproot a number of families due to rent rise, which is the opposite of the Council's intention".

"A good landlord in the selected area is penalised, but a rogue landlord say in Orton Malbourne is not?"

"As far as we can see the scheme, if introduced, will simply serve to reduce flat prices and make the properties more difficult to sell; we also believe that the unscrupulous landlords who may well have given the area a bad name recently will not comply and will rely on coercion and intimidation to keep cheap unsafe properties overcrowded."

"I understand the Council's desire to monitor private housing in Peterborough but I cannot understand why they are unable to do this with the information they already hold. This charge will undoubtedly be passed onto the tenant, thereby increasing rents. Unscrupulous landlords will inevitably not register. Whilst I am favour of steps taken to improve standard of housing in Peterborough and prevention of crime and anti-social behaviour I am not convinced that the proposed Selective Licensing scheme will have much effect."

Letting Agents

There are 39 Letting Agents in the proposed area, all Letting Agents in the area received questionnaires and no completed questionnaires were returned.

National Landlords Association (NLA)

The National Landlord's Association responded to the Consultation in December 2013. In brief, the NLA stated that they were in support of many Local Authorities when the introduction of a selective licensing scheme has been introduced, as it will benefit landlords. However, the Peterborough Consultation does raise several new questions. In conclusion The NLA would like to see Peterborough City Council present a matrix on what will be achieved by the introduction of Licensing along with a clear outline of the services that will and will not be introduced along with a timeline. Clarity on what the introduction of licensing will achieve. They would also like to see the Council's plans modified for the introduction of licensing.

In addition they detailed numerous concerns:

- Concern regarding resources. With decisions in Thanet judicial review and Hemming v Westminster Council the NLA would like to know what additional resources have been committed and how they will be paid for;
- At a time of reducing budgets we believe remaining resources should be allocated to targeted enforcement against the worst, criminal landlords.
- The NLA would be willing to work with the Council with provision of resources but this would need to be complemented by resources from the Council.
- The cost of introducing licensing could be passed through to tenants which will increase the cost of living for hard working families.
- How will the Council expect to measure action taken by landlords for anti-social behaviour?
- The proposal from the Council penalises good landlords and encourages them to leave.
- Landlords having to manage anti-social behaviour could result in landlords only letting on 6 month tenancy and serving S21 notices at the start of tenancy. This would create more homelessness which the Council will have to manage. The policy will also encourage six month tenancies.
- The policy needs urgent review in light of Injunctions to prevent nuisance and annoyance (IPNA)
- Tenancy check can lead landlords into indirect racism against people. It could also increase fraud and potential risk. We would like the council to put in place a way for landlords to check those tenants that have been removed from social housing including those who have been evicted due to inappropriate behaviour.
- Develop a strategy that can also include action against any tenants that are persistent offenders.

- Use existing powers.
- Reduce paperwork
- Failure of PCC to have joined standards between departments is a problem for landlords.
- Licensing is not appropriate regulation to address the issue of waste.
- What additional resources will the Council allocate to deal with excessive litter and flytipping due to tenants not understanding the waste service?
- The Council does not have a strategy in place to tackle problem waste from housing.

Many of the concerns raised by the national Landlords Association were addressed a meeting held on 9 December 2013 which was attended by Belinda Child - PCC Strategic Housing Manager, Joanne Hodges – PCC Senior Housing Enforcement Officer and Gavin Dick, and Terry Lucking the Peterborough Chairperson of National Landlords Association.

Housing Associations

There are 1697 Registered Social Landlord properties in the proposed area. Two questionnaires were returned on behalf of Housing Associations. One questionnaire was from a Housing Association located within the City and the other one from outside the area. One agreed with the introduction of a Selective Licensing Scheme and made an additional comment the other one replied “don’t know.”

<p><i>Agree with the Council's proposal to introduce a Selective Licensing, however if consistency is the goal, licencing should be across the city.</i></p>
--

A representative of a Housing Association expressed the view that Selective Licensing was a very positive move and asked for consideration of the effect Selective Licensing would have on Homelessness in the City.

There is concern that the introduction of a Selective Licencing Scheme would have an initial detrimental effect on levels of homelessness in Peterborough. It has been mooted that some landlords/letting agents would have to raise their rents in order to cover any additional cost burden of licencing properties. This may make it more difficult for low income households to maintain their current tenancies and/or to secure alternative suitable affordable accommodation in the private sector.

However, these impacts are likely to be short-term following the inception of any scheme. With the introduction of a Selective Licencing Scheme the council would be better placed to make use of the private sector when discharging its homelessness duties. This is because the requirements for any scheme would ensure that any landlord/lettings agents would meet the requirements for the council to consider their accommodation for use in placing homeless households in accordance with the suitability of accommodation order 2013. This would potentially increase the pool of accommodation available for use by the Housing Needs service.

Charities

The Consultation received 2 responses from Charities. One being a homelessness based Church charity and the other a Veterans Charity, neither supported the Selective Licensing Proposal.

Stakeholders and Partner Agencies

The Consultation received 17 responses from Stakeholders and Partner Agencies with 14 positively supporting the scheme.

When asked the question “**do you agree with the council’s proposal to introduce Selective Licensing?**” 71% of stakeholder and partner agencies were in favour and would be in support of Selective Licensing.

A sample of the views expressed are below;

The service carry out visits to families in the identified area on a daily basis and the service would like to support the proposal for the licensing of private landlords. There are significant number of people living and residing in one property, children growing up in this environment have limited space for play which will adversely impact on their development. Failure of heating systems leave children susceptible to a variety of illness. Young babies are particularly vulnerable to bronchiolitis which have the potential to be fatal. Frequently properties do not have smoke alarms installed. High levels of damp and mould noted in many properties as a result of inadequate heating, poor ventilation and overcrowding. Damp conditions can lead to respiratory problems in children. A number of hazards in relation to electrical products are frequently noted such as exposed wires and broken sockets, which provide serious risks to young children who are exploring. Having a turn-over of people in one property, that the landlord has not sought any references for, may pose risks for the safety of young children living there.

“As a professional I have become increasingly aware and alarmed of the condition of some of the houses. Families do not have the chance to live healthy lifestyles; they end up living in a vicious cycle of need.”

“I am writing to support the proposed Selective Licensing scheme. Housing has a considerable influence on the developmental and life outcomes of the vulnerable children in Peterborough. I consider that the Selective Licensing scheme and the associated regulation of landlords in the City would provide greater protection of the Children of Peterborough.”

“The impact of some of the privately rented properties in this area is having a considerable negative impact on the families we support and find it very difficult for positive progress to be made and sustained. We fully understand the proposal and support the positive benefits that the scheme will have.”

Elected Members

The Audit Commission recommends the comments and suggestions made by Elected Representatives are attributed to them and recorded separately and openly within an evaluation report.

Declarations of interest were made to the Strong and supportive Communities Scrutiny Committee on 19 November 2013. Councillor Jamil declared he owned two properties in the proposed Selective Licensing area. Councillor Khan declared that he was a landlord in the proposed Selective Licensing area and he had been given dispensation to contribute to the discussions.

All parish and ward councillors received documentation on the proposed scheme. The consultation received two letters from MP's.

The scheme was discussed at Diversity Forum held on 6 November 2013 and at The Strong and supportive Communities Scrutiny Committee meeting on 19 November 2013.

