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PETERBOROUGH CITY COUNCIL SUMMONS TO A MEETING

You are invited to attend a meeting of the Peterborough City Council, which will be held in the Council Chamber, Town Hall, Peterborough on

WEDNESDAY 14 DECEMBER 2016 at 7.00 pm

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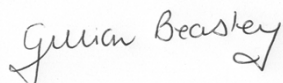
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Chief Executive

6 December 2016
Town Hall
Bridge Street
Peterborough

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

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**MINUTES OF THE COUNCIL MEETING
HELD WEDNESDAY 12 OCTOBER 2016
COUNCIL CHAMBER, TOWN HALL, PETERBOROUGH**

THE MAYOR – COUNCILLOR DAVID SANDERS

Present:

Councillors Aitken, Ash, Bisby, Bond, Brown, Bull, Casey, Cereste, Clark, Coles, Davidson, Dowson, Ellis, Elsey, Ferris, Fitzgerald, Fuller, Fower, JR Fox, JA Fox, Harper, Hiller, Holdich, Amjad Iqbal, Azhar Iqbal, Jamil, Johnson, Khan, King, Lamb, Lillis, Martin, Murphy, Nadeem, Okonkowski, Over, Peach, Rush, Saltmarsh, Sanders, Sandford, Seaton, Serluca, Shaheed, Sharp, Sims, Smith, Stokes, Sylvester, Walsh, and Whitby .

A minute's silence was held at the request of Councillor Holdich, on behalf of the Council, for the late Neville Sanders, former Leader of the Council.

1. Apologies for Absence

Apologies for absence were received from Councillor Lane.

2. Declarations of Interest

Councillor Sandford declared an interest in item 13(c), 'Review of Peterborough City Council's Members' Allowances Scheme - Report of the Independent Members' Allowances Panel' and would leave the Chamber on the debate of that item. Councillors Fower, Davidson, Shaheed, Lillis, and Bond declared also declared an interest in this item and would leave the Chamber for debate.

The Legal Officer advised that dispensation had been granted by the Audit Committee in 2012 to all Members to enable them to speak and vote on any matter relating to Members Allowances. Members were therefore permitted to speak and vote on Members Allowances.

Councillor Cereste declared a potential interest in item 9, 'Questions on Notice', regarding a question in relation to landlords in the event it applied to him.

The Legal Officer advised that as there would not be a debate on this question the no declarations were required.

3. Minutes of the Meeting held on 13 July 2016

The Legal Officer clarified that within the minutes amendments to motion were indicated through bolded or drawn through text.

The minutes of the meeting held on 13 July 2016 were approved as a true and accurate record.

COMMUNICATIONS

4. Mayor's Announcements

Members noted the report outlining the Mayor's engagements for the period commencing 11 July 2016 to 9 October 2015.

The Mayor clarified that 'An Evening with Kevin Keegan' related to a benefit event with Kevin Keegan, which was held at the Holiday Inn to support the charity The Youth Academy.

The Mayor further announced that in 2015, the Council had launched its 2015-16 reward and recognition scheme for council employees. The purpose of the scheme was to recognise the outstanding and consistent performance of individuals and teams in helping to achieve the Council's priorities or in demonstrating the Council's core values.

The Mayor introduced the Employee of the Year and Team of the Year awards, this being Jean Crysell and the Selective Licensing Team respectively. Jean had been chosen to receive the Employee of the Year award for her work to protect the financial affairs of vulnerable members of the community who were unable to act for themselves, either because they have no-one else who could act for them or who were victims of financial abuse.

The Selective Licensing Team had been chosen to receive the Team of the Year award for developing a scheme to regulate and improve the quality of private rented housing in Peterborough.

The Mayor further advised that the next scheme opened on 17 October 2016 for nominations and further information was available from the Communications Team.

5. Leader's Announcements

There were no announcements from the Leader.

6. Chief Executive's Announcements

There were no announcements from the Chief Executive.

QUESTIONS AND PETITIONS

7. Questions with Notice by Members of the Public

There were no questions with notice from members of the public.

8. Petitions

(a) Presented by Members of the Public

Becky Sellick presented a petition signed by 50 residents in favour of Better Support for EU Citizens in Peterborough.

(b) Presented by Members

Councillor Davidson presented a petition regarding LED lighting in Cissbury Ring and Fulbridge Road.

Councillor Davidson presented a petition with more than 1200 signatures organised by Leah Robb on behalf of the residents of St Michael's Gate regarding the eviction of 74 families from their homes.

Councillor Jamil presented a petition signed by residents of Russell Street and the surrounding area regarding additional street cleansing services in the area.

Councillor Fower presented a petition signed by 94 residents from the Gunthorpe Ridings area regarding road safety measures.

Councillor Walsh presented a petition regarding the effect on the quality of life caused by the increasing volume of traffic on Drake Avenue.

Following a question the Legal Officer explained the process for handling petitions and advised that if a petition had 500 signatures or more, the lead petition had the option to request a debate at Full Council.

9. Questions on Notice

(a) To the Mayor

(b) To the Leader or member of the Cabinet

(c) To the Chair of any Committee of Sub-Committee

Questions (b) to the Leader or Member of the Cabinet were raised and taken as read in respect of the following:

1. Whether four weekly bin collections are to be considered.
2. Annual cost of street cleaning on Lincoln Road.
3. Manor Drive development lack of amenities.
4. Prevention and Enforcement Service officer powers for parking on verges.
5. Traffic on Malvern Road, Gunthorpe.
6. New applications for school places.
7. Publicising new bus services.
8. St Michael's Gate rationale.
9. Idling diesel taxi engines.
10. Concessionary fares 65yrs+ costs per annum.
11. Percentage of families placed in temporary accommodation.
12. Housing benefit to Councillors that are landlords.
13. St Michael's Gate tenants.

The questions and responses are attached in **APPENDIX A** to these minutes.

RECOMMENDATIONS AND REPORTS

10. Executive and Committee Recommendations to Council

(a) Cabinet Recommendation - Approval of the Safer Peterborough Partnership Plan 2016/17

Cabinet at its meeting on 25 July 2016 received a report on the Safer Peterborough Partnership Plan 2016/2017. The purpose of this report was for Cabinet to consider the Safer Peterborough Plan for 2016/17 and to make a recommendation to Full Council. The plan set out the community safety priorities for the partnership over the coming year.

Cabinet recommended the Safer Peterborough Partnership Plan and the priorities contained therein for approval.

Councillor Walsh introduced the report and moved the recommendations contained within. Councillor Walsh advised that the Safer Peterborough Partnership Plan was part of the Major Policy Framework and built on the work of the previous Plan. The Plan contained four priorities relating to specific areas of work by the Safer Peterborough Partnership and its delivery board. A longer-term Plan was expected from 2017 onwards.

Councillor Holdich seconded the recommendations and reserved his right to speak.

An amendment to the motion was moved by Councillor John Fox. Councillor John Fox advised that the law surrounding unauthorised traveller encampments required changing. It was proposed that the emphasis in law be altered to require trespassers to prove that they had not broken into property. The amendment requested that the MP be asked to investigate introducing such a law.

Councillor Judy Fox seconded the amendment to the motion and reserved his right to speak.

Members debated the amendment and in summary raised points including:

- Concern was expressed that the amendment may be unlawful as it referenced a particular group.
- It was further noted that the proposal specified that the matter would be raised with the MP.
- It was recognised that a significant portion of the people in Peterborough were not happy with the ongoing situation and would like it resolved.
- Members felt that legislation was already in place to deal with breaking and entering.
- It was considered that police reacted appropriately upon receipt of notice that land was being occupied without consent.

The Legal Officer confirmed that it was for Parliamentary lawyers to decide how such a law was drafted and it was for Parliament to decide if it wished to make such a law.

Councillor Judy Fox exercised her right to speak and echoed the sentiments of the debate.

Councillor Walsh, as mover of the original motion, advised that Councillor Fox's amendment had been discussed with Safer Peterborough Partnership officers, who were happy to incorporate it. The concerns of residents were appreciated and it was

considered that strengthening the powers of the police was a positive move.

A vote was taken (36 voted in favour, 14 voting against, 9 abstaining from voting) and the amendment was **CARRIED**.

Members debated the substantive motion and in summary raised points including:

- It was suggested that the Plan should cover all forms of extremism and hate crime, and span 5 years rather than 3 years.
- It was noted that that local police were involved in the preparation of the Plan.
- Members were advised that all police officers were involved with modern day slavery reports rather than a dedicated few officers.
- Consideration needed to be given to road safety when designing roads, avoiding overgrown shrubbery, and the providing good lighting.
- It was suggested that lamp posts could be used for promoting safer road use.
- Staff were commended for the handling of cases of sexual exploitation in the city.
- It was considered that specific targets needed to be included in the report.

Councillor Walsh summed up as mover of the recommendations and advised that the Safer Peterborough Partnership Plan focus on preventing extremism in all its forms.

A vote was taken on the substantive motion (unanimous) and the substantive motion was **CARRIED** with the amendment as follows:

- i. That Council adopt the Safer Peterborough Partnership Plan 2016/17
- ii. That the priorities contained therein, in particular the Anti-Social Behaviour priority should include the need to tackle unauthorised encampments.
- iii. In order to support that priority that the Council is requested to contact our Members of Parliament and ask them to pursue legislation to require any person found on land unlawfully to prove that they have not come onto the land unlawfully (where access has been gained by forcing locks etc.) which will provide for swifter action by the police and also consider creating an appropriate criminal offence to combat such behaviour.

(b) Cabinet Recommendation - Changes to the Constitution to Include the Housing Delivery Joint Venture Company

Cabinet at its meeting on 25 July 2016 received a report on the creation of a housing delivery joint venture company. The purpose of this report was for Cabinet to consider the creation of a housing joint venture partnership between the Council and Cross Keys, in line with the Council's approved Budget and the recommendations of a cross party task and finish group that considered changes to the Council's strategy with regards to housing in Peterborough.

Cabinet approved the proposal to formally establish the joint venture company, and endorsed the recommendation that Council amend the Constitution 'Appointments to external organisations' to include the joint venture company within the key partnerships category to enable the Leader to make appointments to the housing joint venture board.

Councillor Hiller introduced the report and moved the recommendations, outlining changes to the council housing strategy.

Councillor Seaton seconded the recommendations.

A vote was taken (unanimous) and it was **RESOLVED** that Council agreed amendments to the Constitution 'Appointments to external organisations' to include the joint venture company within the key partnerships category to enable the Leader to make appointment to the housing joint venture.

(c) Planning and Environmental Protection Committee Recommendation - Adoption of the Model Council Members' Planning Code

The Planning and Environmental Protection Committee, at its meeting of 27 September 2016, received a report which requested it to consider the Model Council Members' Planning Code, produced by Lawyers in Local Government, and to make a recommendation to Full Council.

Councillor Harper introduced the report and moved the recommendations. Councillor Harper advised the Committee he felt the cross party Planning Committee did a good job and worked within the rules of the system.

Councillor Cereste seconded the recommendation.

Members requested a copy of the relevant documents were sent to the local MP.

A vote was taken (unanimous) and it was **RESOLVED** that the Model Planning Code be adopted to replace the current code in the Constitution.

(d) Scrutiny Commission for Health Issues Recommendation – Joint Health Scrutiny Committee Arrangements

The Scrutiny Commission for Health Issues, at its meeting of 15 September 2016, received a report which requested it to consider establishing a joint scrutiny committee between Peterborough City Council and Cambridgeshire County Council to scrutinise proposals to merge Peterborough and Stamford Hospitals NHS Foundation Trust with Hinchingbrooke Health Care NHS Trust.

Councillor Cereste introduced the report and moved the recommendations. Councillor Cereste advised that and outlined the advantages of having a joint scrutiny in this instance.

Councillor Holdich seconded the recommendations and advised that the nominations to the Joint Health Scrutiny Committee from the Conservative Group would be Councillors Cereste, Aitken and Rush.

A vote was taken (unanimous) and it was **RESOLVED** that Council:

- i. Agree to the establishment of a joint scrutiny committee with Cambridgeshire County Council to scrutinise proposals for the merger of PSHFT and HHCT;
- ii. Agree the preferred size for the Joint Committee to be five Members each from Peterborough City Council and Cambridgeshire County Council;
- iii. Authorise the Joint Committee to respond on behalf of the Scrutiny Commission for Health Issues to the public engagement / consultation proposals;
- iv. Require the Joint Committee to scrutinise the implementation and governance arrangements, should the proposed merger be agreed by the two NHS Trust Boards;

- v. Endorse the draft terms of reference, subject to the inclusion of arrangements for a rotating Chair and Vice-Chair between Peterborough City Council and Cambridgeshire County Council; and
- vi. Amend the Scrutiny Commission for Health Issues terms of reference, in order to delegate powers from Council to the Commission to establish joint health committees in relation to health issues that cross local authority boundaries.

11. Questions on the Executive Decisions made since the last meeting

Councillor Holdich introduced the report which detailed Executive Decisions taken since the last meeting including:

1. Decisions from the Cabinet Meeting 25 July 2016;
2. Decisions from the Cabinet Meeting 26 September 2016;
3. Special Urgency provision, which had been invoked twice since the previous meeting;
4. Waiver of Call-in provision, which had been invoked once since the previous meeting; and
5. Cabinet Member Decisions taken during the period 5 July 2016 to 30 September 2016.

Questions were asked about the following:

Farms Estate Implementation Plan 2016/17

Councillor Murphy noted that he considered the Farms Estate Implementation Plan was a quality piece of work.

Councillor Holdich thanked Councillor Murphy for his comments and agreed that the Plan was a good step forward.

A1139 Junction 172 Widening Scheme

Councillor Sandford raised a question regarding the overspend on the project and asked what measures were being put in place to prevent a similar situation in the future.

Councillor Hiller advised that the process had been challenging and was the largest civil engineering project of its kind since the cessation of the Development Corporation. The overspend was largely due to historic methodology. The decisions taken were challenged and considered by a cross party scrutiny committee at the time, who had endorsed the decision. The additional expense was necessary, could not have been anticipated, and had been made to save further expenditure, avoid expensive litigation costs with the contractor, and bring the contract to a close. This stretch of road was due for a multi-million pound upgrade in the next few years.

Lease with Stef and Philips Limited for the use of St. Michael's Gate, Parnwell, as interim accommodation for homeless families

Councillor Murphy queried if the decision had been superseded by its call-in to the Strong and Supportive Scrutiny Committee. It was asked that consideration be given to the idea that Stef and Philips had sought vacant possession of the premises, would bring in people from other local authorities, and the costs of alternative accommodation. It was further requested that the case be fully reviewed.

Councillor Holdich advised the Council that expenditure without the use of St. Michael's Gate would be £1.2million. Other local authorities would bring in their own homeless individuals and the associated problems that would entail. Until an alternative plan was put forward, which to date none had, the decision would remain.

Councillor Murphy advised that he had provided all Councillors with an alternative proposal the previous day, which would save the Council money. It was requested that this be given due consideration.

Councillor Holdich replied that this proposal would not change the fact that had been given notice to move out. It was considered that Councillor Murphy's comments would be better made at the Scrutiny call-in meeting, where a full debate could take place.

Councillor Davidson asked if all alternative measures could be considered.

Councillor Walsh responded that this would be the case.

Councillor Cereste queried whether the Leader of the Council was aware that Stef and Philips were looking at other properties in Peterborough.

Councillor Holdich responded that he was not aware and thanked Councillor Cereste for bringing the matter to his attention.

Section 113 Agreement For The Role Of Temporary Director Of Children's Services & Adult Social Care Services: Cambridgeshire County Council

Councillor Saltmarsh questioned whether the sharing of services would result in the Council's own services being adequately supported.

Councillor Smith advised that following discussions with various relevant parties it was agreed that as the arrangement was temporary it could be challenged if this was found to be the case.

COUNCIL BUSINESS TIME

12. Motions on Notice

1. Motion from Councillor Darren Fower

The motion requests that this Council notes:

- 1. The recent news relating to the 5 year old local boy, who as a result of a traffic accident on Gunthorpe Ridings, was described as having "life changing injuries.";*
- 2. That Gunthorpe Ridings is a well-used road, both by those living in the 11 cul-de-sacs that lead off from it and by people using it for its purpose of connecting the well-populated areas of Paston & Gunthorpe, and their relevant amenities.*

We therefore call on Peterborough City Council to:

- 1. Acknowledge publicly and provide assurances to local residents that action will be taken to improve road safety measures along Gunthorpe Ridings;*

2. *Agree that the safety of young pupils is still of the utmost importance to this local authority;*
3. *Create a working group, involving local councillors, council officers and other community representatives, to look at the options and develop an action plan to be agreed and implemented by the end of this calendar year.*
4. *Start looking into the possibility and costings of introducing a pedestrian crossing, similar to the one on Gunthorpe Road, along Gunthorpe Ridings, as soon as possible.*

Councillor Fower moved the motion.

Councillor Davidson seconded the motion and reserved her right to speak.

An amendment to the motion was moved by Councillor Ash. It was sought for the proposed working group to be expanded to become less parochial, and become a more city wide group.

Councillor Saltmarsh seconded the amendment and emphasised the importance of road safety throughout the city.

Members debated the amendment and in summary raised points including:

- Cross Ward discussion was suggested in order to identify key areas of concern.
- Reduced speed limits to 20 miles per hour were suggested together with safer routes to school, and pedestrian crossings.
- It was brought to the attention of Members that the matter fell within the remit of the delivery group for Cambridgeshire and Peterborough Road Safety Partnership, and to form a committee to oversee their work would be impractical.
- A report had been assigned to investigate the causes of the above mentioned accident and it was suggested that a decision on this original motion and amendment be postponed until this has been completed.
- It was suggested that the people of Gunthorpe wanted an enquiry to focus on their specific area which had not happened before.

Councillor Fower, as mover of the original motion, advised that the motion specifically referenced Gunthorpe Ridings for a reason and that residents of that particular area had requested that the matter be investigated.

A vote was taken (19 voted in favour, 38 voting against, 2 abstaining from voting) and the amendment was **DEFEATED**.

Members debated the original motion and in summary raised points including:

- It was considered that the Safer Peterborough Partnership considered the issue of road safety sufficiently.
- It was confirmed that there had been 5 slight personal injury incidents in the last 5 years.

Councillor Murphy summed up as mover of the motion and advised that there had been between 3 and 5 accidents in the area in addition to that referenced within the motion.

A vote was taken (21 voted in favour, 33 voting against, 5 abstaining from voting) and the motion was **DEFEATED**.