The **Strong and supportive Communities Scrutiny Committee** observed that they understood the principle of the scheme and the objectives were very good, although evidence should be collected to ensure that Selective Licensing is the best scheme for the city.

This Committee also requested that the Consultation take in to account the perception of racial exploitation that ethnic groups have with regard to the introduction of the Selective Licensing Scheme in the Can Do area and how this can be dispelled.

At the **Diversity Forum** meeting held on 6 November 2013 Members commented as shown below:

- Cllr Fox (Werrington North) – commends the City Council for doing this, he thinks it is a good idea.
- Cllr Ash (Dogsthorpe) – Are we going to come down heavy on the landlords? Are we going to do this for all areas?
- Cllr Walsh (Stanground Central) – Other areas of the city also need attention.
- Cllr Peach (Park Ward)– What impact will this have on the front fences that are in poor condition, gardens that are overgrown and exterior paintwork of properties in the area that are not maintained

The Consultation has also received comment and suggestion has also been received from the following:

Date	Name	Ward/Committee	Comment
27/09/2013 by email	Cllr John Knowles	Paston	Well done to all concerned, pity the whole city isn't included.
27/09/2013 by email	Cllr Adrian Miners	Dogsthorpe	Fully supportive of initiative, only wish more wards. Perhaps, this will be forthcoming in the not too distant future.
27/09/2013 Press comment	Cllr. Cav. Marco Cereste OSSI OMRI	Stanground Central. Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement	This will stop bad landlords & give people somewhere nice to live.
27/09/2013 Press comment	Cllr Irene Walsh	Stanground Central. Cabinet member for Community Cohesion, Safety and Public Health	Support the proposal.
27/09/2013 Press comment	Cllr Nigel North	Orton with Hampton. Cabinet Member for Environment Capital and Neighbourhoods	Support, sad to turn to legislation.
24/10/2013	Cllr Sharp	North	Questionnaire returned in support.
07/12/2013 By email	Cllr Shearman Secretary – Labour Group	Park Ward	The Labour Group understands and accepts the need for a scheme of regulation of the rented sector in Peterborough. However we believe the current consultation to be flawed and urge Council officers to meet with representatives of landlords in order to devise a robust scheme of self-regulation. We would anticipate such a scheme coming into effect within six months and being trialled for one year. In the event of self-regulation being unsuccessful the Council should then undertake meaningful consultation with a view to implementing a scheme across the whole of Peterborough.

Anti-Social Behaviour and Low Housing Demand

In 2010 the Department of communities and Local Government published revised guidance on the approval steps for designating areas for selective licensing. As to the factors to be taken into account when deciding whether an area is suffering from, or is likely to become an area of low demand, the guidance suggests that, in addition to the statutory factors in section 80(4), local authorities might consider a lack of mixed communities' in terms of tenure (e.g. a high proportion of rented property, a low proportion of owner occupied properties); a lack of local facilities (e.g., shops closing down); the impact of the rented sector on the local community (e.g., poor property condition, anti-social behaviour); and criminal activity in the area. These are said to be examples of the types of characteristics which an area suffering from low demand could demonstrate. The guidance states that they are clearly not exhaustive characteristics of an area in low demand, neither are the factors mutually exclusive.

The guidance also addresses anti-social behaviour. It explains that an area can be deemed to be suffering from significant and persistent anti-social behaviour if it suffers from crime (tenants not respecting the property in which they live and engaging in vandalism, criminal damage, burglary, robbery/theft and car crime); nuisance neighbours.. intimidation and harassment; noise, rowdy and nuisance behaviour; animal related problems; vehicle related nuisance tenants engaged in begging; anti-social drinking; street prostitution and kerb-crawling; street drugs market within the curtilage of the property); and environmental crime (tenants engaged in graffiti and fly-posting; fly-tipping; litter and waste; nuisance vehicles; drugs paraphernalia; fireworks misuse in and around the curtilage for their property). The guidance contains these passages:

“A landlord has responsibility to ensure persons he has permitted to reside at a property do not cause an annoyance or nuisance to other persons residing in it, or other persons living, working or visiting the immediate neighbourhood. If anti-social behaviour is being carried out within the immediate vicinity of the property and is being caused by the occupiers of it, then it would be reasonable to expect a landlord to ensure that those persons are not conducting themselves in a way that is adversely impacting on the local community. This applies equally to visitors to the property.

Therefore if a local housing authority wishes to make a designation based on anti-social behaviour they will need to establish that the problem is directly attributable to the behaviour of the occupiers of, or visitors to, a property and that these landlords are failing to deal with their tenants' behaviour.

A landlord will not normally have responsibility for the conduct of occupiers of his property, and certainly never visitors to it, if the misconduct is not being carried out within its vicinity (unless, for example, there is reasonable suspicion that the landlord is encouraging the conduct for whatever reason). This is because it will generally be difficult to establish a link between the anti-social behaviour and the letting. Therefore, if an area suffers from general anti-social behaviour that occurs outside the curtilage of certain properties, a local authority should consider whether this is a symptom of low housing demand.

The evidence required for a Selective Licence designation is based around the prevalence of anti-social behaviour and/or a low housing demand. It was identified in the proposal document that the Gladstone, New England and Eastfield area of Peterborough suffers from high levels of anti-social behaviour and is/likely to become an area of low demand.

Anti-social Behaviour - Responses

12% landlords
21% of tenants
43% of owner occupiers
54% of business

Said they had experienced problems with the anti-social and/or nuisance behaviour.

Low Housing Demand - Responses

8% landlords
14% of tenants
33% of owner occupiers
32% of business

Said they had experienced people wanting to move from the area

10% landlords
4% of tenants
24% of owner occupiers
7% of business

Said the area suffered from low house prices.

3% landlords
5% of tenants
13% of owner occupiers
12% of business

Said they had problems with empty properties in the area

8% landlords
17% of tenants
33% of owner occupiers
34% of business

Said they the area suffered from poor quality properties

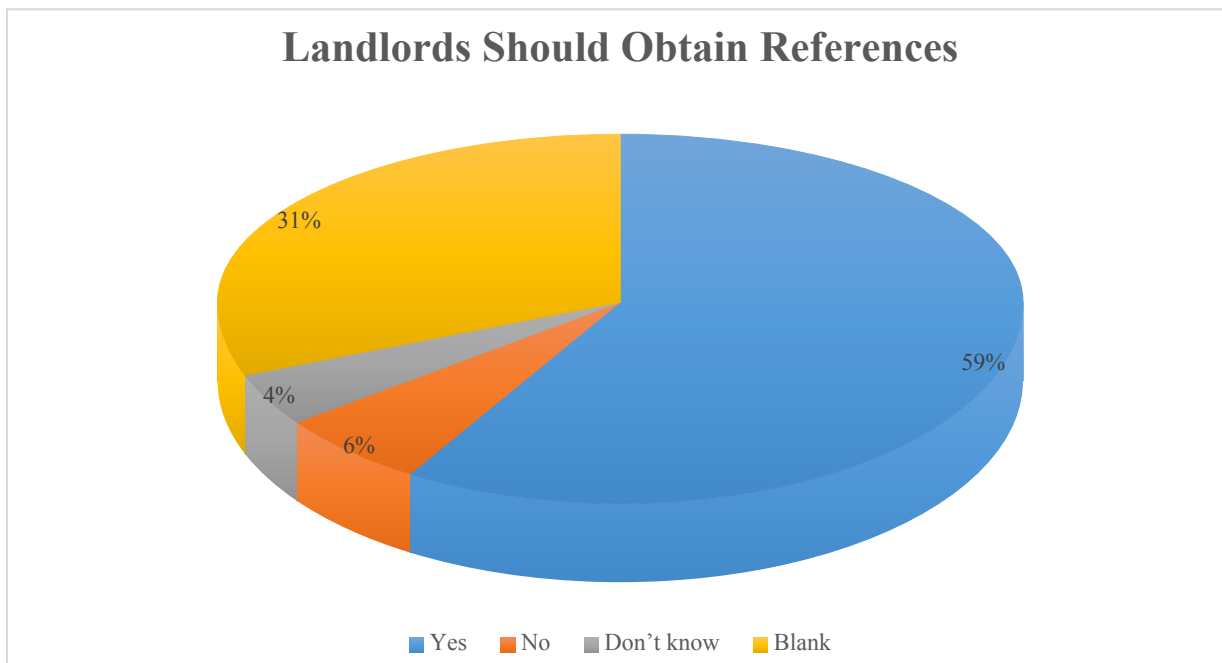
10% landlords
20% of tenants
40% of owner occupiers
27% of business