2. Motion from Councillor Richard Ferris

This Council notes that:

- 1. In the Cambridgeshire and Peterborough Clinical Commission Group (CCG) area it is estimated that 6,260 people over the age of 65 are living with dementia. 62.1% of those living with dementia have received a formal diagnosis; diagnosis can often be the key to accessing appropriate support services.*
- 2. Two thirds of those living with dementia are living in the community, and nearly 70% of people with dementia feel lonely and trapped in their own homes, with limited or no social networks.*
- 3. A healthy diet, regular physical exercise, and avoiding smoking and drinking can reduce the risk of developing Alzheimer's disease and vascular dementia, but 64% of people are not aware of this.*
- 4. The societal cost of dementia in the UK is estimated at an average cost per person of £32,250. Of the total estimated cost of dementia in the UK, it is estimated that £11.6billion is contributed through the work of unpaid carers.*

This Council resolves to:

- 1. Through the local Dementia Action Alliance (DAA), earn status as officially working towards making Peterborough 'Dementia Friendly', a status endorsed by Alzheimer's Society;*
- 2. Appoint an elected member to the position of 'Dementia Champion' for the authority;*
- 3. Work towards making Council practices more dementia friendly, encouraging staff and members to become a 'Dementia Friend' through the Dementia Friends Programme and committing to making Council buildings dementia friendly;*
- 4. Run local risk reduction campaigns, including clear messaging in ongoing campaigns regarding exercise, alcohol, smoking or diet that 'what's good for your heart is good for your head'; and*
- 5. Make information about local dementia services as accessible as possible.*

In moving his motion, Councillor Ferris advised that this motion had been requested by the Alzheimer's Society for all Council's to adopt. By 2025 1 million people would be diagnosed with dementia. This figure would be 2 million by 2051. Wonderful work was already being undertaken by the Council in relation to dementia, it was hoped that this motion would keep Peterborough at the fore front of dementia services.

Councillor Jamil seconded the motion and reserved his right to speak.

Members debated the motion and in summary raised points including:

- The Council already had a number of objectives in place in relation to Dementia including making Peterborough 'Dementia Friendly', encouraging staff and members to become a 'Dementia Friend', running local risk reduction campaigns, and making local dementia services and information accessible.
- Councillor Lamb had been appointed to the position of 'Dementia Champion', as well as holding the position of Chairman of the Dementia Action Alliance.

- The work undertaken by the Council in relation to dementia extended outwards to include St George's Hydrotherapy Pool, and the Orthopaedic and Spines Specialist hospital with more organisations following suit.
- It was requested that the programme was extend to early onset dementia, specifically with young people, as some patients were as young as 14.
- It was noted that dementia was difficult to diagnose at a young age and generally took several years for an accurate diagnosis.
- Members also recognised previous advances made locally in this field by this Council.

Councillor Jamil exercised his right to speak and noted that the help received by those with dementia and their families was invaluable.

Councillor Ferris summed up as mover of the motion and thanked Members for their support. The inclusion of early onset dementia was welcomed, and it was considered that the Council should always strive to do more to assist those people and communities who required it.

A vote was taken (unanimous) and the motion was **CARRIED**.

3. Motion from Councillor Ansar Ali

Peterborough City Council is extremely concerned at the escalating tension between India and Pakistan as a result of more recent clashes and violence in Jammu Kashmir, which has resulted in loss of hundreds of innocent lives and causing serious injuries to vast numbers of innocent Kashmiri people.

Peterborough City Council recognises that the issue of Kashmir is a matter of concern to a significant number of our residents. The city has around fifteen thousand residents who would describe their heritage as Kashmiri. We also have people of Pakistani and Indian heritage in Peterborough, all of whom play a pivotal role in the wonderful diversity we have in our city.

Peterborough City Council wishes to see lasting peace in the region so that people of India, Kashmir and Pakistan can live in harmony, mutual respect and prosperity.

The issue of Kashmir remains an outstanding issue on the agenda of the United Nations Security Council since 13 August 1948, which declared the right of the people of Jammu Kashmir to self-determination. Despite this the state remains divided between India and Pakistan, with thousands of Indian Armed Forces present in the Kashmir Valley.

This unresolved dispute is costing both countries enormous amounts of money, thus hindering development which would improve the quality of lives of people of both nations. Permanent resolution of the Kashmir dispute will bring considerable benefits to both countries.

Peterborough City Council calls upon the British Government to put pressure on the Indian and Pakistani Governments to exercise restraint and to put an immediate stop to these killings, oppression and human rights violations.

We urge the British Government to engage with international partners in seeking a permanent resolution on Kashmir through the United Nations, and call upon both the Indian and Pakistani Governments to stop the rhetoric of war mongering.

The Council believes the views of the people of Kashmir are paramount in determining how they are governed and who shall govern them; and calls upon the governments of India and Pakistan to recognise that the Kingdom of Kashmir belongs to the people of Kashmir and only they can determine their future.

We call on the British Government to play a leading role in bringing about a lasting resolution to this dispute which threatens peace in the region.

Recognising that two million people of Kashmiri, Indian and Pakistani heritage live in the UK, this Council therefore resolves to support the right of people of Jammu Kashmir to self-determination and to this end calls upon the British Government to:

- 1. use its diplomatic channels and intervene to de-escalate the current crisis; and*
- 2. revert to its previous position on Kashmir, supporting a plebiscite as a high priority issue.*

This Council agrees to:

- 3. Raise the issue with the Foreign Office to seek a free and fair plebiscite in Kashmir, for a permanent resolution of this long standing conflict that carries the potential of disrupting global peace.*

In moving his motion, Councillor Ali advised that the escalating tension between India and Pakistan was a result of more recent clashes and violence in Jammu Kashmir, which has resulted in loss of hundreds of innocent lives and caused serious injuries to vast numbers of innocent Kashmiri. It was considered that this was a matter of concern to a significant number of Peterborough residents as the city had around fifteen thousand residents who would describe their heritage as Kashmiri. There were also people of Pakistani and Indian heritage in Peterborough. Local residents had asked Councillors to work toward supporting lasting peace in the region.

Councillor Amjad Iqbal seconded the motion and reserved his right to speak.

Councillor Walsh moved an Amendment, seconded by Councillor Nadeem for our MPs to raise the issue in Government with the Foreign and Commonwealth Office to better achieve the attention it deserves whilst retaining the spirit of the motion.

An amendment to the motion was moved by Councillor Walsh. Councillor Walsh requested for local MPs to raise the issue in Government with the Foreign and Commonwealth Office to better achieve the attention it deserved whilst retaining the spirit of the original motion.

Councillor Nadeem seconded the amendment to the motion and reserved his right to speak.

Members debated the amendment and in summary raised points including:

- This issue had been left unresolved following independence from the British in 1947 and several resolutions with the support of the United Nations had not brought peace to the area.
- It was unlikely this was an issue the Council could solve.
- Members discussed the atrocities which continued to take place with no aid or relief work allowed into the country.
- There was a fear of the situation escalating further, and it would be in this country's best interest to see peace.
- It was suggested that the amendment diluted the motion and questioned whether the MPs had time to address this matter.

- It was suggested that Councillors write individually to the Government to express their support of work towards peace in Kashmir.
- It was considered that the Council must not be seen to favour either side of the conflict, as the city was home to a multi-cultural local population from all regions involved in the dispute.

Councillor Nadeem exercised his right to speak and explained the impact the conflict was having on citizens. Relations were considered to be at an all-time low, presenting a threat to global peace. It was hoped that the UK Government could intervene.

Councillor Ali, as mover of the original motion, considered that the amendment removed the request for real action to be undertaken away from the original motion.

A vote was taken (34 voted in favour, 22 voting against, 2 abstaining from voting) and the amendment was **CARRIED**.

A vote was taken on the substantive motion (unanimous) and the substantive motion was **CARRIED** with the amendment as follows:

Peterborough City Council is extremely concerned at the ongoing tensions between India and Pakistan and offers our deepest condolences to the victims, families and friends of those who have tragically lost their lives.

Peterborough City Council recognises that the issue of Kashmir is a matter of concern to a significant number of our residents and across the UK. The city has around fifteen thousand residents who would describe their heritage as Kashmiri. We also have people of Pakistani and Indian heritage in Peterborough, all of whom play a pivotal role in the wonderful diversity we have in our city.

Peterborough City Council condemns all forms of violence wherever they occur throughout the world, including Kashmir. The council implores the Indian and Pakistani Governments to exercise restraint and to put an immediate stop to violence, oppression and human rights violations. We urge all parties to resolve their differences and bring lasting peace in the region so that people of India, Kashmir and Pakistan can live in harmony, mutual respect and prosperity.

The issue of Kashmir remains an outstanding issue on the agenda of the United Nations Security Council since 13th August 1948, which declared the right of the people of Jammu Kashmir to self-determination. Despite this the state remains divided between India and Pakistan.

This unresolved dispute is costing both countries enormous amounts of money, thus hindering development which would improve the quality of lives of people of both nations. Permanent resolution of the Kashmir dispute will bring considerable benefits to both countries and the people of Kashmir.

The Council believes the views of the people of Kashmir are paramount in determining how they are governed and who shall govern them; and calls upon the governments of India and Pakistan, the UK Government, and International partners to play a leading role in bringing about a lasting resolution to this dispute which threatens peace in the region.

Recognising that two million people of Kashmiri, Indian and Pakistani heritage live in the UK, Peterborough City Council therefore resolves to support the right of people of Jammu Kashmir to self-determination and to this end calls upon the UK Government to:

1. use its diplomatic channels and intervene to de-escalate the current crisis; and
2. Support the Indian and Pakistani Governments and the people of Kashmir to explore all options in determining a peaceful and long lasting solution to the problems.

This Council agrees to:

3. Call upon our MP to raise the issue with the Foreign and Commonwealth Office to seek a free and fair plebiscite in Kashmir, for a permanent resolution of this long standing conflict that carries the potential of disrupting global peace.

4. Motion from Councillor Nick Sandford

This Council notes:

1. *The results of the consultation on a devolution deal for Cambridgeshire and Peterborough;*
2. *That during the consultation the public were consulted on the basis that a devolution deal was only possible with an elected mayor, and that, despite being told about the insistence on an elected mayor, the majority of respondents to the online survey opposed an elected mayor for Cambridgeshire and Peterborough; and*
3. *That the new prime minister, appointed since the devolution deal was agreed by the leaders of Cambridgeshire and Peterborough Councils, has indicated that under her government elected mayors are not as central to devolution deals as was the policy of the previous government.*

In moving his motion, Councillor Sandford advised that the motion reflected particular concerns with the Elected Mayor aspect of the devolution proposals. It was considered that this aspect was opposed by a majority of the public and it was questioned why the Council was insisting on a system that the public did not support.

Councillor Fower seconded the motion and reserved his right to speak.

Members debated the motion and in summary raised points including:

- Within the Cambridgeshire and Peterborough Devolution deal the Mayor would act as the Government's representative to the Council.
- The Elected Mayor would not be making decisions, as that function will remain with Council.
- Members were concerned that the deal would be lost entirely, including the related funding, if the Elected Mayor aspect of the deal was refused.
- Discussions also took place around the natural partners of Peterborough being towards the Midlands and Northampton rather than Cambridge.

Councillor Fower exercised his right to speak and advised that the matter was an issue of fairness. The Elected Mayor would have the power to veto decisions, on which Peterborough have only one vote out of nine. Peterborough was to pay 20% of the cost of the combined authority, but received on 10% of the funding.

Councillor Sandford summed up as mover of the motion and advised that it was of fundamental importance not to concentrate power into the hands of one individual.

Public consultation had provided a clear conclusion as to the concerns surrounding the Elected Mayor. During previously discussion to reject a devolution deal with Norfolk and Suffolk it was suggested that no alternative could be found, yet an alternative deal was put forward. The same could happen with the Elected Mayor.

A vote was taken on the motion (22 voted in favour, 35 voting against, 0 abstaining from voting) and the motion was **DEFEATED**.

Councillor John Fox moved a motion to suspend standing order 14.2 so that the meeting be extending beyond the 11:00pm guillotine.

Councillor Judy Fox seconded the motion.

A vote was taken on the motion (8 voted in favour, 43 voting against, 1 abstaining from voting) and the motion was **DEFEATED**.

5. Motion from Councillor Nick Sandford

This Council notes:

- 1. The announcement by the Prime Minister of her intention to allow secondary schools to introduce academic selection and existing grammar schools to expand;*
- 2. The strong evidence that the presence of grammar schools in an area has a detrimental impact on the educational outcomes of the majority of pupils;*

Council calls upon the Cabinet member for Education, Skills, University and Communications to write to governing bodies of all secondary schools in Peterborough pointing out the compelling academic evidence against grammar schools as a way of raising academic standards, and inviting them to work together and with the City Council to build for further improvement within the strong tradition of comprehensive education in Peterborough.

This Council also calls upon the Cabinet member to write to the Secretary of State for Education pointing out the clear benefits of the comprehensive education system for the majority of pupils.

In moving his motion, Councillor Sandford and advised that the announcement by the Prime Minister would move the school arrangements back to the past. Evidence has identified that Grammar Schools did not help social mobility.

Councillor Lillis seconded the motion and reserved his right to speak.

Members debated the motion and in summary raised points including:

- The educational outcomes were discussed both in favour and against grammar schools.
- Members were unable to locate evidence that grammar schools were detrimental to the overall county standard.
- The ethos of grammar schools which allow for individual progression rather than treating all the same was discussed as well as parental preference.

At this point the guillotine was reached and in line with standing order 14.2 all debate was ceased Members were directed to move to the vote on the remaining agenda items,

where all motions, amendments and recommendations would be deemed formerly moved and seconded.

A vote was taken on the motion (19 voted in favour, 35 voting against, 3 abstaining from voting) and the motion was **DEFEATED**.

6. Motion from Councillor John Peach

In recognition of the historic importance of the building to Peterborough, particularly the Art Deco front and inside features of The Broadway Theatre we ask the council to consider placing a preservation order on this magnificent building. We also ask that the council does whatever it can to facilitate its continued use as a quality entertainment venue by whatever means possible.

Councillor Murphy moved that consideration of the motion be delegated to the Corporate Director of Finance.

Councillor Lillis seconded this motion.

A vote was taken on the motion (20 voted in favour, 36 voting against, 1 abstaining from voting) and the motion was **DEFEATED**.

A vote was taken on the original motion (44 voted in favour, 0 voting against, 8 abstaining from voting) and the motion was **CARRIED**.

13. Reports to Council

(a) Review of Constitution - Report of the Committee Review Group

A vote was taken on recommendation 1 of the motion (47 voted in favour, 7 voting against, 1 abstaining from voting) and recommendation 1 of the motion was **CARRIED** as follows:

1. That the Council notes the stage 2 report of the Committee Review Group at **Appendix 1** and endorses the recommendations in their report.

A vote was taken on recommendations 2 and 3 of the motion (36 voted in favour, 21 voting against, 0 abstaining from voting) and recommendations 2 and 3 of the motion were **CARRIED** as follows:

2. That from 1 January 2017, the Council establishes the following Scrutiny Committees:
 - (a) Children and Education Scrutiny Committee
 - (b) Adults and Communities Scrutiny Committee
 - (c) Health Scrutiny Committee
 - (d) Growth, Environment & Resources Scrutiny Committee
3. Subject to 2 above, that Council approves the following changes to the Constitution to take effect from 1 January 2017:
 - (a) Overview and Scrutiny Article 7 (Part 2:Section 7) – **Appendix 2**
 - (b) Overview and Scrutiny Functions (Part 3:Section 4) – **Appendix 3**

A vote was taken on recommendations 3, 4, and 5 of the motion (unanimous) and recommendations 3, 4, and 5 of the motion were **CARRIED** as follows:

4. That Council approves the changes to the Budget & Policy Framework Procedure Rules (Part 4: Section 6 of the Constitution) to take immediate effect - **Appendix 4**.
5. That the terms of reference of the Member Officer Working Group be approved for implementation from 1 January 2017 - **Appendix 1 (Annex 3)**.
6. That from 1 January 2017 Audit Committee's terms of reference be amended as follows:

To maintain an overview of the Council's constitution with the exception of those matters under the remit of the Executive or a regulatory committee.

A vote was taken on recommendation 7 of the motion (41 voted in favour, 7 voting against, 0 abstaining from voting) and recommendation 7 of the motion was **CARRIED** as follows:

7. That the Scrutiny Procedure rules should be reviewed to incorporate the recommendations of the Committee Review Group and reported to the next meeting of Council.

(b) Political Balance, Allocation of Seats on Scrutiny Committees and Appointments

A vote was taken on recommendation 1 of the motion (unanimous) and recommendation 1 of the motion was **CARRIED** as follows:

1. The Council agrees the number of seats on the newly established scrutiny committees;

An amendment was received from the Liberal Democrat Group on recommendation 2 of the motion. A vote was taken on the amendment to recommendation 2 of the motion (19 voted in favour, 38 voting against, 0 abstaining from voting) and the amendment to recommendation to of the motion was **DEFEATED**.

An amendment was received from the Liberal Group on recommendation 2 of the motion. A vote was taken on the amendment to recommendation 2 of the motion (38 voted in favour, 19 voting against, 0 abstaining from voting) and the amendment to recommendation to of the motion was **CARRIED** as follows:

2. The Council agrees the allocation of seats on the scrutiny committees in accordance with the political balance arrangements (**Amendment 13(b) Liberal Group**);

A vote was taken on recommendations 3 to 6 of the motion (unanimous) and recommendations 3 to 6 of the motion were **CARRIED** as follows:

3. That Council agrees the appointments to those committees, and the Chair and Vice-Chair of those committees. (**Appendix 2**);
4. The non-elected membership of the Children and Education Scrutiny Committee, as described at paragraph 4.3 is confirmed;

5. Authorise the Monitoring Officer as Proper Officer to carry out the wishes of the Leaders of the Political Groups in allocating members to these committees, and appoints those Members with effect from the date at which the Proper Officer is advised of the names of such Members; and
6. That the Monitoring Officer be authorised to make any necessary consequential changes to the Constitution.

(c) Review of Peterborough City Council's Members' Allowances Scheme - Report of the Independent Members' Allowances Panel

An amendment was received from the Liberal Group. A vote was taken on the amendment (16 voted in favour, 31 voting against, 0 abstaining from voting) and the amendment was **DEFEATED**.

A vote was taken the original motion (31 voted in favour, 19 voting against, 0 abstaining from voting) and the original motion was **CARRIED** as follows:

1. Consider the report and recommendations of the Independent Members' Allowances Panel, as set out in **Appendix 1** and summarised in paragraph 3 below; and
2. Decide whether to adopt the recommendations of the panel in relation to the Member Allowance Scheme for 2017/2018.

(d) The 2018 Parliamentary Constituency Boundary Review Working Group

A vote was taken the motion as amended (unanimous) and the motion was **CARRIED** as follows:

That the Council:

1. Agrees the formation and terms of reference as amended of a 2018 Parliamentary Constituency Boundary Review Cross Party Working Group; and
2. Agrees that the draft response of the Working Group should be referred back to Council in December for approval.

(e) Notification of Changes to the Executive Delegations

A vote was taken the motion (unanimous) and the motion was **CARRIED** as follows:

That Council notes the changes made by the Leader to the Executive Delegations.

(f) Variation to Standing Orders

A vote was taken the motion (unanimous) and the motion was **CARRIED** as follows:

That Council agree:

1. To retain the Mayor's verbal announcements, but to remove the Mayor's announcements report from future agendas;
2. To suspend Standing Order 29.2 so that a decision to amend standing orders can be made at this meeting; and

3. To amend the Council's Standing Orders to remove the announcements from the Head of
4. Paid Service (the Chief Executive) (Part 4, Section 1 of the Council's Constitution).

The Mayor
7.00pm – 11:35pm

QUESTIONS AND ANSWERS

Questions were received under the following categories and questions 1 – 9 inclusive were answered by Members at the meeting.

<u>COUNCIL BUSINESS</u>	
9.	<p><u>Questions on notice to:</u></p> <ul style="list-style-type: none"> i) The Mayor ii) To the Leader or Member of the Cabinet iii) To the Chair of any Committee or Sub-committee
1.	<p>Question from Councillor Fower</p> <p>To Councillor Walsh, Cabinet Member for Communities and Environment Capital</p> <p>Residents living in Malvern Road Gunthorpe, tell me they have recently noticed an increase in the amount of traffic travelling down their road, much of which is speeding. Given there are a number of elderly residents and children who live along this stretch of road, the fact that there are shops and amenities on the Hallfields Road junction, that is to quote one resident, “is totally unacceptable.” I wonder if the relevant Cabinet Member could therefore please inform me as to when this road last had a speed assessment undertaken, whether there are any plans in the proverbial pipeline to introduce road safety measures, and what solutions they can suggest to help address this important issue?</p> <p>Councillor Walsh responded with:</p> <p>Thank you Mr Mayor and thank you Councillor Fower for your question. Road safety is extremely important to the Council so I am glad you have brought this issue to my attention. Officers have recently analysed 3 months of speed data along Malvern Road and have informed me that the average speed is under 30mph. We also analyse accidents throughout the city and investigate areas that have a cluster of accidents to see if speed or the construction of the road was a factor at all and what solutions could be implemented. Malvern Road does not feature on the current accident cluster list and nor have the police highlighted it as an issue to the Council.</p> <p>We can only put in speed reduction measures where there is a need to do so and we need to have a consistent approach across the whole of Peterborough. As such there are currently no plans for speed reduction measures on this road.</p> <p>However, I will ask officers to go out to investigate whether some form of pedestrian crossing is required in the area. As I am sure you can appreciate we get a lot of requests for new crossing, crossings so the Council uses an assessment process, which is in line with national best practice, to score each request. If this request scores highly enough to warrant a crossing then it will be programmed into a future capital works programme. I will ask an officer to contact you directly once the assessment has been undertaken. Thank you Mr Mayor.</p> <p>Councillor Fower asked the following supplementary question:</p>

	<p>It was just to say thank you very much for that response and just that in future would it be possible if local ward Councillors are notified if any particular assessments are taking place in their Ward and if I could simple ask as well if the data that has been secured to date could be shared with the Ward Councillors that would be appreciated Mr Mayor, thank you.</p> <p>Councillor Walsh responded with:</p> <p>Yes I'll take care of those requests thank you.</p>
2.	<p>Question from Councillor Allen</p> <p>To Councillor Walsh, Cabinet Member for Communities and Environment Capital</p> <p>In the light of potential harm caused by idling diesel engines, could I ask that we as a Local Authority engage with Taxi Companies, Taxi Drivers, and their representative bodies to establish a code of practice on the issue?</p> <p>It should be noted the Road Traffic (Vehicles and Emissions) (Fixed Penalty) (England) Regulations 2002, makes it an offence to idle engines unnecessarily when stationary. This applies equally to busses, taxis and private cars.</p> <p>Exhaust emissions contain a range of air pollutants such as carbon monoxide, nitrogen dioxide and particulate matter, all of course detrimental to the health of those nearby.</p> <p>An idling engine can produce <i>up to</i> twice as many exhaust emissions as an engine in motion; however the simple exercise of turning off an engine and restarting it again after a short time causes less pollution AND uses less fuel, thus offering a cost saving for drivers and operators.</p> <p>With this common sense option in mind can I urge an initial approach of voluntary engagement; education and persuasion, but backed up with enforcement if necessary to ensure full co-operation of the drivers to curtail the practice?</p> <p>Certainly when walking along Broadway opposite our own Council offices and outside the O'Neil's pub one needs to make a quick dash with covered mouth and nose or be subjected to a lung full of toxic air from the nearby idling taxis.</p> <p>Whist recognising we can all do our bit by avoiding idling when waiting in car parks, petrol stations and when setting down or waiting for children outside the school gates I believe it is the cooperation of the taxi drivers which will really set an example and help make a real difference.</p> <p>Several Local Authorities have now adopted powers of control with this issue and can I urge Peterborough City Council to get on board with a similarly robust approach?</p> <p>As an authority do we not owe it to the health of all residents, and of course particularly pedestrians and children who are passing by the ranks in the City Centre to work towards a Greener Peterborough with this issue.</p> <p>Councillor Walsh responded with:</p> <p>Thank you Mr Mayor. In response to Councillor Allen thank you for your question. The Road Traffic (Vehicles and Emissions) (Fixed Penalty) (England) Regulations 2002 provide sanctions primarily aimed at dealing with</p>

	<p>vehicle emissions in localities where it has been necessary to declare an air quality management area, due to an exceedance of an air quality standard. I am pleased to advise that it has not been necessary to introduce one in Peterborough to help regulate vehicle emissions.</p> <p>Nevertheless, the council have undertaken a number of measures to reduce air pollution from taxi vehicles. All vehicles are required to meet the relevant emission standards, and are regularly tested at the council's designated test centre.</p> <p>Keen to promote greener vehicles, the council's licensing committee adopted changes to the vehicle licencing conditions to enable this. There are as a result licenced electric private hire vehicles in the city. The council has also been proactive in bidding for government funding to incentivise and promote the use of greener vehicles. The hackney carriage federation in the city are keen to see electrical, electric vehicles entering the fleet, and once the price point is right this is likely to happen.</p> <p>Only hackney carriages are able to use a rank, and due to the nature of the ranks, vehicles are frequently moving. It is inevitable however that there will be a degree of idling, though it is a reasonable to expect that engines are switched off if a vehicle is likely to remain in situ for more than a short period of time.</p> <p>I have had a discussion with relevant officers and been assured that we will be engaging with the established Hackney Carriage Federation, as well as private operators with a view to getting a voluntary agreement on this issue. I have been advised that establishing a formal code of practice would have no impact, though, enforcement would be difficult, but the matter can and will be taken forward by education. Thank you.</p> <p>Councillor Allen asked the following supplementary question:</p> <p>Thank you Mr Mayor and I am somewhat reassured by what has just been said but can I ask if we could consider as a council adopting the policy that many other councils are taking the course off is to stop purchasing or leasing diesel engine vehicles in an attempt to cut down on pollution that the vehicles do emit.</p> <p>Councillor Walsh responded with:</p> <p>Yes thank you. We will look into that possibility yes. Thank you.</p>
3.	<p>Question from Councillor Murphy</p> <p>To Councillor Walsh, Cabinet Member for Communities and Environment Capital</p> <p>How much is the total amount of housing benefit paid each year to private landlords who are also Peterborough City Councillors, and where known their spouses and partners.</p> <p>Do you believe that there is a public perception that there is a conflict of interest with a number of City Councillors also being private landlords when the Council has a duty to provide housing for homeless people in Peterborough, investigate environmental conditions in private rented dwellings, investigate and prosecute landlords under the provisions of the Protection From Eviction and Harassment Act and is the responsible authority for paying housing benefit.</p> <p>Councillor Walsh responded with:</p>

	<p>Yes thank you Mr Mayor. I didn't get much exercise today I'm making up for it now thank you.</p> <p>I would like to thank Councillor Murphy for his question, which however is rather ambiguous. So I have chosen, therefore to re-phrase the first part of his question to reflect the two possible interpretations.</p> <p>The first of these is: How much housing benefit is paid direct to councillors who are private landlords because they fall within the income threshold level and their income is therefore supplemented by housing benefit.</p> <p><u>The Response to this is:</u> That the housing benefit records has confirmed that no housing benefit was paid to Councillors as a result of a personnel claim during 2015-16.</p> <p><u>Interpretation Two:</u> How much is paid to them as a result of their tenants' rights to housing benefit and this comes in the form of direct payments from the Council to cover their tenants' rent?</p> <p><u>The Response to this is:</u> A review of housing benefit payments made direct to landlords has identified £7,248.06 was paid to current Councillors during 2015/16. The payments search was undertaken against the Councillors name and would not therefore include payments made to partners or companies with different names.</p> <p>Moving onto the second part of Cllr Murphy's Question regarding public perception, I can assure all members that the integrity, professionalism and training of our officers ensures that they treat everybody in the same manner, regardless of whether or not they are a city councillor. If a councillor is found to be in breach of housing legislation or guidance, they will be dealt with by our officers in exactly the same way as a member of the public. Thank you Mr Mayor.</p> <p>Councillor Murphy asked the following supplementary question:</p> <p>Thank you Councillor Walsh for your answer and your interpretations. So you've decided not to give us the figure for housing benefit rent allowances paid to tenants whose landlords are Councillors which runs into tens or hundreds of thousands of pounds. Will you undertake to do so?</p> <p>Councillor Walsh responded with:</p> <p>Excuse me Councillor Murphy, I have tried very hard to interpret your question I've done it two ways. I can't think of a third way. I stick with my answer. If you wish to challenge it you then may do so through the correct procedure.</p>
4.	<p>Question from Councillor Sylvester</p> <p>To Councillor Elsey, Cabinet Member for Waste and Street Scene</p> <p>A concerned resident recently contacted me following an item on the Anglia News about changing to 4 weekly bin collections. Please can the Cabinet Member concerned confirm to the Council whether this is likely to happen in Peterborough?</p> <p>Councillor Elsey responded with:</p>

	<p>Thank you Mr Mayor. I'd like to thank Councillor Sylvester for her question. The article and the news item in which she refers to is generic and local authorities in general who are looking at four weekly collections of refuse in respect to the stringent cuts we all have to make to services but I can confirm that at this moment in time this authority is not considering any plans to revert to four weekly collections of any refuse. Thank you.</p> <p>Councillor Sylvester asked the following supplementary question:</p> <p>Yes do, thank you for that answer. Would you agree that as of now many bins are full to overflowing and bags of rubbish are fly tipped along with unwanted household items leading to residential areas becoming quite an eyesore in some places and that any tinkering with collection times should be with regard to improving bin collection rather than reducing this essential service.</p> <p>Councillor Elsey responded with:</p> <p>Mr Mayor I believe I answered the question that was put forward. That had nothing to do with the original question. I made it quite clear at this moment in time we are not as Councillor Sylvester put it tinkering with the services in order to go to four weekly collections. Thank you Mr Mayor.</p>
5.	<p>Question from Councillor Fower</p> <p>To Councillor Walsh, Cabinet Member for Communities and Environment Capital</p> <p>Could the relevant Cabinet Member, please explain to me the rationale and reasoning around the decision to temporarily house homeless people at St Michaels Gate, which has caused the existing residents to be turfed out of their homes?</p> <p>Councillor Walsh responded with:</p> <p>Thank you Mr Mayor. Yes I would like to respond to Councillor Fower.</p> <p>By now all Councillors will have received a letter from me, laying out in detail our position and the consequences of either accepting or rejecting the offer to take up the leases on properties, as offered to us by Stef & Philips. I believe it would not be good use of Council time to repeat all of this information now.</p> <p>It has been a difficult decision to make. We simply chose the best option available.</p> <p>The property in question, St. Michael's Gate, is under the control of Stef & Philips. It is they who make the decision with regard to who may hold the leases on them. It is they who sought, as is their legal right to do so, vacant possession from prior and current residents. And I challenge the word evictions but that's for another day.</p> <p>The position we are in requires us to house a significant number of homeless people. We are doing this at huge cost. An offer made to us by Stef & Philips to lease the accommodation at St. Michael's Gate. This was accepted on the grounds that it would hugely reduce these costs and be in the interests of our taxpayers, as well as the homeless families currently as you all know in bed and breakfast accommodation.</p> <p>There is no denying that families have been obliged to leave their homes. It was, however, not of our doing. They would have been instructed by Stef & Philips to leave anyway.</p>

	<p>The consequences of not accepting the offer made to us by Stef & Philips would mean the Council would be responsible for our present homeless residents, plus any families in need of our services who have vacated St. Michael's Gate, plus the new residents who would be moving into the houses from another authority. And this would be on a rolling basis. Now what do I mean by that? Many of the families that arrive in the city to use the temporary accommodation may then stay in the city longer term, whilst more residents from other council areas arrive to use the homes they have vacated. This would provide the opportunity for other councils to send their homeless residents to Peterborough in a continuous never-ending stream.</p> <p>The question that we must ask ourselves is: Is St Michael's Gate going to be under our control, or the control of another Council? If we choose the latter, then make no mistake - we have opened our city doors to the Trojan Horse. Thank you Mr Mayor.</p> <p>Councillor Fower asked the following supplementary question:</p> <p>Could the relevant Cabinet Member please let me know and the Chamber whether or not Stef and Philips bought the properties and then approached the city council or whether there was some sort of scenario where the city council prompted Stef and Philips to undertake what we consider to be quite unhealthy unfair exercise because I think it's important that we as a city or those people that are interested in local politics grasp exactly what's happened, why it happened because we obviously think it's an atrocious scenario we think its wholly wrong, we're not the only ones, and we're happy as Liberal Democrats to make sure these types of issues are addressed in this Council Chamber because we are talking about people's lives which is very very serious and this whole thing about the Trojan horse thing I mean it's classic scaremongering. It's a real shame because we need to be taking this type of thing seriously rather than dealing like children in a playground and treating it like a political football. You know. I think the people in St Michael's Gate deserve that. Thank you Mr Mayor.</p> <p>Councillor Walsh responded with:</p> <p>I think the supplementary was a little bit on the long winded side. I think the question goes back to how did this start? It started by Stef and Philips acquiring the properties. Whether or not we chose to take them they would have acquired the properties. They offered those properties to us as temporary accommodation for the homeless families we have in Peterborough. They made it quite clear and we have seen this happen to other authorities that if we did not accept that if we did not accept there were plenty of other authorities who would be willing to take it. No I'm not scaremongering. It would have been a Trojan horse. We would have in our city in some years' time many families from another authority who had come through this vehicle. Thank you Mr Mayor.</p>
6.	<p>Question from Councillor Davidson</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Can the Cabinet Member provide an explanation as to why the Manor Drive development does not yet have any amenity provisions in place? For example, GP facilities or a bus service.</p> <p>Although residents have welcomed the introduction of bus shelters, they are now waiting for a bus service to make use of these shelters. At the current time, residents are still required to walk hundreds of metres to use the number 2 route.</p>

	<p>Councillor Hiller responded with:</p> <p>Thank you Mr Mayor and I thank Councillor Davidson for the question. Having done a little research on this I have to tell you Councillor Davidson that the Manor Drive Scheme has never actually included a proposal for a GP facility. And I also have to inform you that a bus service can't essentially happen here until there is a provision for the buses to turn around. Which there isn't at the moment so any bus journey at this point in time Mr Mayor would be fairly brief it would probably a scenic ride and I suspect a very short one. Thank you.</p> <p>Councillor Davidson asked the following supplementary question:</p> <p>Thank you Councillor Hiller for that response though I have to say I am very disappointed. And I do listen to all of your information provided and I do actually try to take it on board. However this does again highlight the situation we have got going on at Manor Grove. The situation there is I think the development started in 2006 and here we are in 2016 and we still haven't made any progress. Now I appreciate what you are saying about the developers but it still does highlight the question which is why is there no provisions such as GPs, a school, a playground, amenities and also on the up note of that I'd like to thank you for providing this administration, providing the bus shelters, however there is no bus service in use and again the bus shelters are there and the buses have not got no space in which to turn round in order for the community over there to access to either get on or get off. So can I please ask you as an officer can you please look into this matter further for me and come back with some action with regard to this matter? Thank you.</p> <p>Councillor Hiller responded with:</p> <p>Thank you Mr Mayor and I thank Councillor Davidson for the supplementary. I have to correct her, I'm not an officer. But I will endeavour to answer the supplementary. I understand our officers have been in discussion with a bus operator regarding the diversion of an existing service and there are section 106 funds available to provide support for a service. However until such time as the development has progressed to the stage when the planned round about is built a bus service I said before a bus service can't be provided as the buses won't have a place to turn around. Once there is certainty about the completion date of the roundabout and the costs have been determined officers will be in a position to progress it. In addition Mr Mayor Councillor Davidson will I hope be aware that primary and secondary schools are planned for the site providing valuable community and recreational facilities in the future. Councillor Davidson will I'm sure also be aware that there is an equipped play area to complement the existing open areas of space and Mr Mayor if she is as in touch with the Manor Drive residents as she reports to be she'll be aware that further play areas were firmly rejected by those very same residents so unfortunately were not carried forward. Thank you Mr Mayor.</p>
7.	<p>Question from Councillor Saltmarsh</p> <p>To Councillor Holdich, Leader of the Council and Cabinet Member for Education, Skills and University</p> <p>I understand that 600 new applications for school places in the city were received during the summer school holiday period this year.</p>

At the beginning of the new term a large number of children were not in school as parents had not been advised which school their children would be attending.

Can you please advice of the steps being taken to ensure this situation, which causes a lot of stress to both parents and children, will not happen again in September 2017?

Councillor Holdich responded with:

Thank you Mr Mayor. I rise to respond to the question from Councillor Bella Saltmarsh and thank her for the question.

This response relates to the process of In Year applications to schools. It is a fortnightly process whereby in week 1 we remove the details of children who have left schools, as notified by each school. In week 2 we then process the allocations to allocate school places. This cycle continues throughout the year during term time.

The last allocation notifying parents of their children's' school took place in September prior to the school holidays were run on 18 July. Thereafter and throughout the summer holidays we received applications for an In Year school places. Between 18 July and Friday 10 September we received 600 applications for an In Year school places. Please note that 52% of these applications were for children from outside this country.

Schools returned in May in September Monday September 5th and that week we received notification of 250 children who were not returning to school and were therefore were "school leavers". These "leavers" were removed from the system and w/c 12 September and then the allocation of the 600 requested took place on 19 September.

It is vital that "leavers" are moved from the system first so that we have the best position possible to allocate children to schools and meet as many of the preferences as possible and enable children to be allocated to their local school also to avoid having to direct children to schools more than 3 miles away from their home and incurring transport costs. There are also various processes associated with the allocation that requires school input. The schools are not there during the holidays (e.g. those schools who are their own admission authority and have to rank the applications)

Hence a parent who applies for a place for their child at the end of July does have to wait until the process has taken place. This does mean that those children who applied for a school places during the summer holidays will not be in in the first 2 weeks of September.

This process would be adopted by all authorities. Our situation is accentuated however by the sheer volume of applications we are receive. In addition to the 600 applications we received over the summer holiday in the subsequent 2 weeks we received a further 250 allocations of which 42% were new to this country.