Said they had problems with badly managed privately rented properties

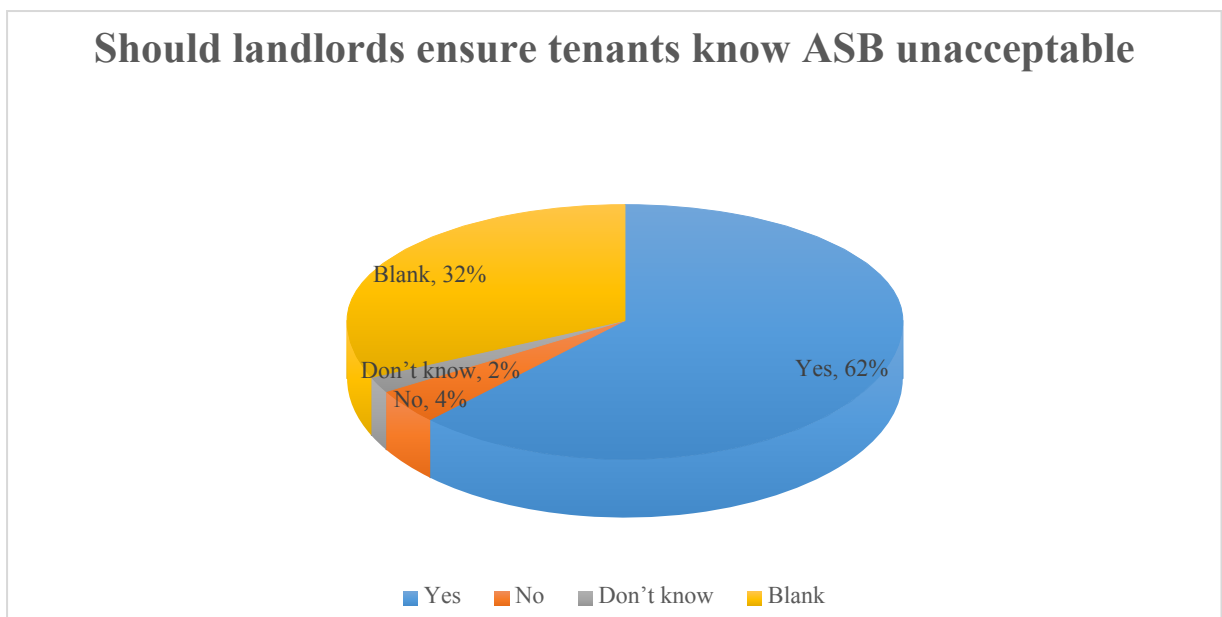
6% landlords
15% of tenants
36% of owner occupiers
14% of business

Said there was a high turnover of tenants in the area

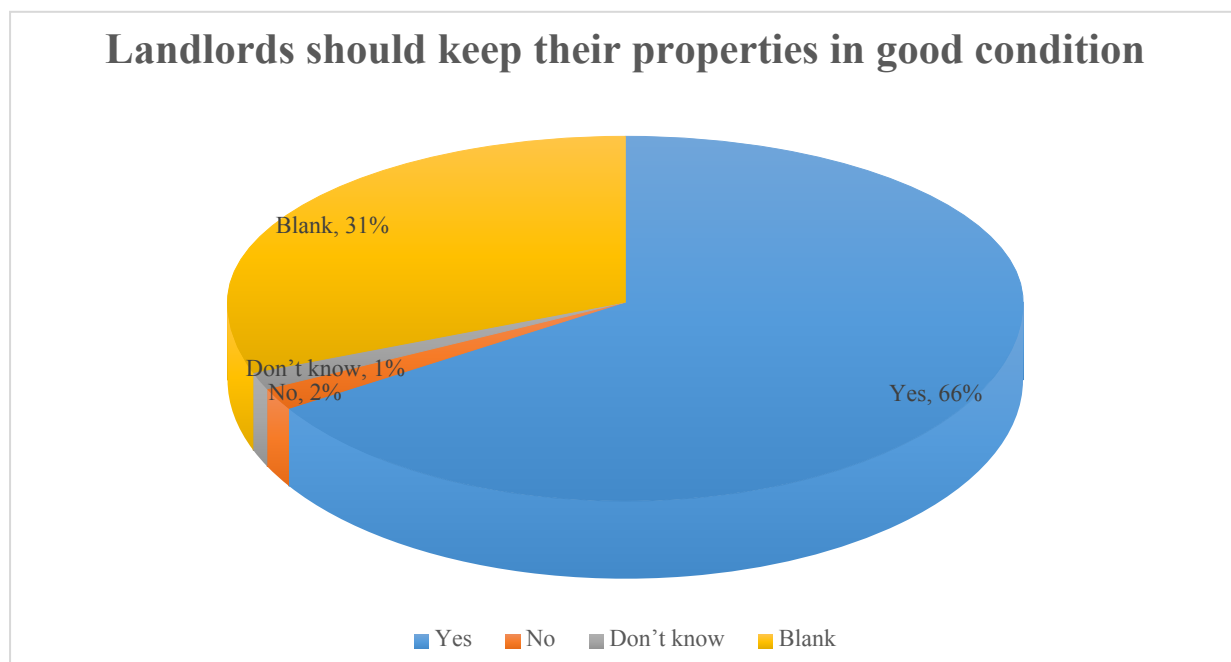
One element of Selective Licensing would be a requirement for the landlord to obtain references for the tenants. When asked the question “Do you agree that landlords should obtain references” Of the 1904 questionnaires returned the overwhelming response showed that responders thought landlords should have to obtain references as part of their management responsibilities. The overall responses were:



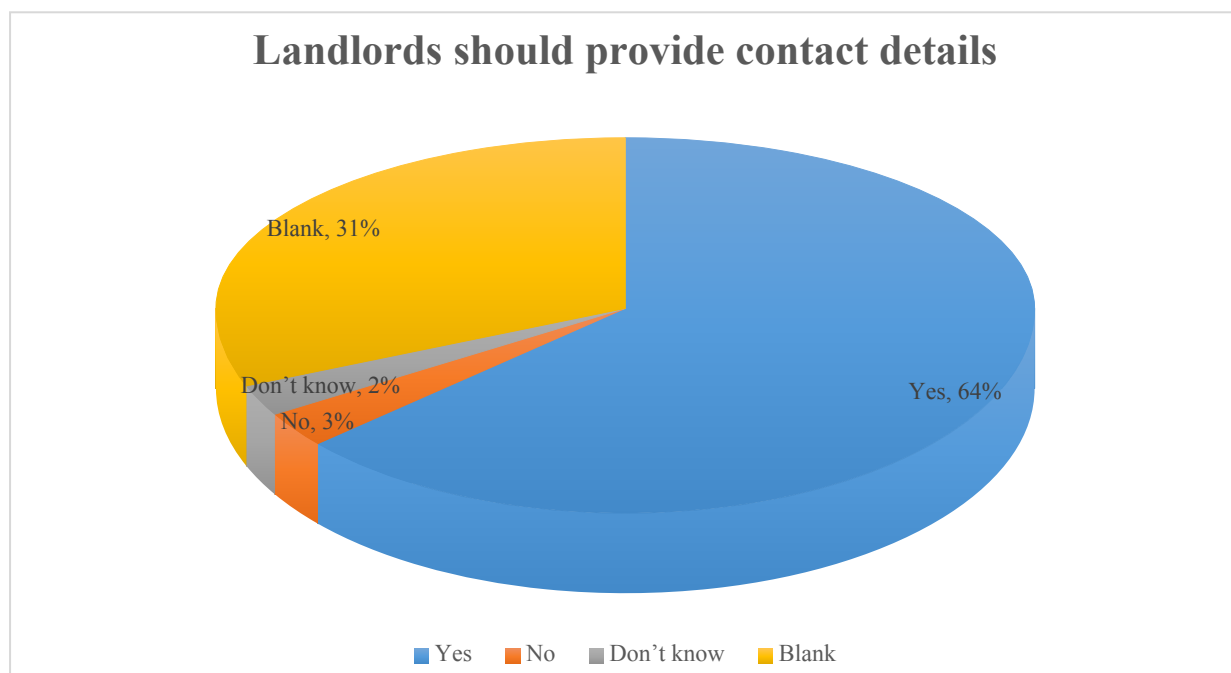
When asked whether landlords should ensure that tenants are made aware that anti-social behaviour is unacceptable, again the overwhelming response was positive with 62% of responders agreeing that landlords had a responsibility to ensure tenants were aware that anti-social behaviour is unacceptable. The overall responses were:



When asked whether landlords should be responsible for keeping their properties in good condition the overwhelming response was positive with 66% of responders agreeing that landlords should keep their properties in good condition. The overall responses were:



The question was also asked whether landlords should have to provide their tenants with their details so they could be contacted if there was an emergency or repairs needed to be carried out at the property. Of the 1904 returned questionnaires 64% of responders agreed that landlords should give tenants their contact details. The overall responses were:



A sample of views expressed during the consultation are below:

*"At last somebody is proposing to help the beleaguered residents of the area concerned. We have lived at ** for forty years so feel well qualified to comment on the steady degeneration of our area over the last ten years. Our lives have been blighted by the practices of those living close to us in the street some of their inconsiderate acts too horrific to relate in a letter. We have seen our friends of many years sickened by the actions of their so called neighbours move out and this leading to a further degeneration of the position for those of us left behind. We wish you luck with your scheme.*

"I fail to see how landlords can be blamed in any way for the anti-social behaviour which must be dealt with by the Police"

"Drink causes anti-social behaviour not landlords."

"something urgently needs to be done it has become a no go area especially after dark and Millfield during the day it is very intimidating, I have reached the point when I won't go out alone".

"They have been leaning up against the front garden fence, when decent weather often spitting on the pavement. There was an arson attack, car was set on fire and was a write-off. I recently again had an egg thrown at my front door. I am 70, a widow and I live alone with my cat."

"Urinating in the street in full view of everyone at 8.30 in the morning."

"Frequently shot air rifles across the gardens to kill the birds."

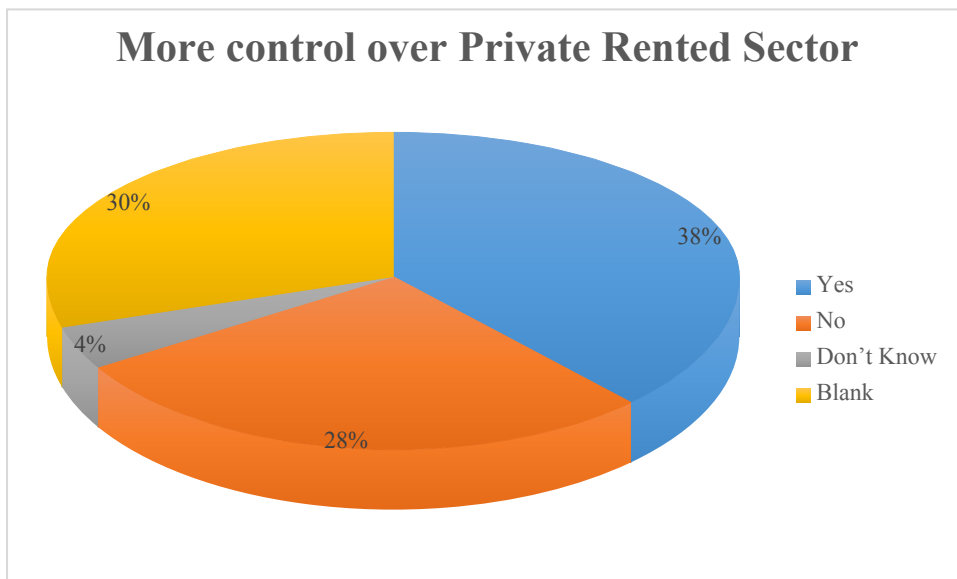
Management

During the consultation responses were received regarding the actions that landlords should be responsible for within their rented properties. Selective Licensing is intended to ensure that tenancy management is the responsibility of the landlord and the landlord must act upon complaints received about their tenants.

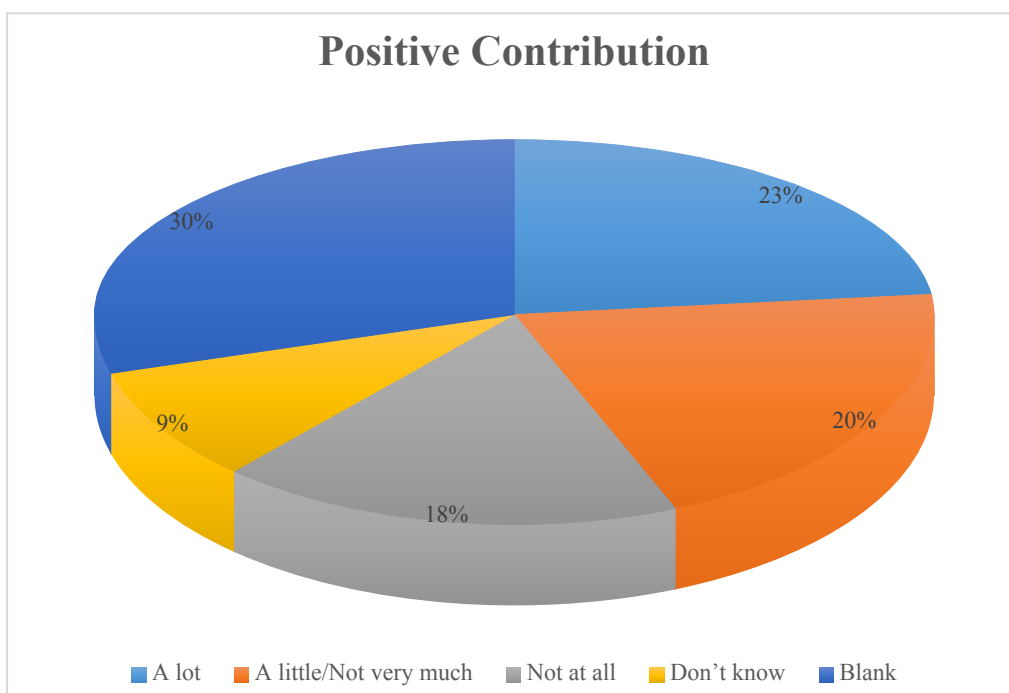
Responses received during the consultation process has highlighted key issues of private landlords failing to provide appropriate tenancy management, including the issue of overcrowding and a clearly defined process of dealing with complaints of nuisance and anti-social behaviour and landlords not taking references for new tenants.

Responses and comments at public meetings from some landlords strongly suggested that the problems in the area were the responsibility of the tenants and that the landlords were not at liberty to control the behaviours of their tenants but the police and the council should have sole responsibility for tackling overcrowding and anti-social behaviour.

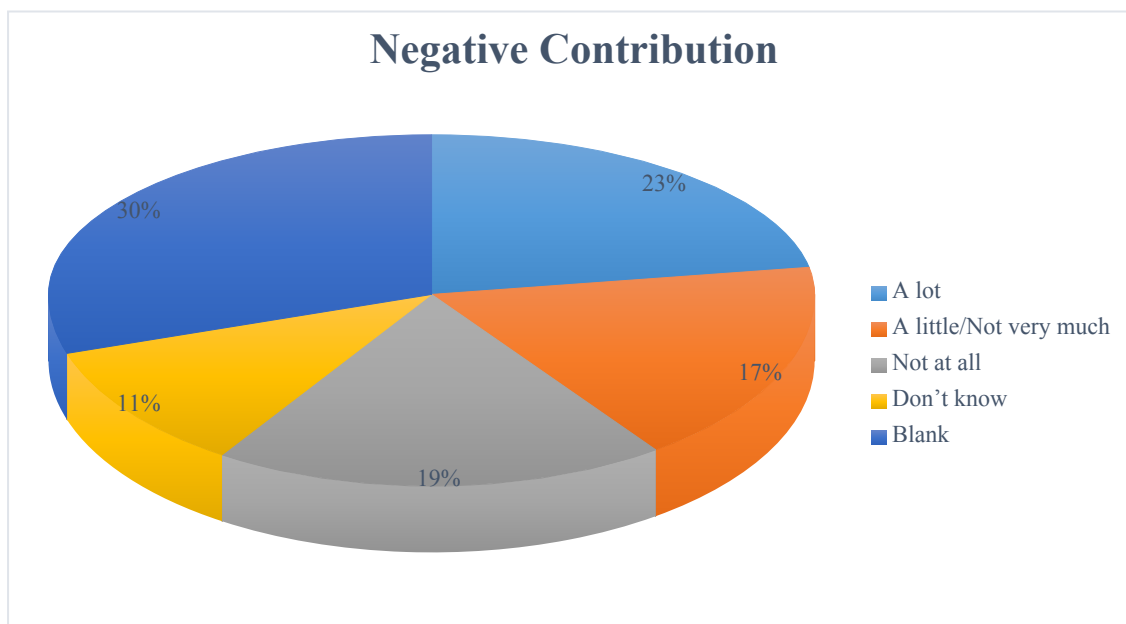
Consultants were asked whether they thought that the Council should have more control over the way that private landlords managed their properties. Of the 1904 completed questionnaires the responses were:



Consultees were also asked to what extent, did they think that private landlords made a positive or negative contribution to the proposed area



Negative Contribution



A sample of views expressed during the consultation are below:

“Sick and tired of putting up with overcrowded housing and declining areas of the City. Greedy landlords are the cause of this exploitation”

“Multiple occupancy with over 20 people at one time in an extended 3 bed semi. Four people in the garage and regularly defecated in the back garden, some lived in the loft extension.”

“I know of several properties where sub-letting practices go on. If those small houses are over-crowded it increases risks to the neighbours even to the extent of fire damage.”

“Some tenants are keeping dogs on the fire escapes at the rear of properties.”

Existing Powers

In keeping with Policy HS 20 of the City Council’s Housing Strategy 2011-15 Officers of Peterborough City Council will continue to utilise all available powers in appropriate cases and make use of the legal remedies that currently exist and those that will become available following the implementation of Anti-Social Behaviour Crime and Policing Bill.

A sample of views expressed during the consultation are below:

“There are laws not only encompassed in the Housing Act 1996, that the Council are already obliged to enforce without introducing un-thought out and unproven schemes such as this.”

Other potential areas for Selective Licensing

At the Victoria Park public meeting held on 28 October 2013 and from commentary made through the return of Questionnaires the question was raised as to whether it was the Council's intention to roll out the scheme to the whole City. It has been requested by Cabinet that other areas of the city are to be identified for potential Selective licensing schemes, if the proposed scheme is agreed upon and is successful. However, before any designation is considered, a comprehensive evaluation of evidence must be collected and a full consultation exercise undertaken.

Alternative to the Proposal

Alternative suggestions to the proposed scheme to introduce selective licensing have been welcomed and encouraged throughout the consultation programme. Alternative suggestions to the proposed have included:

"Why should good landlords be saddled with this bill. The solution is £100 licence fee per property to join. £200 for second inspection after set period until requirements of scheme achieved. Continual charges until requirements of scheme achieved."

"Licence private landlords and not properties"

"The Northgate delays are very responsible for the state of this area. A solution would be for the Council to create a register for all rented properties and a declaration from the landlord that property is rentable and then conduct a risk based inspection. Then deal with the landlord via monetary penalties. Any landlords falling to declare a rented property also fined."

"Accreditation and training – rather than additional or selective licensing identify issues and assist landlords to develop the required knowledge and skills to improve the sector development based accreditation changes the behaviour of landlords in a way that licensing does not consider targeted measures including enforcement notices, management orders rather than blanket licensing schemes that would adversely affect professional landlords whilst still leaving the rogues able to operate under the radar."

"All landlords to submit documents from a letting agency say they operate within the law to protect tenants rights and the property is in good order."

"Consider the licensed landlord has a disc to put into the front ground floor window to indicate that is a tenanted property so that any nuisance can be addressed via a register held at the Licensing Department."

"A simple solution – impose a levy on those landlords that do not use letting agent which is signed up to a recognised trade body code of practice. Other landlords like myself would be required to pay a nominal sum to simply register their properties."

"Educating/supporting new/less competent landlords in legislative requirements/community obligations."

"More effort should be put into tracing and dealing with the landlords who don't look after their properties and tenants and not blanketing every landlord as being irresponsible."

"A blanket £600 per property regardless of whether it is a one bedroom flat or a four bedroom house, is hardly equitable."

Fees

The Council has the power to charge landlords a fee for administering the selective licensing scheme.

A sample of the views expressed regarding the imposition of a fee are below:

“The fee you propose is not an insignificant amount. I have always tried to keep my rents reasonable but would have to add this fee to the rent. It will therefore be the tenant that will pay for something that gives them no perceived benefit.”