Councillor Saltmarsh asked the following supplementary question:

Thank you Councillor Holdich for your extremely comprehensive I'm sure you would agree that noting our poor stats results for primary schools this is in a fairly important issue because a settled start at a school at the correct time would surely help improve the performance of some of the children. Thank you.

Councillor Holdich responded with:

	<p>I don't think that was a question but I think I'll get to the gist of the answer. The point is this. Until the schools come back from their Summer Holidays we don't know how many children are in the schools because people disappear, move away from the city or what for whatever reason. Therefore we can't allocate the place and the schools have seven days to find out from the people who are not in school whether they are actually coming back so you can't allocate a place for at least seven days.</p>
<p>8.</p>	<p>Question from Councillor Murphy</p> <p>To Councillor Walsh, Cabinet Member for Communities and Environment Capital</p> <p>What percentage of homeless families placed in temporary accommodation by Peterborough City Council have been waiting for more than two weeks for section 184 homeless decisions.</p> <p>Councillor Walsh responded with:</p> <p>Thank you Mr Mayor and thank you Councillor Murphy once again. There is no requirement to reach a decision on a homelessness declaration within two weeks of a homelessness presentation.</p> <p>The Homelessness Code of Guidance for local authorities (2006) states:</p> <p><i>Wherever possible, it is recommended that housing authorities aim to complete their inquiries and notify the applicant of their decision within 33 working days of accepting a duty to make inquiries under section.184.</i></p> <p>Homelessness cases can often be complex and require extensive investigation. Additionally, officers are not always able to make decisions swiftly as there are occasions where applicants do not make contact after initially presenting to the council.</p> <p>The average waiting time for applicants is currently 27.2 working days. Thank you.</p> <p>Councillor Murphy asked the following supplementary question:</p> <p>Thank you very much for your answer. So no decisions are made within two weeks. Isn't that remarkable bearing in mind most people now who are homeless are homeless because they have been evicted. So they have been served with a notice seeking possession we've insisted they've gone to court. I've asked for those that are in temporary accommodation so they've not gone away. You said some have gone away. Is the reasons for this because we are not very good or we haven't got enough staff or what?</p> <p>Councillor Walsh responded with:</p> <p>Thank you for your supplementary question. No you've got it wrong and you didn't understand what I said. I did not say that none had been made within two weeks I said that there is no requirement to make it within two weeks. If you want that exact figure of within two weeks I will get it to you Councillor Murphy. Thank you.</p>
<p>9.</p>	<p>Question from Councillor Johnson</p> <p>To Councillor Walsh, Cabinet Member for Communities and Environment Capital</p>

	<p>Whilst we are aware of the problem of homeless people staying in the Travel Lodge does the Cabinet member think it is morally right for the City Council to be negotiating with a developer who is evicting tenants from their homes in St Michaels Gate and thereby potentially making more families homeless?</p> <p>Why did Council officers not check the different type of tenancies granted to the residents as some have security of tenure beyond Christmas?</p> <p>Surely the Cabinet Member would agree that tenants in St Michaels Gate should be allowed to conduct their tenancies, which some have held without problems for a number of years, without this harassment and worry about their future?</p> <p>Councillor Walsh may have responded with:</p> <p>I believe that I have already answered some of the concerns raised in Cllr Johnson's question in my response to Cllr Fower.</p> <p>On the matter of morals, I will simply say that we, as a Council, were faced with a difficult decision. We chose the option that would result in the best value for our residents and taxpayers. I have already given a detailed explanation of this.</p> <p>Our officers have been in constant touch with Stef & Philips on the issue of tenure with respect to residents of St. Michael's Gate. I can confirm that we will ensure that all residents are treated properly and in accordance with the law.</p>
10.	<p>Question from Councillor Ferris</p> <p>To Councillor Elsey, Cabinet Member for Waste and Street Scene</p> <p>What is the annual cost of street cleansing in the city centre, and how much would it cost to deploy a dedicated team to the Lincoln Road 'corridor' (to include the adjacent Millfield and Gladstone areas) for a 12month period?</p> <p>Councillor Elsey may have responded with:</p> <p>The annual cost of street cleansing in the city centre is £251,000. This figure includes associated costs such as chewing gum removal, hot washing and graffiti removal. The city centre is cleansed by a dedicated team 7 days a week utilising gluttons and mechanical sweepers.</p> <p>There are various options and associated costs to deploy a team in the Lincoln Road corridor and these are as follows:</p> <ul style="list-style-type: none"> • £93,000 driver and 2 operatives with a caged vehicle; • £86,000 mechanical sweeper, driver and supporting operative; and • £29,000 1 barrow sweeper / lengthsman.
11.	<p>Question from Councillor Davidson</p> <p>To Councillor Walsh, Cabinet Member for Communities and Environment Capital</p> <p>Can the Cabinet Member please confirm if, "powers available to Prevention and Enforcement Service officers," includes enforcing against car or van owners for parking on grass verges?</p>

	<p>Councillor Walsh may have responded with:</p> <p>The Home Office prescribe the powers that can be accredited to non-police personnel. At present this list does not include powers to deal with verge parking. However, Police Constables within the Prevention and Enforcement Service are able to utilise other legislation where the correct circumstances are met (for example, where vehicles are parked on the pavement or are causing an unnecessary obstruction).</p> <p>As I am aware of the impact this issue has on communities, I have however asked officers to explore other options including new byelaws to specifically deal with this issue. This work is being taken forward within the Prevention and Enforcement Service and will be overseen by the officer working group that has been established following a discussion at Full Council earlier this year.</p>
12.	<p>Question from Councillor Amjad Iqbal</p> <p>To Councillor Walsh, Cabinet Member for Communities and Environment Capital</p> <p>What would be the costs per annum associated with making concessionary fares available to everyone in Peterborough over the age of 65? Would there be any tangible financial benefits in assisting with sustainable transportation plans, which are promoting inclusion through helping older people participate in more activities?</p> <p>Councillor Walsh may have responded with:</p> <p>Concessionary fares are part of the English National Concessionary Travel Scheme which is a national scheme by the Department for Transport. Currently all residents in Peterborough are entitled to a concessionary bus pass if they were born before 6 May 1953. This means any resident who is approximately 63 and a half years old is already entitled to a pass.</p> <p>The scheme allows free travel throughout England. Residents who have attained the state pension age for women, which is gradually being increased from 60 to 65, as well as eligible disabled residents, are entitled to free off-peak bus travel on weekdays and all day at weekends and Bank Holidays. Furthermore, in 2010 Government announced that the pensionable age for both men and women will now rise to 66 by 2020. The age of eligibility for concessionary travel will increase in line with these and any other future changes to the pensionable age for women.</p> <p>Local authorities can offer additional benefits which are not funded by the Department for Transport and here in Peterborough we allow blind and partially sight holders to travel before 09.30 on weekdays as well as allowing free travel on the two council funded dial-a-ride services.</p>
13.	<p>Question from Councillor Sandford</p> <p>To Councillor Walsh, Cabinet Member for Communities and Environment Capital</p> <p>I welcome the new improved bus services being implemented from 3 October and in particular the restoration after many years of an evening bus service to the Fengate area including the Showcase Cinema and the Peterborough Greyhound Stadium.</p> <p>Would the relevant Cabinet Member agree with me that it is vital that these new services are adequately publicised to help encourage people to use them? Could he outline what the Council and Stagecoach are doing to publicise the new services?</p>

Councillor Walsh may have responded with:

The Council has recently invested £100k per annum on improving the fully subsidised routes 20, 21 + 22. As a result of these changes, the services have been renumbered 60,61,62 + 63. This is due to a split of the service 21. The investment has seen some timetable changes to enable the new services to work closely with the existing bus network in allowing the residents of Peterborough to access employment and social activities, particularly in the Fengate area.

To promote these new services we have made information available via our social media streams (twitter and facebook) as well as running a press release via the Peterborough Telegraph. Stagecoach also publicised the changes via their website.

The Travelchoice team contacted businesses in the Fengate area to make them aware of enhancements to the bus service, in particular to make their staff aware. We contacted the Greyhound stadium and Showcase cinema who in turn are going to update their websites and also encourage staff to use the new bus services...

Information was made available at the Travelchoice Centre at Queensgate Bus Station alongside posters detailing the changes to the services at the Bays affected by the changes.

Members were also made aware of the forthcoming improvements to the bus services via our member services team.

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COUNCIL	AGENDA ITEM. 7(iii)
14 DECEMBER 2016	PUBLIC REPORT

PETITION FOR DEBATE – ‘PLEASE HELP TO STOP ST MICHAEL’S GATE RESIDENTS BEING EVICTED’

RECOMMENDATIONS
FROM: THE MAYOR, CHAIRMAN OF THE COUNCIL, AND THE MONITORING OFFICER
It is recommended that Council notes the petition and debates the request to take action.

1. PURPOSE AND REASON FOR REPORT

1.1 A petition has been received by the Council with contains more than 500 signatures from people who live, work or study in the city. As such, the right to a debate of the petition by a meeting of the full Council has been triggered, according to the Petitions Scheme.

2. BACKGROUND

2.1 As set out in the Council’s Petitions Scheme, if a petition contains more than 500 signatures from people who live, work or study in the city, it will trigger the right to be debated by a meeting of the full Council.

2.2 On 1 November 2016 a petition was received with the Council from Miss Jelana Stevic. Following the undertaking of a verification process, the petition was confirmed to include 507 eligible signatures.

2.3 Miss Stevic requested that the petition was debated by a meeting of the full Council, as per the Petitions Scheme.

2.4 The petition is titled ‘Please Help to Stop St Michael’s Gate Residents Being Evicted’. The summary and background to the petition reads, “By adding your signature the Lease with Steph and Philips Limited for the use of St Michael’s Gate Parnwell, prevent them using St Michael’s as interim accommodation for homeless families.”

2.5 The petition calls on Peterborough City Council to take action and not support the deal and requests a debate at this Council meeting in December 2016.

2.6 A copy of the petition is available to Members to view upon request.

3. IMPLICATIONS

3.1 Finance Implications – There are no financial, legal, or equalities implications arising from this report.

3.2 Governance Implications – This report will be debated following the presentation of the petition. The Leader Petitioner has five minutes to present this petition. Members will then be invited to debate the request contain therein. The usual rules of procedure will apply to this debate. Each Member may speak once for no longer than 3 minutes. A Member may not speak again, except

on a point of order, by way of a personal explanation, or by way of a statement of accuracy. The Mayor will invite a vote on the recommendation at the close of the debate.

4. BACKGROUND DOCUMENTS

4.1 Peterborough City Council Petitions Scheme.

5. APPENDICES

5.1 None.

COUNCIL	AGENDA ITEM No. 9(i)
14 DECEMBER 2016	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(i) CABINET RECOMMENDATION – EXECUTIVE PROCEDURE RULES

Cabinet, at its meeting of 7 November 2016, received a report which requested its approval to the amended Executive Procedure Rules for ratification by Council. Cabinet approved the proposed changes to the Executive Procedure Rules (Part 4 – Section 7).

It is recommended that Council note the changes to Part 4 – Section 7 of the Constitution (Executive Procedure Rules).

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ITEM 9(i) – FOR INFORMATION

CABINET	AGENDA ITEM No. 11
7 NOVEMBER 2016	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor John Holdich, Leader of the Council and Cabinet Member for Education, Skills and University	
Contact Officer(s):	Kim Sawyer, Director of Governance	Tel. 452361

EXECUTIVE PROCEDURE RULES

R E C O M M E N D A T I O N S	
FROM : Leader of the Council and Cabinet Member for Education, Skills and University	Deadline date: Council on 14 December 2016
The Cabinet are asked to:	
<ol style="list-style-type: none"> 1. Approve the proposed changes to the Executive Procedure Rules (Part 4 - Section 7) as set out in Appendix 1; 2. Request that Council note these changes at its meeting on 14 December 2016. 	

1. ORIGIN OF REPORT

- 1.1 Cabinet on 21 March approved changes to the Executive Procedure Rules (Part 4 - Section 7) to take account of the hybrid model and to update the procedures to take account of other matters.
- 1.2 The hybrid model was not adopted and therefore the changes proposed by the Executive were not reviewed by Council. Subsequently, Council set up a Committee Review Group to review the committee arrangements, including scrutiny arrangements. The Group reported to Council in October on the results of its review and will report in December on revised scrutiny procedure rules. The Group also recommends that the Executive consider retaining some of the principles of pre-decision scrutiny. Those recommendations are in this report.
- 1.3 The Executive Procedure Rules have been updated in a number of important ways and this report sets out those changes.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to obtain Cabinet's approval to the amended executive procedure rules set out in **Appendix 1** for ratification by Council.
- 2.2 This report is for Cabinet to consider under its terms of reference 3.2.5 to review and recommend to Council changes to the Council's Constitution, protocols and procedure rules.

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	NO
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Date for relevant Council meeting	12 OCTOBER 2016
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4. BACKGROUND

- 4.1. Cabinet on 21 March approved changes to the Executive Procedure Rules to take account of the hybrid model and to update the procedures to take account of other matters.
- 4.2. Following the decision by Council at its annual meeting in May, to not proceed with the hybrid model, the Cabinet need to reconsider their procedures rules to take account of that decision.
- 4.3. The procedure rules have been amended to delete reference to the hybrid model. However, the Committee Review Group set up by Council to review the committee structure recommend that the Executive encourage pre-decision scrutiny. It considered that call in may be avoided by better use of pre-decision scrutiny and that this should be encouraged.
- 4.4. The hybrid model attempted to enshrine pre-scrutiny into the Council's decision making processes. However, the concern about the hybrid model was that it extended a 28 day timetable for decision making to a minimum of 42 days. In some cases this is impractical and goes beyond the statutory provisions. They favoured a more informal arrangement using scrutiny committees' current powers.
- 4.5. The constitution gives scrutiny committees the opportunity to pre-scrutinise executive decisions. The Forward Plan is a standing agenda item on all Scrutiny Committee agendas so each committee has an opportunity to see all decisions coming before Cabinet in the next month and any Scrutiny Committee can ask to review those reports prior to submission to Cabinet. These powers are rarely used.
- 4.6. Where decisions have gone to scrutiny before going to Cabinet, Cabinet have endorsed their recommendations. In comparison, in the last two years, there have been five requests to call in an executive decision and none were called in by the Committee. This demonstrates that pre-scrutiny can be more effective than call-in and would indicate that Scrutiny Committees could operate more effectively by relying on their existing rights to early engagement in key decisions.
- 4.7. The Group therefore recommend that the Executive consider including the following wording in their executive procedure rules:

5.3 By agreement with the relevant Cabinet member, the executive decision making timetable can be delayed to allow a scrutiny committee to consider and make recommendations on a policy proposal or proposed decision, prior to the decision being taken. Should there be any disagreement the Leader shall have the final say in any dispute between the Cabinet Member and the Scrutiny Committee requesting the item for pre-scrutiny.
- 4.8. The Group has made recommendations to Council to change the call in arrangements to ensure they are more efficient and avoid delays in implementing decisions and revised scrutiny procedure rules will be submitted to Council in December.
- 4.9. When consulting on the hybrid model, there was concern that there was no explicit provision for scrutiny committees to speak at Cabinet meetings. Paragraph 3.4 "business to be transacted" enables scrutiny to place an item on the executive agenda. However, there is no provision for the Chair of a scrutiny committee to speak at Cabinet on recommendations from his or her scrutiny committee. The Cabinet in March agreed to make provision for this and therefore the following provision has been retained.

Members of Scrutiny Committee: *Where a Scrutiny Committee has made recommendations to the Cabinet, the Cabinet meeting will consider the recommendations of the Scrutiny Committee before making a decision and the Chairman of the relevant Scrutiny Committee, or his or her nominee may speak in support of their Committee's recommendations subject to the Leader agreeing. (Paragraph 11.4)*

4.10. Other matters not relating to pre-scrutiny have been retained and are summarised below:

- (a) Public and Private Meetings of Cabinet – This section has been amended to comply with the Localism Act and subsequent regulations to give 28 clear days' notice of private meetings. (paragraph 1.7)
- (b) The Executive Agenda – It removes the requirement for the Monitoring Officer to place an item on the agenda of a cabinet meeting at the request of a Member. It is for the Leader to decide the cabinet agenda, subject to any reports submitted by a scrutiny committee or full Council. Members may ask the Leader to put an item on the agenda. (paragraph 2.4)
- (c) Forward Plan - This section has been amended to comply with the Localism Act and subsequent regulations in relation to key decisions. (paragraph 4)
- (d) Question Time: The previous executive procedure rules made provision for Cabinet to hold quarterly question time meetings. As this has not been used and no proposals were made by the previous working group to retain this process, it is proposed to delete this section.

5. CONSULTATION

- 5.1 Members were represented on the previous Design & Implementation Working Group and they raised the issue of speaking rights of scrutiny chairs at Cabinet meetings following consultation with scrutiny members.
- 5.2 The Committee Review Group on 30 August reviewed the current scrutiny arrangements as requested by Council and have made the recommendations to the October meeting of Council.

6. ANTICIPATED OUTCOMES

- 6.1 The proposed changes will ensure the Cabinet Procedure Rules are in line with current legislation and best practice.

7. REASONS FOR RECOMMENDATIONS

- 7.1. The Cabinet procedure rules were updated in March but since that time, Council decided not to implement a hybrid model. Reference to the hybrid model need to be removed from the procedure rules agreed by Cabinet.
- 7.2. The Committee Review Group was asked to review the Council's scrutiny arrangements and it has asked the Executive to consider its recommended changes to the rules. The amended rules will need to be reviewed by Council in December, as part of the review of the committee structure.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1. The Monitoring Officer is required to keep the constitution up to date, taking into account current legislation. The Cabinet may consider that speaking rights of scrutiny chairs are not required, as the Chair or Cabinet have the power to agree arrangements once a request is received. However, these are recommended to avoid confusion. There is no requirement to adopt pre-scrutiny arrangements as recommended in this report.

9. IMPLICATIONS

9.1 Legal Implications

The Leader has responsibility under s.9E of the Local Government Act 2000 to set out the arrangements for executive decision making. The Executive Procedure Rules detail the manner in which the Leader proposes to make decisions, largely through the Cabinet process. The Council cannot interfere or change the Leader's arrangements and for this reason, Council is only asked to note these procedure rules for inclusion within the Constitution.

9.2 Financial Implications

There are no specific financial implications arising from this report

10. BACKGROUND DOCUMENTS

- 10.1 None

11. APPENDICES

Appendix 1 - Executive Procedure Rules

Section 7 - Executive Procedure Rules

1. POWERS AND DELEGATIONS

1.1 Power to make executive decisions

The Leader may provide executive functions to be discharged by:

- (a) the Cabinet as a whole;
- (b) a Committee of the Cabinet;
- (c) an individual Member of the Cabinet;
- (d) an officer;
- (e) joint arrangements; or
- (f) another local authority.

1.2 Delegation by the Leader

The Leader will present to the Annual Meeting of the Council a written record of delegations to be made by him or her for inclusion in the Council's Scheme of Delegation as set out in Part 3 to this Constitution. The document presented by the Leader will contain the following information about Executive functions in relation to the coming year:

- (a) the names and wards of the Members appointed to the Cabinet;
- (b) the extent of any authority delegated to Cabinet Members individually, including details of the limitation on their authority;
- (c) the terms of reference and constitution of such Executive Committees as the Leader appoints and the names of Cabinet Members appointed to them;
- (d) the nature and extent of any delegation of Executive functions to any other authority or any joint arrangements, and the names of those Executive Members appointed to any joint Committee for the coming year; and
- (e) the nature and extent of any delegation to officers with details of any limitation on that delegation, and the title of the officer to whom the delegation is made.

1.3 Sub-delegation of executive functions

1.3.1 Where the Cabinet, a Committee of the Executive or an individual Member of the Cabinet is responsible for an executive function, they may not delegate further to a sub-Committee or officer without the consent of the Leader.

1.3.2 Even where Executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.

1.3.3 Where the Cabinet or a Cabinet Member delegates to a Committee, or joint arrangements, it or they shall make known publicly the terms of reference and constitution of the committee. Likewise, when delegating to an officer, it or they shall make known the nature and extent of the delegation, together with details of any limitation on that delegation.

1.4 Amendments to Delegations

- 1.4.1 The Leader may amend the scheme of delegation relating to Executive functions at any time. To do so, the Leader must give written notice to the Monitoring Officer and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, Committee or the Cabinet as a whole. The Monitoring Officer will present a report to the next Ordinary meeting of the Council setting out the changes made by the Leader.
- 1.4.2 Where the Leader seeks to withdraw delegation from a Committee of the Cabinet, notice will be deemed to be served on that Committee when he or she has served it on its Chairman.
- 1.5 Conflicts of Interest**
- 1.5.1 Where any Cabinet Member has a conflict of interest this should be dealt with as set out in the Council's Code of Conduct in Part 5 of this Constitution.
- 1.5.2 If the exercise of an Executive function has been delegated to a Committee of the Cabinet, an individual Member or an officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made.

2. PUBLIC AND PRIVATE MEETINGS

- 2.1 Executive decisions which have been delegated to the Cabinet as a whole will be taken at a meeting convened in accordance with the Access to Information Rules in Part 4 Section 5 of this Constitution.
- 2.2 Where Executive decisions are delegated to a Committee of the Cabinet, the rules applying to Executive decisions taken by them shall be the same as those applying to those taken by the Cabinet as a whole.
- 2.3 All Cabinet meetings or any sub-committees where executive decisions are to be made will be held in public except when the Leader or Cabinet has resolved to:
- (a) exclude the press and public from all or part of a meeting in accordance with the Access to Information Rules or
 - (b) exclude a member or members of the public in order to maintain orderly conduct or prevent misbehaviour at the meeting in accordance with Council's standing orders.
- 2.4 Where the Cabinet or a sub-committee will need to meet in private to take a decision which involves exempt or confidential information, the meeting may only take place if:
- (a) notice has been published at the Town Hall and on the Council's website giving the reasons for holding the meeting in private at least 28 clear (calendar) days before the meeting. This notice will be included in the forward plan.
 - (b) a further notice is published at the Town Hall and on the Council's website at least 5 clear days before the meeting giving the reasons for holding the meeting in private and any representations received. This will form part of the Cabinet agenda.

2.5 Where the date of a private meeting of Cabinet or its sub-committees makes compliance with (a) and (b) impractical, the meeting may only be held and any decision taken if agreement is obtained that the meeting is urgent and cannot reasonably be deferred from:

- (a) the Chairman of the relevant Scrutiny Committee
- (b) If there is no Chairman or he/she is unable to act, then the Mayor or
- (c) in his/her absence, the Deputy Mayor

2.6 A notice setting out the reasons why the private meeting is urgent and cannot reasonably be deferred must be published at the Town Hall and on the Council's website as soon as reasonably practicable after agreement has been obtained.¹

3. CABINET MEETINGS

3.1 Frequency of Cabinet meetings

The Cabinet will meet up to 10 times per municipal year at times to be agreed by the Leader. The Cabinet shall meet at the Council's main offices, at the Town Hall or another location to be agreed by the Leader.

3.2 Quorum

The quorum for a meeting of the Cabinet, or a Committee of it, shall be three Members.

3.3 Chairman

The Leader will preside at any meeting of the Executive or its Committees at which he or she is present, or may appoint another person to do so.

3.4 Business to be transacted

At each meeting of the Cabinet the following business will be conducted:

- (a) Apologies for absence from Members
- (b) Receive the minutes of the previous meeting.
- (c) Declarations of interest, if any
- (d) To receive any petitions
- (e) Matters referred to the Cabinet by a scrutiny committee or by the Council for reconsideration by the Cabinet
- (f) Consideration of business on the Forward Plan

- (g) Consideration of other reports from a scrutiny committee

¹ *(The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.)*

- (h) Urgent Items of business with the consent of the Leader provided the rules under paragraph 4 to 8 below have been followed. The Leader will explain why the matter is urgent and the reasons given will be recorded in Cabinet's minutes.

3.5 Consultation

All reports to the Cabinet from any Cabinet Member or an officer on proposals relating to the Budget and Policy Framework must include details of the nature, extent and outcome of consultation with the Scrutiny Committees and with stakeholders. Reports about other matters will include details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

3.6 The Executive agenda

- 3.6.1 The Leader will decide upon the schedule for the meetings of the Cabinet. He or she may put on the agenda of any Executive meeting any matter which he or she wishes, whether or not authority has been delegated to the Cabinet, a Committee of it or any Cabinet Member or officer in respect of that matter. The Monitoring Officer will comply with the Leader's requests in this respect.
- 3.6.2 The Monitoring Officer will ensure that an item is placed on the agenda of the next available meeting of the Cabinet where a scrutiny committee, or the full Council have resolved that an item be considered by the Cabinet.
- 3.6.3 Any Member or Committee may ask the Leader to put an item on the agenda of an Executive meeting for consideration. If the Leader agrees, the Monitoring Officer will put an item on the agenda. The item will give the name of the Member or Committee that asked for the item to be considered.
- 3.6.4 The Monitoring Officer and/or the Chief Financial Officer may include an item for consideration on the agenda of a Cabinet meeting and may require the Proper Officer to call such a meeting in pursuance of their statutory duties. In other circumstances, where any two of the Head of Paid Service, Chief Financial Officer and Monitoring Officer are of the opinion that a meeting of the Cabinet needs to be called to consider a matter that requires a decision, they may jointly include an item on the agenda of a Cabinet meeting. If there is no meeting of the Cabinet soon enough to deal with the issue in question, then the person(s) entitled to include an item on the agenda may also require that a meeting be convened at which the matter will be considered.
- 3.6.5 The Chief Executive and Directors may include an item on the agenda of a Cabinet meeting and shall be entitled to attend that meeting, speak on the item in question and have his or her views recorded in the minutes of the meeting.

4. PROCEDURE BEFORE TAKING KEY DECISIONS

- 4.1 Subject to paragraphs 6 (urgency) and 7 (special urgency) below, a key decision may not be taken unless:
 - (a) the Forward Plan of Executive Decisions has been published and includes the matter in question for a period of at least 28 clear (calendar) days;

- (b) at least five clear working days have elapsed since the publication of a report; and
- (c) where the decision is to be taken at a meeting of the Cabinet or its Committees, notice of the meeting has been given in accordance with Access to Information Rules Part 4 Section 5 of the Constitution.

5. THE FORWARD PLAN OF EXECUTIVE DECISIONS

5.1 The Forward Plan of Executive Decisions will contain all matters subject to an executive decision to be taken by the Cabinet, a Committee of the Cabinet, individual Cabinet Members, officer key decisions, or under joint arrangements in the course of the discharge of an Executive function during the period covered by the Forward Plan. It will describe the following particulars in so far as the information is available or might reasonably be obtained:

- (a) that a key decision is being made on behalf of the local authority
- (b) the matter in respect of which a decision is to be made;
- (c) where the decision taker is an individual, his or her name and title, if any and where the decision taker is a body, its name and details of membership;
- (d) the date on which, or the period within which, the decision will be taken;
- (e) the identity of the principal groups whom the decision taker proposes to consult before taking the decision;
- (f) the steps any person might take who wishes to make representations to the Cabinet or decision taker about the matter in respect of which the decision is to be made, and the date by which those steps must be taken;
- (g) a list of the documents submitted to the decision taker for consideration in relation to the matter.
- (h) the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed is available.
- (i) that other documents relevant to those matters may be submitted to the decision maker; and
- (j) the procedure for requesting details of those documents (if any) as they become available.

5.2 Exempt information need not be included in the Forward Plan and confidential information cannot be included.

5.3 By agreement with the relevant Cabinet Member, the executive decision making timetable can be delayed to allow a scrutiny committee to consider and make recommendations on a policy proposal or proposed decision, prior to the decision being taken. If the Cabinet Member and Scrutiny Chair are unable to reach agreement upon whether a matter should be referred for pre-scrutiny, the Leader will make the final decision as to whether the matter should be referred to a Scrutiny Committee before the decision is made .

6. GENERAL EXCEPTION - URGENCY

6.1 If a matter which is likely to be a key decision has not been included in the Forward Plan, then subject to paragraph 7 below, the decision may still be taken if:

- (a) the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next Forward Plan and until the start of

- the first period to which the next forward plan relates;
- (b) the Monitoring Officer has informed the Chairman of the relevant Scrutiny Committee, or if there is no such person, each Member of that Committee by notice in writing, of the matter to which the decision is to be made;
 - (c) the Monitoring Officer has made copies of that notice available to the public at the offices of the Council; and
 - (d) at least five clear working days have elapsed since the Monitoring Officer complied with paragraphs 6.1 (b) and (c) above.
- 6.2 Where such a decision is taken collectively, it must be taken in public subject to these provisions.

7. SPECIAL URGENCY

If by virtue of the date by which a decision must be taken the provisions in paragraph 6 above cannot be followed, then the decision can only be taken if the decision taker (if an individual) or the Chairman of the body making the decision, obtains the agreement of the Chairman of the relevant Scrutiny Committee that the taking of the decision cannot be reasonably deferred. If there is no Chairman of the relevant Scrutiny Committee, or if the Chairman is unable to act, then the agreement of the Mayor, or in his or her absence the Deputy Mayor will suffice.

8. REPORTS ON SPECIAL URGENCY DECISIONS

The Leader will submit reports to the Council on any Executive decisions taken in the circumstances set out in paragraph 7 (Special Urgency) above in the preceding three months. The report will include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken.

9. RECORD OF DECISIONS

After any meeting of the Cabinet or any of its Committees, whether held in public or private, the Monitoring Officer or, where no officer was present, the person presiding at the meeting, will produce a record of every decision taken at that meeting as soon as practicable and in accordance with the timetable for call-in arrangements. The record will include a statement of the reasons for each decision and any alternative options considered and rejected at that meeting.

10. NOTICE OF MEETING OF THE CABINET

Members of the Cabinet or its Committees will be entitled to receive five clear working days' notice of a meeting to which they are summoned, unless the meeting is convened at shorter notice as a matter of urgency.

11. ATTENDANCE AT MEETING OF THE CABINET

- 11.1 **Cabinet Members:** All Cabinet Members will be served notice of all meetings of Committees of the Cabinet, whether or not they are Members of that Committee.

All Cabinet Members are entitled to attend any meeting of any Committee of the Executive.

- 11.2 **Officers:** Directors with an item to be discussed at a public meeting of the Cabinet shall be able to attend the meeting and speak to that item and to have their views recorded.
- 11.3 **Ward members:** Ward Members shall be served notice of meetings of the Cabinet where the Cabinet will discuss an item which affects that Member's Ward. Ward Members shall have the right to address the Cabinet and make representations or ask questions on behalf of their constituents who will not be entitled to participate or ask questions themselves. This includes when exempt matters are under discussion, where the matter relates to the member's ward, subject to the same conditions as apply to attendance at committee or sub-committee meetings set out in Part 4, Section 1, paragraph 7.5.
- 11.4 **Members of Scrutiny Committee:** Where a Scrutiny Committee has made recommendations to the Cabinet, the Cabinet meeting will consider the recommendations of the Scrutiny Committee before making a decision and the Chairman of the relevant Scrutiny Committee, or his or her nominee may speak in support of their Committee's recommendations subject to the Leader agreeing.

12. DECISIONS BY INDIVIDUAL MEMBERS OF THE CABINET

12.1 Reports intended to be taken into account

Where a Cabinet Member receives an officer report which he or she intends to take into account in making any key decision, then he or she will not make the decision until at least five clear days after receipt of that report.

12.2 Record of individual decision

By no later than 5.30pm on the second working day after an executive decision has been taken by a Cabinet Member or a key decision has been taken by an officer, he or she will prepare, or instruct the Monitoring Officer to prepare, a record of the decision, a statement of the reasons for it and any alternative options considered and rejected. The rules set out in Section 5 – Access to Information Procedures will also apply to the making of decisions by Cabinet Members. This does not require the disclosure of exempt or confidential information or advice from a political assistant.

13. CABINET WORKING PARTIES

The Leader, the Cabinet or a Cabinet Member may only appoint a working party to advise about a particular issue if the matter cannot be referred to a Scrutiny Committee. The Leader, Cabinet or Cabinet Member will decide how many Members and officers the working party will have, and whether Members from more than one political group should be represented. The working party will not have any decision-making powers, but will make recommendations and reports to the decision-maker that appointed it.

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Section 7 - Executive Procedure Rules

1. POWERS AND DELEGATIONS

1.1 Power to make executive decisions

The Leader may provide executive functions to be discharged by:

- (a) the Cabinet as a whole;
- (b) a Committee of the Cabinet;
- (c) an individual Member of the Cabinet;
- (d) an officer;
- (e) joint arrangements; or
- (f) another local authority.

1.2 Delegation by the Leader

The Leader will present to the Annual Meeting of the Council a written record of delegations to be made by him or her for inclusion in the Council's Scheme of Delegation as set out in Part 3 to this Constitution. The document presented by the Leader will contain the following information about Executive functions in relation to the coming year:

- (a) the names, ~~addresses~~ and wards of the Members appointed to the Cabinet;
- (b) the extent of any authority delegated to Cabinet Members individually, including details of the limitation on their authority;
- (c) the terms of reference and constitution of such Executive Committees as the Leader appoints and the names of Cabinet Members appointed to them;
- (d) the nature and extent of any delegation of Executive functions to any other authority or any joint arrangements, and the names of those Executive Members appointed to any joint Committee for the coming year; and
- (e) the nature and extent of any delegation to officers with details of any limitation on that delegation, and the title of the officer to whom the delegation is made.

1.3 Sub-delegation of executive functions

1.3.1 Where the Cabinet, a Committee of the Executive or an individual Member of the Cabinet is responsible for an executive function, they may not delegate further to a sub-Committee or officer without the consent of the Leader.

1.3.2 Even where Executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.

1.3.3 Where the Cabinet or a Cabinet Member delegates to a Committee, or joint arrangements, it or they shall make known publicly the terms of reference and constitution of the committee. Likewise, when delegating to an officer, it or they shall make known the nature and extent of the delegation, together with details of any limitation on that delegation.

1.4 Amendments to Delegations

- 1.4.1 The Leader may amend the scheme of delegation relating to Executive functions at any time. To do so, the Leader must give written notice to the Monitoring Officer and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, Committee or the Cabinet as a whole. The Monitoring Officer will present a report to the next Ordinary meeting of the Council setting out the changes made by the Leader.
- 1.4.2 Where the Leader seeks to withdraw delegation from a Committee of the Cabinet, notice will be deemed to be served on that Committee when he or she has served it on its Chairman.
- 1.5 **Conflicts of Interest**
- 1.5.1 Where any Cabinet Member has a conflict of interest this should be dealt with as set out in the Council's Code of Conduct in Part 5 of this Constitution.
- 1.5.2 If the exercise of an Executive function has been delegated to a Committee of the Cabinet, an individual Member or an officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made.

2. PUBLIC AND PRIVATE MEETINGS

- 2.1 Executive decisions which have been delegated to the Cabinet as a whole will be taken at a meeting convened in accordance with the Access to Information Rules in Part 4 Section 5 of ~~this~~ Constitution.
- 2.2 Where Executive decisions are delegated to a Committee of the Cabinet, the rules applying to Executive decisions taken by them shall be the same as those applying to those taken by the Cabinet as a whole.
- 2.3 All Cabinet meetings or any sub-committees where executive decisions are to be made will be held in public except when the Leader or Cabinet has resolved to:
- (a) exclude the press and public from all or part of a meeting in accordance with the Access to Information Rules or
 - (b) exclude a member or members of the public in order to maintain orderly conduct or prevent misbehaviour at the meeting in accordance with Council's standing orders.
- 2.4 Where the Cabinet or a sub-committee will need to meet in private to take a decision which involves exempt or confidential information, the meeting may only take place if:
- (a) notice has been published at the Town Hall and on the Council's website giving the reasons for holding the meeting in private at least 28 clear (calendar) days before the meeting. This notice will be included in the forward plan.
 - (b) a further notice is published at the Town Hall and on the Council's website at least 5 clear days before the meeting giving the reasons for holding the meeting in private and any representations received. This will form part of the Cabinet agenda.

- 2.5 Where the date of a private meeting of Cabinet or its sub-committees makes compliance with (a) and (b) impractical, the meeting may only be held and any decision taken if agreement is obtained that the meeting is urgent and cannot reasonably be deferred from:
- (a) the Chairman of the relevant Scrutiny Committee
 - (b) If there is no Chairman or he/she is unable to act, then the Mayor or
 - (c) in his/her absence, the Deputy Mayor
- 2.6 A notice setting out the reasons why the private meeting is urgent and cannot reasonably be deferred must be published at the Town Hall and on the Council's website as soon as reasonably practicable after agreement has been obtained.¹

3. CABINET MEETINGS

3.1 Frequency of Cabinet meetings

The Cabinet will meet up to 10 times per municipal year at times to be agreed by the Leader. The Cabinet shall meet at the Council's main offices, at the Town Hall or another location to be agreed by the Leader.

3.2 Quorum

The quorum for a meeting of the Cabinet, or a Committee of it, shall be three Members.

3.3 Chairman

The Leader will preside at any meeting of the Executive or its Committees at which he or she is present, or may appoint another person to do so.

3.4 Business to be transacted

At each meeting of the Cabinet the following business will be conducted:

- (a) Apologies for absence from Members
- (b) Receive the minutes of the previous meeting.
- (c) Declarations of interest, if any
- (d) To receive any petitions
- (e) Matters referred to the Cabinet by a scrutiny committee or by the Council for reconsideration by the Cabinet
- (f) Consideration of business on the Forward Plan

- (g) Consideration of other reports from a scrutiny committee

¹ *(The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.)*

- (h) Urgent Items of business with the consent of the Leader provided the rules under paragraph 4 to 8 below have been followed. The Leader will explain why the matter is urgent and the reasons given will be recorded in Cabinet's minutes.