“The suggested fee of £600 per property for the privilege of obtaining a licence and a temporary one at that is exorbitant. Therefore there is a danger of driving away the good landlords from the area, perpetuating the problem that exists.”

“£600 for each property will penalise good landlords while failing to be effective against bad ones. It will only be used mainly as an additional source of revenue by the Council.”

“Our major concern is the fee of £600 per property, we as a company, already pay more than this fee – called agents commission,”

“I will have to pass this cost on. You could end up with a rather large queue of homeless people.”

“Will the £600 be ring fenced and used solely to administer the scheme or is it just another money making exercise for the Council?”

Scheme Management & Capacity

Since July 2009 the council has operated an additional licensing scheme within the Operation Can Do area of the City. Since this date it has been a legal requirement for all landlords operating within the licensing area who let their properties to 3 or more persons forming 2 or more households to apply to the council for a licence. Very few landlords complied with this requirement voluntarily with the majority only applying for a licence at the point of facing prosecution. Landlords have often taken the action of evicting their tenants when their property has been found to be operating as a HMO as an alternative to applying for the required licence. Often these evictions are not lawful and the tenants cannot be traced therefore making evidence for prosecutions very difficult to secure.

The scheme was operated for the major part by two full time staff members who were also responsible for the improvement of housing conditions within the private rented sector throughout the Central and East area as a whole. Throughout the additional licensing scheme a total of 74 properties were licensed and 11 successful prosecutions against landlords for operating a HMO without a licence. It is estimated that there are approximately 500 HMO's operating in the area at any one time.

The burden of proof to show a property is a HMO is extremely high and labour intensive, this must be achieved before any enforcement action can be taken. The nature of HMO's is that they are transient and it often takes months of investigation to gather enough evidence to prosecute a landlord for not licensing a HMO.

One of the main problems with additional licensing is that landlords will illegally evict tenants once the council becomes involved rather than licence a property. This causes whole families to become homeless overnight or they are moved round between houses and between landlords whether they want to or not. This not only creates unsettled communities but unsettled families. Tenants are often required as witnesses when a prosecution takes place and tenants are often afraid to give statements against their landlords for fear of eviction.

A sample of views expressed during the consultation are below:

"Your officers inform me you are to inspect 4000 houses in this area, doing full reports, follow ups, chasing, court action etc. This is a massive undertaking if you are to do it properly and run a proper scheme. You cannot run the existing HMO scheme because of lack of money, you will have even bigger problems with this ill thought out proposal."

"Problem housing is caused by over-crowding in unlicensed HMO houses. Get your HMO scheme running properly, get people taken to Court and things will improve. If a HMO scheme is run properly you will eliminate most of the problems and selective licensing will not be necessary."

Conclusion

The evidence collated in this report is through the active engagement and participation of all consultees to the Selective Licensing consultation and the Selective Licensing Team would like to thank all those people who took the time to respond to the Consultation. The engagement with consultees was wide ranging and robust which was reflected in the significant response the Consultation received.

As a result of the positive engagement a working party was forged between Officers of Peterborough City Council and representatives from the Landlord and Letting Agent Community. The group has utilised the Consultation feedback to develop a scheme that is right for Peterborough.

Throughout the consultation the views and comments made by consultees have been carefully listened to. As a result of the consultation a number of changes have been made to the original proposal, namely:

- The geographical area has been amended to remove a number of streets.
- A large number of professional landlords and agents showed strong resentment that the fee structure did not recognise the 'good' landlord who operate in the area, of which there are many. As a result of that feedback the fee structure has been amended from a flat fee for all licences to a system that does not penalise professional and competent landlords and that does have additional costs for those landlords who deliberately try to avoid licensing or comply with the conditions of a licence.

Sources of Guidance and Reference

This document has been researched and drafted with due reference to the following sources of guidance and good practice.

- The Department for Communities and Local Government had issued guidance on consultations under the Act in 2006, which was revised in April 2010.
- Approval steps for additional and selective licensing designations in England – published by the Department for Communities and Local Government ISBN: 978 1 4098 2230 1 – Revised edition 2010
- Evaluation of the impact of HMO Licensing and Selective Licensing – published by the Department for Communities and Local Government ISBN: 978 1 409815365
- Selective Licensing for Local Authorities – A good practice guide – published by Shelter 2006 ISBN: 97 1 903595 68 8
- Parliamentary briefing notes. Standard Notes published by House of Commons Library. SN/SP/1012 Anti-Social Neighbours in Private Housing (7 June 2013); SN/SP/4634 Selective Licensing of Privately Rented Housing (16 June 2010, 23 September 2013, 16 December 2013)
- Examples of good practice have been gained from other Local Authorities who have completed a Selective Licensing Consultation and had their designations subject to Judicial Review proceedings.
- Peterborough City Council 2009 Private Sector Stock Conditions Survey.
- Guidance issued by the Department of Communities and Local Government (*“Approval Steps for additional and selective licensing designations in England”* - February 2010)
- Review of Property Conditions in the Private Rented Sector. Department for Communities and Local Government – February 2014

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 9
16 SEPTEMBER 2015	Public Report

Report of the Director of Governance

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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 2 October 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: 4 SEPTEMBER 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 Holdich (Leader); Cllr Coles; Cllr Elsey; Cllr Fitzgerald (Deputy Leader); Cllr Hiller, Cllr Lamb; Cllr North; Cllr Seaton; Cllr Serluca.

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, Democratic Services Manager, Governance 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. For each decision a public report will be available from the Governance Team one week before the decision is taken.

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, Democratic Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268.

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 Democratic Services Manager 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 2 OCTOBER 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 INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<p>Award of Contract for Car Leasing – KEY/02OCT15/01 To award a contract to enable the Council to provide a salary sacrifice car leasing scheme.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>October 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Employment Committee and Trade Unions</p>	<p>Paul Smith HR Consultant Tel: 01733 863629 Paul.smith@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>The report will contain an exempt annex.</p>
<p>Future of America Farm Solar and Wind Project – KEY/02OCT15/02 For Cabinet to agree the future of the project at America Farm.</p>	<p>Cabinet</p>	<p>9 November 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Installation of Solar Panels on Roof Tops – KEY/02OCT15/03 To approve the extension of scope to the scheme and additional finance arrangements.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>October 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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PREVIOUSLY ADVERTISED DECISIONS						
<p>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11</p> <p>To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.</p> <p>For Cabinet to consider future options for service delivery.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>September 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Sale of the Herlington Centre - KEY/21MAR14/03</p> <p>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>September 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>

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Formalise Integrated Community Equipment Service Funding and Commissioning Arrangements - KEY/18APR14/01 To formalise integrated community equipment service joint funding arrangements.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	September 2015	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Nick Blake Head of Commissioning for Older People, Physical Disabilities and Sensory Impairment Tel: 01733 452406 nick.blake@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
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 Eley Cabinet Member for Digital, Waste and Street Scene	September 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	September 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Vicki Palazon Financial Services Manager – Planning and Reporting Tel: 01733 864104 Vicki.palazon@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Selective Licensing - KEY/17OCT14/01 To improve standards and management of properties in the private rented sector.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing & Economic Development	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.