3.5 Consultation

All reports to the Cabinet from any Cabinet Member or an officer on proposals relating to the Budget and Policy Framework must include details of the nature, extent and outcome of consultation with the Scrutiny Committees and with stakeholders. Reports about other matters will include details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

3.6 The Executive agenda

- 3.6.1 The Leader will decide upon the schedule for the meetings of the Cabinet. He or she may put on the agenda of any Executive meeting any matter which he or she wishes, whether or not authority has been delegated to the Cabinet, a Committee of it or any Cabinet Member or officer in respect of that matter. The Monitoring Officer will comply with the Leader's requests in this respect.
- 3.6.2 The Monitoring Officer will ensure that an item is placed on the agenda of the next available meeting of the Cabinet where a scrutiny committee, or the full Council have resolved that an item be considered by the Cabinet.
- 3.6.3 Any Member or Committee may ask the Leader to put an item on the agenda of an Executive meeting for consideration. If the Leader agrees, the Monitoring Officer will put an item on the agenda. The item will give the name of the Member or Committee that asked for the item to be considered.
- 3.6.4 The Monitoring Officer and/or the Chief Financial Officer may include an item for consideration on the agenda of a Cabinet meeting and may require the Proper Officer to call such a meeting in pursuance of their statutory duties. In other circumstances, where any two of the Head of Paid Service, Chief Financial Officer and Monitoring Officer are of the opinion that a meeting of the Cabinet needs to be called to consider a matter that requires a decision, they may jointly include an item on the agenda of a Cabinet meeting. If there is no meeting of the Cabinet soon enough to deal with the issue in question, then the person(s) entitled to include an item on the agenda may also require that a meeting be convened at which the matter will be considered.
- 3.6.5 The Chief Executive and Directors may include an item on the agenda of a Cabinet meeting and shall be entitled to attend that meeting, speak on the item in question and have his or her views recorded in the minutes of the meeting.

4. PROCEDURE BEFORE TAKING KEY DECISIONS

- 4.1 Subject to paragraphs 6 (urgency) and 7 (special urgency) below, a key decision may not be taken unless:
 - (a) the Forward Plan of Executive Decisions has been published and includes the matter in question for a period of at least 28 clear (calendar) days;

- (b) at least five clear working days have elapsed since the publication of a report; and
- (c) where the decision is to be taken at a meeting of the Cabinet or its Committees, notice of the meeting has been given in accordance with Access to Information Rules Part 4 Section 5 of the Constitution.

5. THE FORWARD PLAN OF EXECUTIVE DECISIONS

5.1 The Forward Plan of Executive Decisions will contain all matters subject to an executive decision to be taken by the Cabinet, a Committee of the Cabinet, individual Cabinet Members, officer **key decisions**, or under joint arrangements in the course of the discharge of an Executive function during the period covered by the Forward Plan. It will describe the following particulars in so far as the information is available or might reasonably be obtained:

- (a) that a key decision is being made on behalf of the local authority
- (b) the matter in respect of which a decision is to be made;
- (c) where the decision taker is an individual, his or her name and title, if any and where the decision taker is a body, its name and details of membership;
- (d) the date on which, or the period within which, the decision will be taken;
- (e) the identity of the principal groups whom the decision taker proposes to consult before taking the decision;
- (f) the steps any person might take who wishes to make representations to the Cabinet or decision taker about the matter in respect of which the decision is to be made, and the date by which those steps must be taken;
- (g) a list of the documents submitted to the decision taker for consideration in relation to the matter.
- (h) the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed is available.
- (i) that other documents relevant to those matters may be submitted to the decision maker; and
- (j) the procedure for requesting details of those documents (if any) as they become available.

5.2 Exempt information need not be included in the Forward Plan and confidential information cannot be included.

5.3 By agreement with the relevant Cabinet Member, the executive decision making timetable can be delayed to allow a scrutiny committee to consider and make recommendations on a policy proposal or proposed decision, prior to the decision being taken. -If the Cabinet Member and Scrutiny Chair are unable to reach agreement upon whether a matter should be referred for pre-scrutiny, the Leader will make the final decision as to whether the matter should be referred to a Scrutiny Committee before the decision is made have the final say upon the referral.

6. GENERAL EXCEPTION - URGENCY

6.1 If a matter which is likely to be a key decision has not been included in the Forward Plan, then subject to paragraph 7 below, the decision may still be taken if:

- (a) the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next Forward Plan and until the start of the first period to which the next forward plan relates;
- (b) the Monitoring Officer has informed the Chairman of the relevant Scrutiny Committee, or if there is no such person, each Member of that Committee by notice in writing, of the matter to which the decision is to be made;
- (c) the Monitoring Officer has made copies of that notice available to the public at the offices of the Council; and
- (d) at least five clear working days have elapsed since the Monitoring Officer complied with paragraphs 6.1 (b) and (c) above.

6.2 Where such a decision is taken collectively, it must be taken in public subject to these provisions.

7. SPECIAL URGENCY

If by virtue of the date by which a decision must be taken the provisions in paragraph 6 above cannot be followed, then the decision can only be taken if the decision taker (if an individual) or the Chairman of the body making the decision, obtains the agreement of the Chairman of the relevant Scrutiny Committee that the taking of the decision cannot be reasonably deferred. If there is no Chairman of the relevant Scrutiny Committee, or if the Chairman is unable to act, then the agreement of the Mayor, or in his or her absence the Deputy Mayor will suffice.

8. ~~QUARTERLY~~ REPORTS ON SPECIAL URGENCY DECISIONS

The Leader will submit ~~quarterly~~ reports to the Council on ~~any the~~ Executive decisions taken in the circumstances set out in paragraph 7 (Special Urgency) above in the preceding three months. The report will include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken.

9. RECORD OF DECISIONS

After any meeting of the Cabinet or any of its Committees, whether held in public or private, the Monitoring Officer or, where no officer was present, the person presiding at the meeting, will produce a record of every decision taken at that meeting as soon as practicable and in accordance with the timetable for call-in arrangements. The record will include a statement of the reasons for each decision and any alternative options considered and rejected at that meeting.

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All Cabinet Members are entitled to attend any meeting of any Committee of the Executive.

- 11.2 **Officers:** Directors with an item to be discussed at a public meeting of the Cabinet shall be able to attend the meeting and speak to that item and to have their views recorded.

- 11.3 **Ward members:** Ward Members shall be served notice of meetings of the Cabinet where the Cabinet will discuss an item which affects that Member's Ward. Ward Members shall have the right to address the Cabinet and make representations or ask questions on behalf of their constituents who will not be entitled to participate or ask questions themselves. This includes when exempt matters are under discussion, where the matter relates to the member's ward, subject to the same conditions as apply to attendance at committee or sub-committee meetings set out in Part 4, Section 1, paragraph 7.5.

- 11.4 [Members of Scrutiny Committee: Where a Scrutiny Committee has made recommendations to the Cabinet, the Cabinet meeting will consider the recommendations of the Scrutiny Committee before making a decision and the Chairman of the relevant Scrutiny Committee, or his or her nominee may speak in support of their Committee's recommendations subject to the Leader agreeing.](#)

12. DECISIONS BY INDIVIDUAL MEMBERS OF THE CABINET

12.1 Reports intended to be taken into account

Where a Cabinet Member receives an officer report which he or she intends to take into account in making any key decision, then he or she will not make the decision until at least five clear days after receipt of that report.

12.2 Record of individual decision

By no later than 5.30pm on the second working day after an executive decision has been taken by a Cabinet Member or a key decision has been taken by an officer, he or she will prepare, or instruct the Monitoring Officer to prepare, a record of the decision, a statement of the reasons for it and any alternative options considered and rejected. The rules set out in Section 5 – Access to Information Procedures will also apply to the making of decisions by Cabinet Members. This does not require the disclosure of exempt or confidential information or advice from a political assistant.

13. CABINET WORKING PARTIES

The Leader, the Cabinet or a Cabinet Member may only appoint a working party to advise about a particular issue if the matter cannot be referred to a Scrutiny Committee. The Leader, Cabinet or Cabinet Member will decide how many Members and officers the working party will have, and whether Members from more than one political group should be represented. The working party will not have any decision-making powers, but will make recommendations and reports to the decision-maker that appointed it.

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COUNCIL	AGENDA ITEM No. 9(i)
14 DECEMBER 2016	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(i) AUDIT COMMITTEE RECOMMENDATION – APPOINTING PERSON ARRANGEMENT FOR THE APPOINTMENT OF THE EXTERNAL AUDITOR

Audit Committee, at its meeting of 21 November 2016, received a report which set out the options available to the Council regarding the adoption of an appointing person arrangement for the appointment of an external auditor for 2018 /2019 and later years.

It is recommended that Council:

1. Agree the adoption of Public Sector Audit Appointments Ltd (PSAA) as the appointing person for the Council, subject to receiving a satisfactory invitation to opt into the PSAA's appointing person arrangements; and
2. Agree to delegate acceptance of the invitation to the Corporate Director: Resources, as the Council's Section 151 Officer.

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ITEM 9(ii) – FOR INFORMATION

AUDIT COMMITTEE	AGENDA ITEM No.
21 NOVEMBER 2016	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Seaton: Resources Portfolio Holder	
Committee Member(s) responsible:	Councillor Fuller: Chair of Audit Committee	
Contact Officer(s):	John Harrison, Corporate Director: Resources	Tel. 452 398

APPOINTING PERSON ARRANGEMENTS FOR THE APPOINTMENT OF THE EXTERNAL AUDITOR

R E C O M M E N D A T I O N S	
FROM : Corporate Director: Resources	Deadline date : 16 December 2016 (next Council meeting)
Audit Committee is asked to recommend to Council that:	
<ol style="list-style-type: none"> 1. The adoption of Public Sector Audit Appointments Ltd (PSAA) as the appointing person for the Council, subject to receiving a satisfactory invitation to opt into the PSAA's appointing person arrangements; and 2. To delegate acceptance of the invitation to the Corporate Director: Resources, as the Council's Section 151 Officer. 	

1. ORIGIN OF REPORT

1.1 This report is submitted to Audit Committee in line with reviewing the arrangements for the appointment of External Audit as set out in the terms of reference.

2. PURPOSE AND REASON FOR REPORT

2.1 This report sets out the options available to the Council regarding the adoption of an appointing person arrangement for the appointment of an external auditor for 2018 /2019 and later years.

2.2 The Terms of Reference for the Audit Committee (agreed at Full Council) set out the key roles of the Committee including the following "2.2.1.8 To liaise with the PSAA over the appointment of the Councils external auditor".

3. TIMESCALE.

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	–
---	-----------	---	---

4. BACKGROUND

4.1 The Audit Commission closed in March 2015. The Council's current auditor appointment was made under audit contracts previously let by the Audit Commission and now managed by PSAA under transitional arrangements. These audit contracts will end under the completion of the 2017 / 2018 audit.

4.2 A new appointing person arrangement is required, so that the appointment of an external auditor for the accounts of 2018 / 2019 and later years can be made.

5. OPTIONS FOR THE APPOINTING PERSON ARRANGEMENT

5.1 New appointments for the 2018 / 2019 accounts must be made under the provisions of the Local Audit and Accountability Act 2014 (the Act), and confirmed by 31 December 2017. There are three options available to the Council for appointing an auditor:

- **OPTION 1:** To undertake an individual auditor procurement and appointment exercise;
- **OPTION 2:** To undertake a joint audit procurement and appointing exercise with other bodies, those in the same locality for example; or
- **OPTION 3:** To join a “sector led body” arrangement where specified appointing person status has been achieved under the relevant Regulations.

5.2 For the first two options, the legislation requires an Auditor Panel to be established. Requirements include:

- At least three members, two of which must be independent;
- A majority of independent members; and
- An independent chairperson.

5.3 The Council could set up its own Auditor Panel; set up a Panel with one or more other authorities; use an existing Committee or Sub-Committee, providing that the requirements above are met; or ask another Council's Panel to carry out the functions on its behalf.

5.4 Guidance on Auditor Panels has been issued by CIPFA for local government bodies. The guidance includes a table of advantages and disadvantages of the different ways an Auditor Panel could be set up. This table is reproduced at Appendix A for information.

5.5 Option 3 requires the Secretary of State for Communities and Local Government to specify a person to appoint a local auditor to opted-in authorities (also known as a sector-led body).

5.6 PSAA is an independent company limited by guarantee incorporated by the Local Government Association in August 2014. In July 2016, the Secretary of State for Communities and Local Government specified PSAA as an appointing person under regulation 3 of the Local Audit (Appointing Person) Regulations 2015. This means that PSAA can make auditor appointments for audits of the accounts from 2018 / 2019 of principal authorities that choose to opt into its arrangements.

5.7 Over 200 authorities have indicated their interest in the PSAA's scheme, which is currently being designed to reflect authorities' needs and views. The scheme will be an authorised national scheme which will take full responsibility for local auditor appointments and aim to ensure a high quality professional service and value for money.

5.8 The PSAA intends that the scheme will save time and resources for Councils and avoid the necessity to establish an auditor panel and manage their own auditor procurement. Assuming a high level of participation, the scheme should be able to attract the best audit suppliers and command competitive prices.

5.9 Moreover, the scheme will aim to appoint the same auditors to bodies which are involved in formal collaborations and joint working initiatives. It is known that a number of councils across Cambridgeshire have expressed an interest in this scheme.

5.10 Based on the information presented, option 3 is recommended.

5.11 We expect that invitations to opt in will be issued before December 2016, with at least 8 weeks being given in which to respond. The PSAA aim to award contracts to audit firms by June 2017, giving six months to consult on appointments with authorities before the 31 December 2017 deadline.

5.12 The Local Audit (Appointing Person) Regulations 2015 require that the Council may only make the decision to opt into the appointing person arrangement by the members of the Council meeting as a whole. This report therefore asks Audit Committee to recommend to Full Council that the PSAA's invitation is accepted.

6. CONSULTATION

The report has been referred through Corporate Management Team to inform as part of the future budget proposals.

7 ANTICIPATED OUTCOMES

The Council obtains the value for money as part of its appointment of external audit.

8. REASONS FOR RECOMMENDATIONS

Approval is required from Audit Committee prior to its referral to Full Council for ratification.

9 ALTERNATIVE OPTIONS CONSIDERED

Options set out in Appendix A provide details of alternative routes.

10 IMPLICATIONS

This report contains no specific financial implications.

BACKGROUND DOCUMENTS

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

- None.

APPENDICES

Appendix A: Advantages / Disadvantages of Audit Panel arrangements

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CONFIGURATION OF AN AUDIT PANEL: ADVANTAGES / DISADVANTAGES

OPTION	POSSIBLE ADVANTAGES	POSSIBLE DISADVANTAGES
Setting up own separate and individual Auditor Panel to oversee separate and individual procurement	<ul style="list-style-type: none"> • Full ownership of the process • Fully bespoke contract with the auditor • Tendering process more based on local circumstances (within EU procurement rules) 	<ul style="list-style-type: none"> • May experience difficulties in appointing majority independent panel members and independent panel chair • Will need to ensure that panel members are suitably qualified to understand and participate in the panels functions • Will have to cover panel expenses completely • May not be able to procure at a low cost, e.g. depending on authority location, risk of limited provider choice and a single authority contract may be less attractive to some providers • Will not achieve economies of scale
Set up a panel jointly with other authority / authorities as part of a procurement exercise for joint contract covering more than one authority or multiple separate contracts	<ul style="list-style-type: none"> • Less administration than a sole auditor panel • Will be able to share administration expenses • May be easier to attract suitable panel members <p>If procuring a joint audit contract:</p> <ul style="list-style-type: none"> • May still be a relatively tailored process • May be able to achieve some economies of scale <p>If procuring separate audit contracts:</p> <ul style="list-style-type: none"> • An opportunity for fully bespoke contracts with the auditor if the group of authorities can agree 	<p>If procuring a joint audit contract:</p> <ul style="list-style-type: none"> • May need to compromise on arrangements or auditor contract • May not end up with first choice of auditor, compared to an individual auditor panel. If a large group of authorities work together and decide to appointment one joint audit contract across all authorities, a joint panel may be more likely to advise appointment of an auditor it considers suitable for all authorities taken together • Need to agree appointment of members across multiple authorities and set up a joint decision making process
Use existing committee or sub-committee	<ul style="list-style-type: none"> • Existing administrative structure in place • Existing (sub) committee should already have better basic understanding of the authority's objectives and requirements 	<ul style="list-style-type: none"> • Possible need to appoint new (sub) committee members to comply with independence regulations
Use another authority's panel	<ul style="list-style-type: none"> • Will not have to set up an auditor panel • Possible more independent options for the authority using the host authority's panel 	<ul style="list-style-type: none"> • The panel may not understand the specific needs of the authority • May need a formal arrangement with the other authority • May be difficult to find an authority willing to enter into such an arrangement • May be more difficult to ensure adequate liaison with authority's own Audit Committee

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COUNCIL	AGENDA ITEM No. 9(iii)
14 DECEMBER 2016	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(i) CABINET RECOMMENDATION – PHASE 1 BUDGET PROPOSALS

- 1.1. Cabinet, at its meeting of 5 December 2016, received a report as part of the Council's agreed two-stage budget process and requested that Cabinet consider the feedback from the consultation undertaken to date with Scrutiny, residents, partner organisations, businesses and other interested parties to recommend to Council approval of phase one budget proposals. Cabinet had regard to the consultation feedback to date, noted the timetable for the phase two consultation, and noted that the budget proposals to be considered by Council on 14 December 2016 would form part of the second stage of consultation.

It is recommended that Council, having regard to feedback, approve the phase one budget proposals, summarised in Appendices 1 and 2, to enable implementation of these budget proposals to commence. These proposals include a council tax increase of 2%, plus the increase of 2% for the Adult Social Care precept.

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ITEM 9(iii) – FOR INFORMATION

CABINET	AGENDA ITEM No. 4
5 DECEMBER 2016	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources	
Contact Officer(s):	John Harrison, Corporate Director Resources Steven Pilsworth, Service Director – Financial Services	Tel. 452520 Tel. 384564

PHASE 1 BUDGET PROPOSALS

R E C O M M E N D A T I O N S	
FROM : Cabinet Member for Resources	Deadline date : N/A
<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1. Have regard to the consultation feedback received to date and statutory advice detailed in the report when determining the phase one budget proposals, noting that consultation remains open and an addendum will be provided prior to the Cabinet meeting and to the Council meeting; 2. Note the timetable for the phase two consultation and formal approval of the 2017/18 to 2026/27 Medium Term Financial Strategy as detailed at section 5; 3. Note that budget proposals considered by Council on the 14 December 2016 will form part of the Medium Term Financial Strategy but will not form part of the second stage of consultation or Council debate on 8 March 2017; and 4. Recommend to Council, having had regard to feedback, approval of the phase one budget proposals, summarised in Appendices 1 and 2, to enable implementation of these budget proposals to commence. These proposals include a council tax increase of 2%, plus the increase of 2% for the Adult Social Care precept. 	

1. ORIGIN OF REPORT

1.1. This report comes to Cabinet as part of the Council’s agreed two-stage budget process as outlined in a report considered by Cabinet on 7 November 2016.

2. PURPOSE AND REASON FOR REPORT

2.1. The purpose of this report is to enable Cabinet to consider the feedback from the consultation undertaken to date with Scrutiny, residents, partner organisations, businesses and other interested parties to recommend to Council approval of phase one budget proposals.

2.2. This report is for Cabinet to consider under its Terms of Reference No. 3.2.1 which states to take collective responsibility for the delivery of all strategic Executive functions within the Council’s Major Policy and Budget Framework and lead the Council’s overall improvement programmes to deliver excellent services.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	Yes	If Yes, date for relevant Cabinet Meeting	5 December 2016
Date for relevant Council Meeting	14 December 2016	Date for submission to Government department	N/A

4. EXECUTIVE SUMMARY

4.1. The table below provides a budget summary of the current budget proposals for 2017/18 to 2021/22 as report to Cabinet meeting on 7 November 2016.

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
Opening Budget before the GE reserve	15,289	24,347	31,170	33,807	34,285
Planned use of the GE reserve	(11,188)				
Opening Budget Gap (2016/17 Strategy)	4,101	24,347	31,170	33,807	34,285
Phase 1 - Grant Adjustments					
Phase 1 – Pressures	3,330	2,377	2,844	3,136	3,428
Phase 1 - Investments	182	272	330	352	352
Add back planned use of the GE reserve	11,188				
Initial Budget Gap	18,801	26,996	34,344	37,295	38,065

4.2 The next table outlines the position if all Phase 1 proposals are accepted. The phase 1 Budget position is currently balanced, however only with the use of £8.9million of the Grant Equalisation reserve. The budget gap in 2018/19 is £17.8million. Further urgent work is needed in phase 2 to reduce the reliance on reserves, and to help close the budget gaps in following years.

	18,801	26,996	34,344	37,295	38,065
Initial Budget Gap	18,801	26,996	34,344	37,295	38,065
Phase 1 - Efficiencies	(2,692)	(3,729)	(3,410)	(3,507)	(4,060)
Phase 1 – Income	(7,256)	(2,870)	(2,718)	(2,720)	(2,722)
Revised Budget Gap	8,853	20,397	28,216	31,068	31,283
Use of the GE reserve (£11,444)	(8,853)	(2,591)			
Total Budget Gap	0	17,806	28,216	31,068	31,283

4.3 These proposals alone do not provide a balanced budget for 2017/18, only with the use of the Grant Equalisation Reserve will it be balanced. A second phase of budget proposals will follow after Christmas to focus on reducing the reliance on the reserve and look to close the gap in future years. Members and interested parties will again be able to provide feedback on these proposals (section 5).

5. CONSULTATION APPROACH

- 5.1. Cabinet's approach to seek feedback on phase one budget proposals was outlined within the 7 November 2016 Cabinet report.
- 5.2. All the phase one proposals, which are being consulted upon, are included in Appendix 1. Final decisions on phase one proposals are to be approved and recommended to Council on 14 December 2016, taking into consideration all of the consultation feedback received by that date.
- 5.3. The opportunity to provide feedback on the phase one proposals have been in the public domain since 28 October 2016, confirmed by Cabinet on 7 November 2016 and will run until 12 December 2016. The budget conversation received to date includes:
- a) 26 responses via the online survey. Cabinet continue to review comments and specific ideas;
 - b) 9 direct emails or letters have been received.
- 5.4. Officers have, and will, attend various meetings and discussion forums to gather feedback, see following tables. The presentations made at these events have provided the context to the Council's financial position, phase one budget proposals and included specific issues that may impact on that groups attending the meetings or discussion forum, as well as providing an opportunity to ask more detailed questions.
- 5.5. Meeting which have been held to date:

Forum	Date
Borderline and Peterborough Executive Partnership Board	11 November
Disability Forum	17 November
Peterborough Community Assistance Scheme	8 November

- 5.6. Meeting which remain to take place:

Forum	Date
Schools Forum	7 December
Greater Peterborough Partnership City Leader's Forum	30 November
Youth Council	6 December
Bondholder Breakfast	7 December
Connect Group	9 December
Rural Scrutiny	30 November
Discussion with Trade Unions Joint Consultative Forum (JCF)	29 November

- 5.7. Given the timing of the agenda despatch for this meeting, and further meetings planned during the consultation period, it is not possible to include feedback from all consultation events in this report. The feedback, if any from these discussions, will be included as an addendum to this report and to Council on 14 December 2016.
- 5.8. The addendum will be publically available prior to Cabinet on 5 December 2016 and will include the finalised phase one budget proposals to be recommended to Council on 14 December 2016 having given consideration to the feedback received.

Scrutiny feedback on phase one budget proposals

- 5.9. The Joint meeting of the Scrutiny Committees and Commissions discussed the budget proposals, the Council Tax Support Scheme, and the Hardship Policy, at the meeting held on 16 November 2016. The committee held a two hour discussion considering the

proposals, but did not make any formal recommendations. The feedback from this meeting is detailed in Appendix 2

Phase Two Budget Proposals and Formal Budget Process

- 5.10. The Council will look to repeat the consultation approach with the phase two proposals released in January, in line with the following timetable and as part of the formal budget process.

Meeting	Content	Date
Phase Two (including the remaining budget documents for Council Tax, reserves, The Treasury management strategy, Asset Management Plan and the Medium Term Financial Strategy)		
Cabinet	Release of second tranche of budget proposals	6 th February 2017
Scrutiny	Formal scrutiny of budget proposals	8 th February 2017
Cabinet	To recommend the second tranche of budget proposals to Council having regard to feedback	27 th February 2017
Council	Approval of budget and council tax	8 th March 2017

6. ANTICIPATED OUTCOMES

- 6.1. Taking into consideration the results of the consultation feedback received to date, Cabinet is required to approve and recommend to Council prior to the formal budget approval process the phase one budget proposals. The approval of phase one budget proposals will enable the Council to implement savings at the earliest opportunity, either under Director Delegation, Cabinet Member Decision Notice or a further report to Cabinet.
- 6.2. These budget proposals will be included as an addendum to the Medium Term Financial Strategy 2017/18 to 2026/27, noted as arrived by Council on 14 December 2016, but will not be debated again by Council on 8 March 2017.

7. REASONS FOR RECOMMENDATIONS

- 7.1. Under statutory requirements the Council must set a lawful and balance budget. The approach outlined in this report work towards fulfilling this requirement.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1. No alternative option has been considered as the Cabinet is responsible under the Constitution for initiating Budget Proposals and the Council is statutorily obliged to set a lawful and balanced budget by 11 March annually.

9. IMPLICATIONS

Elected Members

- 9.1 Members must have regard to the advice of the Section 151 Officer. The Council may take decisions which are at variance with this advice, providing there are reasonable grounds to do so. Section 106 of the Local Government Finance Act 1992 applies whereby it is an offence for any Members with arrears of Council Tax which have been outstanding for two months or more to attend any meeting of the Council or its committees at which a decision affecting the budget is made, unless the Members concerned declare at the outset of the meeting they are in arrears and will not be voting on the decision for that reason.

Legal Implications

- 9.2 In terms of the Council's executive arrangements, the adoption of the Council's Budget is a role shared between the Cabinet and the Council, whereby the Cabinet (Leader) is responsible for formulating the budget proposals and full Council is responsible for then approving (or not) those proposals and setting the budget and council tax requirement.
- 9.3 For the remainder of the year, the principal purpose of the Budget is to set the upper limits of what the executive (Leader, Cabinet or officer under delegated executive authority) may decide to spend the Council's resources on. The Council cannot through the Budget overrule an executive decision as to how to spend the money, but the Budget will require the Cabinet to exercise their responsibilities for decision making so as not to make a decision where they are 'minded to determine the matter contrary to, or not wholly in accordance with the authority's budget'. This means that a decision that leads to excess expenditure, a virement from one budget heading to another over the amount allowed by Council in the Budget Book or expenditure of unexpected new money outside of the Budget is required to have approval of the Council before the Leader and Cabinet can make that decision.
- 9.4 When it comes to make its decision on 8 March 2017, the Council is under a legal duty to meet the full requirements of section 31A of the Local Government Finance Act 1992 which includes the obligation to produce a balanced budget.
- 9.5 A principle of fairness applies to consultation on the budget proposals, both consultation required under s65 of the Local Government Finance Act 1992 and more generally as proposed here, which operates as a set of rules of law. These rules are that:
- Consultation must be at a time when proposals are still at a formative stage;
 - The proposer must give sufficient reasons for any proposal to permit of intelligent consideration and response;
 - Adequate time must be given for consideration and response; and
 - The product of consultation must be conscientiously taken into account in finalising any statutory proposals.
- 9.6 Added to which are two further principles that allow for variation in the form of consultation, which are
- The degree of specificity with which, in fairness, the public authority should conduct its consultation exercise may be influenced by the identity of those whom it is consulting; and
 - The demands of fairness are likely to be somewhat higher when an authority contemplates depriving someone of an existing benefit or advantage than when the claimant is a bare applicant for a future benefit.

Human Resource Implications

- 9.7 There will be no implications on staffing as part of the phase one proposals.

Equality Impact Assessments

9.8 All budget proposals published in this first tranche have been considered with regards to equality issues and where appropriate equality impact assessments have been completed and available on the council's website.

10. BACKGROUND DOCUMENTS

10.1 Medium Term Financial Strategy Budget 2017/18 Phase One Proposals Document from Cabinet 7 November 2016.

11. APPENDICES

11.1 Appendix 1 – Phase One Pressures

11.2 Appendix 2 – Feedback Received

Phase One Pressures

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
PRESSURES					
Leaving Care at 25 - New Burdens Update	260	260	260	260	260
Terms & Conditions - Lease Cars	54	54	54	54	54
Inflation Review (Pensions)	500	1,250	2,000	2,250	2,500
Digital Front door- costs	115	325	0	0	0
Loss of business rates due to Academisation	70	96	122	148	174
Unaccompanied Minors	600	0	0	0	0
Internal Audit Partnership	52	52	52	52	52
Highways Capital Maintenance- Costs of delivery	5	21	37	53	69
Member Allowances	186	186	186	186	186
Better Care Fund - Front line investment	1,355	0	0	0	0
Legal Services	133	133	133	133	133
Total pressures	3,330	2,377	2,844	3,136	3,428
INVESTMENTS					
Shrub Cutting and Central and Itter park attendant Proposals	127	127	127	127	127
CFO Insights Analysis tool	10	10	0	0	0
North West Gate- cost of borrowing	45	135	203	225	225
Total investments	182	272	330	352	352

Phase One Budget Proposal Savings

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
EFFICIENCIES					
Alternative Governance - No Longer Required	(50)	(50)	(50)	(50)	(50)
MRP Review	(149)	(149)	(149)	(149)	(149)
Inflation Review (Indices)	(1,057)	(1,126)	(1,161)	(1,118)	(1,531)
Open Loan Share Arrangement with Cambridgeshire County Council to share Director of Peoples and Communities	(45)	0	0	0	0
Digital Front door- Saving	(163)	(794)	(280)	(280)	(280)
CFO Insights Analysis- saving impact	(20)	(40)	(60)	(60)	(60)
Shared Chief Executive - additional savings	(110)	(110)	(110)	(110)	(110)
Concessionary Fares	(686)	(838)	(978)	(1,118)	(1,258)
Internal Audit Services to schools	(52)	(52)	(52)	(52)	(52)
Highways Roadmap	(120)	(120)	(120)	(120)	(120)
Highways Capital Maintenance- Savings	(240)	(450)	(450)	(450)	(450)
Total Efficiencies	(2,692)	(3,729)	(3,410)	(3,507)	(4,060)
INCOME					
Adult Social Care Precept 2017/18	(1,287)	(1,331)	(1,333)	(1,334)	(1,335)
Adult Social Care Precept 2018/19	0	(1,334)	(1,380)	(1,381)	(1,382)
Collection Fund Surplus - NNDR & CT part 1	(36)	0	0	0	0
Academisation - Charging for Costs of Transfer	(5)	(5)	(5)	(5)	(5)
Capital Receipts Update	(3,864)	0	0	0	0
Cross Keys VAT Shelter Review	(375)	(200)	0	0	0
Better Care Fund	(1,689)	0	0	0	0
Total Income	(7,256)	(2,870)	(2,718)	(2,720)	(2,722)

- 1.1. This Appendix contains:
- A summary of consultation feedback received to date
 - Feedback from CMT members on the outcomes of the various Phase 1 engagement events that have taken place to date.
 - A list of all consultation responses received to date, plus responses to the points raised
 - Feedback from Joint Scrutiny on the Phase 1 Budget Conversation

Consultation Response

- 1.2. This note contains all Phase 1 Consultation responses received as at 22 November 2016. A summary of the responses received to date is given in this section.

- 1.3. In total 35 responses have been received:

Survey Monkey online form	27
Email responses	9
Total	36

- 1.4. **Question 1** - 17 respondents answered question 1 which was *'Do you have any comments to make about the first round budget proposals?'*

Response	Number of Responses
Positive	1
Neutral	1
Negative	15
Total	17

It should be noted that 10 respondents made no comment about the budget proposals.

- 1.5. **Question 2** – Respondents were asked, after having read the consultation document, how much they understood the Council's proposals. Answers can be broken down as follows:

Response	Number of Responses
A great deal	10
A fair amount	12
Not very much	3
Nothing at all	1
Blank response	1
Total	27

- 1.6. **Question 3** – Of the 27 responses received, 17 answered question 3, which was '*If you have any specific ideas about how the council can save money and protect services, please state these here.*' A list of subjects raised is given below.

Response Theme	Respondents Citing Issue
Staff and Management pay & allowances (including the Chief Executive and use of agency and consultants)	4
General budget and accountability/responsibility for spending in the public interest	3
Members Allowances and number of Councillors	6
Waste removal	1
City Centre development	1
Academies	1
Registration services and Use of town hall for functions	1
Street Lighting	1
Woodland and Shrub cutting	2
Administration systems	1
Bus services	1
Street Cleaning	1

Feedback from Conversation Events.

1.7. A number of Phase 1 Consultation events have already been held:

- 8th November – Peterborough Community Assistance Scheme forum
 - Ian Phillips attended and the Phase 1 Conversation Document was noted, there were no comments or issues raised.

- 11th November – Borderline & Peterborough Executive Partnership Board.
 - Wendi Ogle-Welbourn attended and the Phase 1 Conversation Document was noted.

- 17th November - Disability Forum
 - Kim Sawyer attended this event and the Phase 1 Conversation Document was noted.

Feedback from the Budget Conversation Survey

1.8. The table below details the feedback received from the online survey and cabinet responses

	Do you have any comments to make about the first round budget proposals?	Having read the first round proposals document, how much do you now feel you understand about why the council must make savings of £19million in 2017/18?	If you have any specific ideas about how the council can save money and protect services, please state these here:	Cabinet Response
1	Seems fair enough	A fair amount	Have less councillors	The number of Councillors in this and any Council, is independently recommended by the Local Government Boundary Commission. This work aims to ensure that each Councillor represents roughly the same number of voters.
2	No increase in councillor's allowance would allow at least a small part of the budget deficit to be overcome - Greedy, greedy councillors. Not one refused the increase - shame on you all.	A fair amount	Offer all increases in councillor allowances to be given to the budget as a donation.	The level of member allowances is recommended by an independent panel. Councillors had not accepted any increases to their allowances since 2009. We are required by law to ask an independent panel to review our members' allowances on an annual basis.
3		Nothing at all		N/A
4	There are more and more people in Peterborough, surely they should all contribute to council spent and surely government grant is linked to that? Your budget proposal is very confusing. We can't see how many people work for the council, how much they all cost, how this compares to national average, how much council management earn and % salary increase as part of this budget.	Not very much	Do not invest in the North Westgate Instead focus on clearing your debts. Tackle crime with more intent Tackle illegal parking in city centre (so many cars parked on pavements or on double yellow lines!) Tackle mis-behaviour Buy out all school academies and provide one central Peterborough academy - that way there will be only one set of admin spend instead today one per academy.	The plans to invest in North Westgate will unblock the regeneration of this area, providing a new gateway to the city making Peterborough a more attractive place to live and do business therefore providing job opportunities. The Council also expects to make a return from its investment in the area, helping to protect services in the future We do have a robust process in place to pursue unpaid tax, including court action and use of bailiffs as necessary. Where households have genuine difficulty in paying, we can offer support to help vulnerable families and individuals set up payment plans or offer referrals to advice agencies for

81				<p>assistance. Parking in the City centre and anti-social behaviour will be tackled by our enforcement team and your concerns will be raised with them. In terms of the salary costs the council incurs this is detailed within our Statement of accounts found on this link- https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/council/budgets-spending-and-performance/StatementOfAccounts2015-16.pdf?inline=true The pay award for Council employees is determined nationally. A 1% pay award for employees was agreed within the 2016/17 MTFS, and is already included within the opening budget amount, this was based on the national recommendation. The choice for a school to transfer to an academy is not within the control of Peterborough City Council. Central government has now relaxed the push for all schools to become academies, and we have assessed the negative impact of the council and have included measures within our budget proposals to cope with these.</p>
5	<p>Yes it is outrageous that Councillors see fit to give themselves a 30 % salary increase and I totally reject this proposal! Funds should be spent on long needed services to help the homeless and disabled people in our area. The council should be reducing all special responsibility allowances and the number of Councillors who get these extra payments. Peterborough needs Councillors who have the city's best interest at their heart. How can you justify increases in salaries for a few with so many disadvantaged people in our city?</p>	A fair amount	<p>As I have stated above the answer is simple...the council needs to cut the amount paid to our Councillors and reduce special responsibility allowances.</p>	<p>The level of member allowances is recommended by an independent panel. Councillors had not accepted any increases to their allowances since 2009. We are required by law to ask an independent panel to review our members' allowances on an annual basis.</p>
6		A fair amount	<p>Reduce the number of Councillors by 50 percent. Cancel Councillors pay rise. Plan roadwork to include multi-tasking to save money. (When closing one lane to repair fencing, also carry out litter pick. I have emailed this simple idea before but</p>	<p>The number of Councillors in this and any Council, is independently recommended by the Local Government Boundary Commission. This work aims to ensure that each Councillor represents roughly the same number of voters. Thank you for your comments around multi-tasking</p>

			have now seen the same lane closed off 3 times for fence repairs but no litter pick, (Simple tasking, seems difficult for PCC planners). Stop vanity and ill-conceived plans. (Solar farms, fountains etc.	roadworks, we will pass your comments on to the highways team for consideration.
7		A fair amount		N/A
8	Yes	A great deal	Look at staffing levels, pensions, pay and perks.	The Council has undertaken a number of significant senior management restructures in recent years, generating savings We also aim to create efficiencies through closer partnership working with our neighbouring councils. We currently share the positions of the Chief Executive, The Coroner, Director of People and Communities and Director of Public Health. Staff only receive access to parking permits which they pay for via salary sacrifice, and car leasing which is also salary sacrifice and generates an NI saving for the council. Other benefits such as childcare vouchers and the cycle scheme are widely available.
8 29	What about the cost of accepting asylum seekers? Is the government underwriting entire cost for the whole lifetime or am I have to pay? What about the poor performance of staff such as education leads? Are we still footing the bill for these inadequate and underperforming burdens?	A fair amount	Sack the overpaid Chief Exec for a start and start employing people with real capabilities and ethics.	The Chief Executive position is shared with a neighbouring council, generating a saving for Peterborough City council. The Council has a statutory obligation to support Unaccompanied Asylum Seeking Children, The council agreed to resettle around 100 Syrian refugees (made up of 20 families) in Peterborough over the next five years. The first five families arrived this autumn as part of the government's Syrian Vulnerable Person Resettlement Programme. The government has agreed to cover all the health, social and educational costs for all refugees, this is in addition to them being able to access benefits such as housing. Funding will come from the International Development Fund, so instead of this going to other countries it is being used to support refugees in this country.
10		A great deal		N/A