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<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>	Cabinet	9 November 2015	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders.	Douglas Gyte Strategic Tourism Manager Tel: 01733 453490 Douglas.gyte@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p>Classroom Extension and Associated Works Heltwate School - KEY/06MAR15/01 To authorise the construction of an extension at Heltwate School and give authority to the Executive Director of Resources to award the construction contract within the approved budget.</p>	Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University	September 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Alison Chambers Assets and School Place Planning Officer Tel: 01733 863975 Alison.chambers@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<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>	Councillor David Seaton Cabinet Member for Resources	September 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Brian Howard Head of Schools Infrastructure 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.

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Fletton Quays – KEY/06MAR15/08 Disposal of Fletton Quays land and property assets to Peterborough Investment Partnership.	Councillor David Seaton Cabinet Member for Resources	September 2015	Sustainable Growth and Environment Capital Scrutiny Committee	Relevant internal and external stakeholders.	Richard Hodgson, Head of Strategic Projects 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.
Pleasure Fair Meadow – KEY/06MAR15/09 Disposal of Pleasure Fair Meadow Car Park to Peterborough Investment Partnership.	Councillor David Seaton Cabinet Member for Resources	September 2015	Sustainable Growth and Environment Capital Scrutiny Committee	Relevant internal and external stakeholders.	Richard Hodgson, Head of Strategic Projects 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.
Wirrina Car Park – KEY/06MAR15/10 Disposal of Wirrina Car Park to Peterborough Investment Partnership.	Councillor David Seaton Cabinet Member for Resources	September 2015	Sustainable Growth and Environment Capital Scrutiny Committee	Relevant internal and external stakeholders.	Richard Hodgson, Head of Strategic Projects 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.
Mobile Homes Charging Schedule – KEY/01MAY15/04 To approve the mobile homes charging schedule.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing & Economic Development	September 2015	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders during eight week consultation.	Belinda Child Head of Housing and Health Improvement Tel: 01733 873769 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.

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<p>Novation of Contract Regarding Temporary Staff – KEY/15MAY15/01 To approve the novation of the temporary staff contract.</p>	<p>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</p>	<p>September 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>James Fordham Recruitment and Retention Officer Tel: 01733 864581 James.fordham@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 and Variation to the Integrated Sexual Health Service Contract – KEY/26JUNE15/02 To extend the current contract for the two additional years specified in the original contract. In addition, this decision will reduce to current contract value.</p>	<p>Councillor Diane Lamb Cabinet Member for Public Health</p>	<p>September 2015</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Wendi Ogle-Welbourn, Director of People and Communities Tel: 01733 863749 Wendi.Ogle-welbourn@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>Offtake Arrangements for Power from the Energy from Waste Plant - KEY/10JUL15/01 To approve the offtake arrangements.</p>	<p>Councillor Gavin Elsey Cabinet Member for Digital, Waste and Street Scene</p>	<p>September 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal external stakeholders.</p>	<p>Richard Pearn Waste Partnership Manager Tel: 01733 864739 richard.pearn@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><i>The decision will include an exempt annex.</i></p>

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Real Time Passenger Information – KEY/10JUL15/02 To approve the expansion and maintenance contract.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing & Economic Development	September 2015	Sustainable Growth and Environment Capital	Relevant internal and External stakeholders.	Amy Pickstone Senior ITS Officer Tel: 01733 317481 Amy.pickstone@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Delivery of the Council’s Capital Receipt Programme through the sale of Welland House, Dogsthorpe – KEY/24JUL15/01 To authorise the sale of Welland House, Dogsthorpe.	Councillor David Seaton Cabinet Member for Resources	September 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Simon Webber Strategic 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.
Delivery of the Council’s Capital Receipt Programme through the sale of Pyramid Centre, Bretton North – KEY/24JUL15/02 To authorise the sale of the Pyramid Centre, Bretton North.	Councillor David Seaton Cabinet Member for Resources	September 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Gareth Dawkins Capital Projects Officer Tel: 01733 384618 Gareth.dawkins@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe.</i>

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<p>Sale of Land at Rear of Braybrook School, Orton Longueville – KEY/24JUL15/03 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Land.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>December 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Sale of the Lindens, Lincoln Road – KEY/24JUL15/04 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>December 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>Sale of Bretton Court, Bretton North – KEY/24JUL15/05 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>December 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@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>Expansion by One Form of Entry to Jack Hunt Secondary School – KEY/07AUG15/02 To approve expansion by 1 form of entry of Jack Hunt Secondary School to include award of building contracts for the required enhancement of facilities and any legal changes to the schools PFI contract.</p>	<p>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</p>	<p>September 2015</p>	<p>Strong and Supportive Communities Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Head of Schools Infrastructure Tel: 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>Procurement Strategy - KEY/21AUG15/01 To approve the Procurement Strategy.</p>	<p>Cabinet</p>	<p>9 November 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Vicki Palazon Financial Services Manager – Planning and Reporting Tel: 01733 864104 Vicki.palazon@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>Care Act 2014 Framework – KEY/21AUG15/02 Approval of publication of the Council's framework for delivery of the statutory obligations and powers introduced by the Care Act 2014.</p>	Cabinet	9 November 2015	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Tina Hornsby Assistant Director, Quality Information and Performance Tel: 01733 752427 tina.hornsby@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p>Changes to the Council's Adult Social Care Charging Policy – KEY/21AUG15/03 Consultation around proposed changes to the Council's charging policy in recognition of the statutory obligations and powers introduced by the Care Act 2014.</p>	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	September 2015	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders	Mark Gedney Financial Systems Manager Tel: 01733 452335 Mark.gedney@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p>Integrated Substance Misuse Treatment System – KEY/21AUG15/06 To approve the contract award for the Integrated Substance Misuse Treatment System.</p>	Councillor Diane Lamb Cabinet Member for Public Health	September 2015	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Wendi Ogle-Welbourn Corporate Director People and Communities Tel: 01733 863749 Wendi.ogle-welbourn@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>Subsidised Passenger Transport Service Provision – KEY/04SEPT15/05 Following a Cross Party Working Group a report will be submitted to cabinet outlining their recommendations regarding maintaining and/or enhancing the Subsidised Passenger Transport Service Provision in Peterborough</p>	Cabinet	9 November 2015	Sustainable Growth and Environment Capital Scrutiny Committee	Cross Party Working Group	Richard Mayes, Principal Passenger Transport Contracts and Planning Officer Tel: 01733 317451 richard.mayes@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 Local Plan (Preliminary Draft version) - KEY/04SEPT15/04 Cabinet to approve the first draft of the updated Local Plan for public consultation in January 2016</p>	Cabinet	14 December 2015	Sustainable Growth and Environment Capital Scrutiny Committee	Relevant internal and external stakeholders.	Richard Kay Head of Sustainable Growth Tel: 01733 863795 richard.kay@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>Installation of solar power on roof tops: extension of scheme to Axiom Housing Association Limited - KEY/04SEPT15/03</p> <p>To approve the extension of the scheme to Axiom Housing Association Limited.</p>	<p>Councillor David Seaton, Cabinet Member for Resources</p>	<p>September 2015</p>	<p>Sustainable growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Installation of Solar Panels on Roof Tops: Extension of Initial Target Area and Extension of Qualifying Property Ownership - KEY/04SEPT15/02</p> <p>To approve the extension of the scheme's initial target area and extension of qualifying property ownership.</p>	<p>Councillor David Seaton, Cabinet Member for Resources</p>	<p>October 2015</p>	<p>Sustainable growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Installation of Solar Panels on Residential Roof Tops: Change in Initial Investment – KEY/04SEPT15/01</p> <p>To approve the change in initial investment</p>	<p>Councillor David Seaton, Cabinet Member for Resources</p>	<p>September 2015</p>	<p>Sustainable growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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Peterborough Statement of Community Involvement (SCI) – KEY/21SEPT15/01 For Cabinet to approve the Statement of Community Involvement.	Cabinet	14 December 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Kay Head of Sustainable Growth Strategy Tel: 01733 863795 Richard.kay@peterborough.gov.uk Gemma Wildman Principal Strategic Planning Officer Tel: 01733 863824 Gemma.wildman@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Eyrescroft Primary School – KEY/21SEPT15/02 Closure of Eyrescroft Primary School, academy transfer agreement and lease of premises.	Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University	September 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Alison Chambers Assets and School Place Planning Officer Alison.chambers@peterborough.gov.uk Tel: 01733 863975	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Draft Housing Strategy – KEY/21SEPT15/03 For Cabinet to approve the Strategy for public consultation.	Cabinet	8 February 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Anne Keogh Housing and Strategic Planning Manager Anne.keogh1@peterborough.gov.uk Tel: 01733 863815	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE

KEY DECISIONS TO BE TAKEN IN PRIVATE

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

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

NON-KEY DECISIONS

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
Registration of the Mayor's Charity To approve the registration of the Mayor's Charity with the Charity Commission.	Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University	September 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Natalie Moulton Assistant Lawyer (Contracts and Procurement) Tel: 01733 452527 Natalie.moulton@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Vivacity Premier Fitness – Invest to Save Scheme To authorise investment in developing Vivacity Premier Fitness on an invest to save basis	Councillor David Seaton Cabinet Member for Resources	September 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annex.</i>
Extension of Current Adult Social Care Contracts – To approve the extension of Mental Health Employment, Wellbeing and Recovery Services contracts from 1 October 2015 and 30 Nov 2016 due to reconfiguration of the contract.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	September 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.

<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 INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<p>Delegation of Authority - To delegate authority for funding governance arrangements for care placements for Looked After Children to the Service Director – Safeguarding and Children for a period of 12 months.</p>	<p>Councillor Andy Coles Cabinet Member for Children’s Services</p>	<p>September 2015</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Helene Carr Head of Service, Access to Resources and Specialist Commissioning Tel: 01733 863901 Helene.car@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 Leader of the Council and Cabinet Member for Education, Skills and University</p>	<p>September 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>

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

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

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**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE
DRAFT WORK PROGRAMME 2015/16**

137

Meeting Date	Item	Notes
11 June 2015 <i>Draft Report 22 May</i> <i>Final Report 1 June</i>	Strong And Supportive Communities: Introduction, Overview And Work Programme To identify and discuss potential items to be added to the 2015/2016 Work Programme. Contact Officer: Adrian Chapman	
	Review of 2014/15 and Draft Work Programme 2015/16 To review the work undertaken during 2014/15 and make any recommendations for future monitoring. Contact Officer: Dania Castagliuolo	
22 July 2015 <i>Draft Report 3 July</i> <i>Final Report 10 July</i>	CRIME AND DISORDER SCRUTINY COMMITTEE	
	Safer Peterborough Partnership - Cyber Crime To scrutinise the report and suggest ideas and initiatives which will impact on Cyber Crime. Contact Officer: Robin Sissons	Requested by the Committee on 14 January 2015
	STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE Portfolio Progress Report from Cabinet Member for Communities and Environment Capital To scrutinise and comment on the progress of the portfolio of the Cabinet Member. Contact Officer: Wendi Ogle-Welbourn/Adrian Chapman	Annual Report from Cabinet Member

Meeting Date	Item	Notes
	<p>Visitor Economy Strategy 2015 – 2020 Progress Report</p> <p>To scrutinise the progress of the strategy and make comments before its submission to Cabinet.</p> <p>Contact Officer: Dr Douglas Gyte</p>	
	<p>Community Asset Transfers</p> <p>To scrutinise and comment on the Community Asset review.</p> <p>Contact Officer: Belinda Child</p>	Requested by the Committee on 11 June 2015
<p>16 September 2015</p> <p><i>Draft Report 28 August</i></p> <p><i>Final Report 4 September</i></p>	<p>Portfolio Progress Report from Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>To scrutinise and comment on the progress of the portfolio of the Cabinet Member.</p> <p>Contact Officer: Belinda Child</p> <p>Communities Strategy Task and Finish Group Terms of Reference</p> <p>To agree the Terms of Reference of the Task and Finish Group.</p> <p>Contact Officer: Adrian Chapman</p> <p>Proposed Selective Licensing Scheme for the Gladstone, Millfield, New England and Eastfield Areas of Peterborough</p> <p>To review and scrutinise the proposed scheme and make comments and recommendations.</p> <p>Contact Officer: Belinda Child</p>	<p>Annual Report from Cabinet Member</p>

Meeting Date	Item	Notes
	<p>Road Safety and progress on Operation Backfire</p> <p>To scrutinise, challenge and suggest ideas on road safety.</p> <p>Contact Officer: Robin Sissons</p>	
<p>8 October 2015</p> <p><i>Draft Report 23 Sept</i></p> <p><i>Final Report 28 Sept</i></p>	<p>Joint Meeting of the Scrutiny Committees and Commissions</p> <p>To discuss and comment on the proposals for the Alternative Governance arrangements.</p> <p>Contact Officer: Kim Sawyer</p>	
<p>24 November 2015</p> <p><i>Draft Report 5 November</i></p> <p><i>Final Report 12 November</i></p>	<p>Portfolio Progress Report from Cabinet Member for City Centre Management, Culture & Tourism</p> <p>To scrutinise and comment on the progress of the portfolio of the Cabinet Member.</p> <p>Contact Officer: Lisa Roberts/Cllr Serluca</p>	<p>Annual Report from Cabinet Member</p>
	<p>Community Connectors</p> <p>Contact Officer: Adrian Chapman</p>	
	<p>City Market</p> <p>Contact Officer: Annette Joyce</p>	

Meeting Date	Item	Notes
<p>20 January 2016</p> <p><i>Draft Report 31 December</i> <i>Final Report 8 January</i></p>	<p>CRIME AND DISORDER SCRUTINY COMMITTEE</p> <p>Safer Peterborough Partnership Plan – Refresh</p> <p>Contact Officer: Robin Sissons</p> <p>Community Serve</p> <p>Contact Officer: Adrian Chapman</p>	<p>Annual Refresh</p>
<p>10 February 2016</p> <p>(Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p>Budget 2015/16 and Medium Term Financial Plan</p> <p>To scrutinise the Executive’s proposals for the Budget 2016/17 and Medium Term Financial Plan.</p> <p>Contact Officer: John Harrison/Steven Pilsworth</p>	
<p>10 March 2016</p> <p><i>Draft Report 2 March</i> <i>Final Report 9</i></p>	<p>Vivacity Annual Report</p> <p>Contact Officer: Lisa Roberts</p>	<p>Reviewed Annually</p>

Meeting Date	Item	Notes
<i>March</i>	Commercial Operations Plan Contact Officer: Annette Joyce	Reviewed Annually
	Safer Peterborough Partnership Plan – Annual Refresh Contact Officer: Robin Sissons	Reviewed Annually

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