11		A great deal		N/A
12		A great deal		N/A
13	As we need to find savings and efficiencies of Â£19million next year to balance the books, including councillors not taking any pay increases or increasing allowances OVER the rate of inflation or the level of pay increases elsewhere in the public sector. Staff should not be subsidised on parking. Don't just blame central government decreased in funding. Revenue needs to be generated ie	A fair amount	Centralise all admin systems in 1 hub. Less tiers of managers. Less agency staff or consultants on high fees and promote from within.	<p>The level of member allowances is recommended by an independent panel. Councillors had not accepted any increases to their allowances since 2009. We are required by law to ask an independent panel to review our members' allowances on an annual basis.</p> <p>The use of consultants has largely been for their expertise on the delivery of transformation programmes that drive the savings that underpin the budget. The use of this is closely monitored and reviewed, and only proceeds subject to a clear business case. The level of spend is reported annually to the Councils Audit Committee.</p> <p>The Council has undertaken a number of significant senior management restructures in recent years and share a number of senior posts with neighbouring councils. We also look for opportunities to generate income, as a council we sell our planning services and our legal services to other local authorities generating a combined income of £850,000 per year.</p> <p>Council Staff do pay for their parking permits through the salary sacrifice scheme</p> <p>Administration has been a centralised function for a number of years now, exactly as you suggest.</p>
14		A fair amount		N/A

84	<p>15 Language used is very misleading. For example: "This saving will not impact on peoples ability to travel for free." who is paying for this free travel ability? Bus services are not paying for themselves and there is a large sum going from tax to pay it. There is no such a thing as free service. "Between 2014 and 2020 we expect the number of people in Peterborough living with dementia will increase by 15 per cent." - by giving just a percentage nobody can tell how many people that is. 15 percent raise could be 15 from 100 or 150 from 1000. "This proposed four per cent increase would mean that overall the Band D council tax charge would rise from £1,173.04 to £1,219.84 per year - an increase of 90p per week." - Council tax is being paid monthly 90p per week gives you almost 4 pounds increase per month. It doesn't look so good, but it is more clear for tax payers.</p>	A great deal	<p>Stop protecting services. Cancel city bus, city waste collection etc. Let the private sector take over, it always worked the best way all around the world. More state more costs. Protect citizens not services.</p>	<p>The Council has a statutory duty to provide many of the services that it does. Others are highly valued by our residents. The Council has made significant savings on subsidised bus services that are less viable due to lower passenger numbers in recent years. We feel that the current service provides the right balance between cost and providing affordable public transportation for those in greatest need as part of supporting the cities infrastructure network. It should also be noted that the vast majority of the bus services are run commercially by private companies. Peterborough City Council has a statutory duty to provide waste collection for residents. We aim to achieve the best value for money, and so this service is undertaken by Amey on behalf of the council, and we are also looking at ways to reduce the costs of this service via improving the recycling in the city and reducing the landfill to almost zero zero through the ERF which officially opened earlier this year. The Energy from Waste facility gives Peterborough a much needed alternative to landfill. Rather than sending waste to landfill, it is turned into electricity saving the city £1 million every year for the next three decades.</p>
16		A fair amount	<p>The Woodland Trust report 'trees or turf' shows how managing woodland can be cheaper than some grassland regimes. It may be worth looking at this as an option for some sites. The Woodland Trust would be happy to discuss this with you. The report can be viewed here: https://www.woodlandtrust.org.uk/mediafile/100083921/trees-or-turf-report.pdf It is also important to note that trees and woodland provide multiple benefits. These include: Cleaner air, Improved shelter and protective shade, Biodiversity, A more</p>	<p>We have a regular program of planting trees and try to not cut grass as regular under shelter belt areas we have also allowed some shelter belts and woodlands to naturally regenerate. We have 7 sites across the city designated as biodiversity sites and have installed wildflower meadows to bring in vibrant colour.</p>

			attractive landscape, A stimulus to inward investment, A focus for community action	
17	The City's image and appearance is dreadful. It starts with overgrown hideous mess at Crescent Bridge roundabout. PCC need to start to consider what our city looks like to residents and visitors outside of the ivory tower and chamber on Bridge Street.	A fair amount	Ensure those responsible for spending actually have accountability. Far too much money has been wasted recently. STOP Installing traffic lights on every road scheme!	As part of this year's budget we are looking to increase shrub cutting back to annual cutting, we also have a scheme planned for early 2017 to re-landscape Crescent Bridge roundabout
18 85	I find it disgraceful you are asking residents to pay more council tax while awarding yourself a very large increase	Not very much		The Council has chosen to freeze council tax four out of the last six years, and we currently have one of the lowest rates in the country. As there is now no freeze grant available and we have increasing complex adult social care demand we feel we have little choice but to increase council tax. Half of the council tax increase is a result of the Adult Social Care Precept, which will be used to support vital services with increasing demands in Adult Social Care.
19		A fair amount		N/A
20	Specific Comments 4. Cost Increases. Unaccomp.-sylum - stop "offering" to take any. We do not support this. Managing demand - reduce translation costs. Put onus on those applying, who will usually have good enough English. CFO Insights - question the cost. Bespoke reports could be written at much less. (I speak from industry experience). Minimum revenue provision - given the historic low borrow rate. False economy to extend? Park attendants - do not support giving these parks special treatment. They should cover other parks namely Werrington as well at same costs. This should have the same status, and has just as serious anti-social issues. Lawyers - no justification in giving massive pay hike. Instead give slightly above inflation instead. If they were that unhappy they would have left, but as many working in Peterborough know this	Not very much	Money Saving Ideas Not Covered, "50 ways to save" government doc, Doesn't seem like PCC actually read it. 3. Use transparency to cut waste - see above. 22. Cut senior pay 24. Scrapping the chief executive post entirely 26. Freeze councillor allowances 34. Stop translating documents into foreign languages Taxi Costs. It cannot be right the amount spent on taxi companies. Needs reviewing and terms of any contracts made public. LED street lighting. Suspend this project altogether. Total false economy. Comes across as jobs for	Thank you for your comments. The 50 ways to save document which was published by DCLG in 2012, was considered at the time and much of this was already in place of has been implemented. The Council has a statutory obligation to support these individuals, such as asylum seekers. However we do continue to lobby Government for support in meeting these costs. The LEP Street Lighting project will deliver significant energy and maintenance savings. Lighting of areas is to a level which achieves appropriate highway and public safety. It is not planned to part time dim or switch off lights but this

86	<p>often isn't an option and you don't go elsewhere. Local gov pensions - movement of staff to private companies must be on the basis that future staff won't be in the public sector pensions. General Comments Brexit. Brexit was a vote to reject the plans for 20,000+ houses. The council has no mandate to do this. The plans as they stand are useless. Given staff are employed to carry these plans out, redundancies should now be considered. Executive Pay. Massively over generourous remuneration packages, some as much as 40% too high. Want plans to replace any staff at lower rates. Shared chief exec was just deflecting attention away, and still over paid. There should be a freeze on existing executive pay for the foreseeable future. Secrecy. The culture at PCC is poor and counterproductive. The Â£500 list is useless with no information given. Making everything open would make it obvious where the problems lie. It impossible from the information and accounts to work out what is being spent on and why. The are local people with expertise that could review what the council are doing if allowed to. Local people can help decide what is essential and will understand if it is laid out how expensive things are for the council. 1) Provide at least another drill-down level of budget info. 2) No more confidentiality/non-disclosure agreements. To allow competitive alternative offers to be given by local companies. 3) Prove a Description/reason on each Â£500 entry. Volunteers. More volunteers and community service work should be used, but again will involve the council making it clear what less essential work needs doing. 8% rise. There needs to be much more justification for such a rise. I do not support this rise as it will just encourage inefficiencies and not the council to do things properly.</p>		<p>the boys. Recent policy to turn off some lights is sensible. There is over-lighting of most areas and spending money on LED replacements makes no sense. Scrapping old lights rather than replacing old poles should be done. Having lights on for less time should be considered as well. Grass Cutting. Reduction in non-essential grass cutting was a good idea and should be reconsidered. It was just implemented really badly. Play parks and hedges that cause visibility problems to road users and put lives are risks are the essentials. Pointless mowing of verges still happens.</p>	<p>option remains available for the future.</p>
21	<p>Do not agree with increase in councillors' allowances</p>	<p>A great deal</p>		<p>The level of member allowances is recommended by an independent panel. Councillors had not accepted any increases to their allowances since 2009. We are required by law to ask an independent panel to review our members' allowances on an annual basis.</p>
22	<p>Do not agree with increase in councillors' allowances increase</p>	<p>A great deal</p>	<p>Reduce or not increase director's salaries</p>	<p>The level of member allowances is recommended by an independent panel. Councillors had not accepted any increases to their allowances since 2009. We are required by law to ask an independent panel to review our members' allowances on an annual basis.</p>

				We have created directors salaries savings through closer partnership working with our neighbouring councils. We currently share the positions of the Chief Executive, The Coroner, Director of People and Communities and Director of Public Health.
23 87	<p>Peterborough city centre lack a quality and large place where children can play and young people can study. I can see that the budget proposal and the City centre development plan do lack insight into how boring the city centre is both for families with young children and for youth. I understand your points raised in regard to support to looked after children which are statutory duties, and your willingness to improve night time economy by introducing more residential potential in the city centre as per the Plan But is nothing really that matters profoundly in terms of turning things around. It is almost as if people who sit down to draw consultation plans and also finalise them, do not think about these things outside of the 9 to 5 time frame of their jobs. Please do not feel offended but treat this as constructive and honest criticism. Peterborough needs a building in the city centre which would house a public library with regular drop ins for the small children, where families can come every day. The building in my view should have a large well equipped library where young people can come to do homework and also learn IT skills and even play popular games which their parents may not be able to afford. Ultimately there will be jobs in the newly google and youtube offices in Kings Cross and Peterborough should do everything possible to boost career inspirations in teenagers whilst ensuring they learn about the importance of budgeting and prospects of affordable home ownership in Peterborough. Make them enjoy living in Peterborough and look forward to staying. You could look into having discussions with any college that is already in Peterborough and also any college planning to set up here to focus on this type of project, a large city centre family focused library, to include their academic library in the building or its vicinity. You could consider going to London to see how the Birkbeck college developed its library and made it a vibrant part of the Bloomsbury area. At the moment your budget proposal and the City centre development plan are a bit compartmentalised which may be obscure to some</p>	A great deal	<p>Rethink the vision for Peterborough and redraw the objectives of the budget to attain more for the residents for less money.</p>	<p>The Council has invested in the public realm of the city centre to make it an attractive place to visit and extensive regeneration of areas such as Fletton Quays is underway. The success is supported by the number of new restaurants that have opened in recent years, and the low vacancy rate in our shops, and a planned new cinema in the city centre.</p> <p>We also do provide facilities in the city centre. We have used technology to enable the Central Library to be accessible longer, and services such as rhyme time continue there for children.</p> <p>This budget provides investment to drive forward the regeneration of the Northwestgate area of the city but inevitably these developments require commercial viability.</p> <p>We completely agree with your comments about boosting aspirations in young people. That is the reason we are committed for bringing a university to Peterborough. The devolution deal we recently approved, and some funding we have received from the Local Enterprise Partnership bring this a step closer.</p>

<p>88</p>	<p>residents. As if you have a person in the room making decisions in regard to economy and they put forward their proposals, and another person is thinking about attracting students. But these ideas are not interacting as well as you are presenting them to be. Peterborough is boring and it needs to be interesting and exciting. The main focus should not be this particular objective or the other, depending on the specialist looking at it. It needs to be a whole organic and well planned vision. It starts with a centrally situated exciting and modern building that will see streams of people walking in, enjoying staying in and returning every day. You cannot divide footfall into night time spenders or students. It needs to be all about those who live here, the residents. I suggest looking at Central Park as a location for the multi storey exciting building I am writing about. The first storey could include the family centre and two or three healthy and inexpensive food outlets. The second could be a public library with homework area, IT and also games consoles for the young. Lots of information everywhere about jobs prospects in companies like google in Kings Cross and guidance on budgeting for a shared ownership property. The third+ floor/s could potentially be a hub for students who need to study at academic level in the local college/s. The roof could be a green space where horticultural/garden design students , incl. online courses students, could come to practice and complete project work. If you think about it carefully you will see that local economy would have a potential to bounce back and grown by its own forces. Have a look at places like the Birkbeck college library to seek inspiration in terms of the architecture of such a project. The Central Park is a boring and sad place now and its playground really uninspiring. This place really has a great potential that could change the landscape forever and all residents will benefit.</p>			
<p>24</p>	<p>If you are to be believed we cannot afford the increases in councillors remuneration. We may have a low council tax but we have the filthiest streets of any where we visit.</p>	<p>A great deal</p>	<p>No pay rises for councillors, collect unpaid taxes, concentrate on bread and butter issues, prosecute the people who throw their rubbish into the streets of our city.</p>	<p>The level of member allowances is recommended by an independent panel. Councillors had not accepted any increases to their allowances since 2009. We are required by law to ask an independent panel to review our members' allowances on an annual basis. We do have a process in place to pursue unpaid tax and offer support to help vulnerable families and individuals set up payment plans or offer referrals to advice agencies for assistance. Amey cleanse our streets on behalf of</p>

				Peterborough City Council, and we aim to keep the streets tidy and clean to attract visitors and create a nicer place for local residents. A scrutiny review on street cleansing has recently been completed, and specific proposals will be brought forward as part of our Phase 2 proposals.
25	If you are to be believed we cannot afford an increase in councillors wages. We may have a low council tax but we have the filthiest streets of any where we visit.	A great deal	No councillors pay rise, collect unpaid taxes and concentrate tax payers money on bread and butter services and prosecute the people who throw their rubbish onto our streets.	The level of member allowances is recommended by an independent panel. Councillors had not accepted any increases to their allowances since 2009. We are required by law to ask an independent panel to review our members' allowances on an annual basis. The number of Councillors in this and any Council, is independently recommended by the Local Government Boundary Commission. This work aims to ensure that each Councillor represents roughly the same number of voters.
26	Disgusting that you are putting up members allowances by more than 25%. This is outrageous in times of continued austerity measures.	A fair amount		The level of member allowances is recommended by an independent panel. Councillors had not accepted any increases to their allowances since 2009. We are required by law to ask an independent panel to review our members' allowances on an annual basis.
27			Make the registration service self-funding or actually making a surplus. Move the registration of events into the library, close and sell the register office building and marry people in the town hall. Commercial thinking is required with this business and it's time for it to move into the 21st century.	We have been looking at ways to maximise the revenue generated from registration service, by offering additional services at a cost. We are also investigating how we can make the best use of the Town Hall, to potentially provide the rooms and chambers for functions such as wedding receptions.

Feedback from Emails

idea/suggestion to make some money for the local authority:	Feedback
If all Council meetings were broadcast via YouTube, then you could set up an associated AdSense account and start making some money via associated advertising? It might only make a few hundred pounds or thousands but it would be a step in the right direction, plus it would help democratic services - by saving time with writing reports etc	There would be investment required in to this to ensure that the visual and audio quality was up to required standard to webcast and there would still be a requirement for formal minute taking and report writing, however your ideas and suggestions will be referred to the communications team and democratic services to evaluate.
Make some concerts, events.	The Council hosts and organises a number of events such as the Great Eastern Run, The Bryan Adams concert, Diwali festival, the Italian festival, the Christmas light switch on and the beer festival. We are keen to hold more events within the city, but there are limitations in terms of health and safety, security and budget available for these.
Do not give councillors pay rise	The level of member allowances is recommended by an independent panel. Councillors had not accepted any increases to their allowances since 2009. We are required by law to ask an independent panel to review our members' allowances on an annual basis.
Do not reduce corporation tax until Amazon, Starbucks and other big companies have agreed to repay all taxes owed to the UK economy. If they do not comply, withdraw their UK trading license.	Corporation tax is a tax set by Central Government and Peterborough City Council has no control over setting the rates, and recovering unpaid taxes, this would fall under the department of HMRC.
Community skips or collect 3 bulky rubbish items a year from people. This will cut down on fly tipping and the cost of clearing it up. The environmental capital should not constantly look like a rubbish dump!	As you may know our prevention and enforcement service are currently developing a new strategy against fly-tipping and we will pass your comments on to them directly. Amey collect fly-tipping on the council's behalf and do so within 48 hours of it being reported
Get rid of mayors car and that abomination of a Christmas tree. Also reduce the nice pay rise you have awarded yourselves by at least 50%. If I can manage on 16k so can you.	<p>The Christmas tree provides a low energy and cost efficient alternative to previous Christmas trees used.</p> <p>The Mayor plays a vital role as an ambassador for both the council and the city, often attending prestigious public engagements, some at the request of Peterborough communities. Leasing the car was chosen last year because the repair costs are included within the monthly repayment cost of the lease and the lease cost is much lower than purchasing.</p> <p>The level of Member allowances is recommended by an independent panel. Councillors have had their allowance frozen since 2009.</p>

Feedback from the Joint Meeting of the Scrutiny Committees and Commissions meeting held on 16th November 2016

The Joint Meeting of the Scrutiny Committees and Commissions did not make any formal recommendations to Cabinet. The draft minutes of this meeting are included below:

Item	Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
3	Introduction of the Budget Strategy Council Tax	<p>Under the Executive Summary it states in order to reach a balanced budget £8.9 million of the Grant Equalisation (GE) reserve will need to be used.</p> <p>Why it is that £8.9 million is different to the number in the Summary of Phase 1 budget proposals table on page 7 of the agenda paper.</p> <p>How much is the GE Reserve and is this a new reserve?</p> <p>How good is the council at collecting council tax and business rates? Members also sought assurance that everything was being done to collect them.</p>	<p>The exact figure for the amount of GE Reserve used is £8.853 million but was rounded up to one decimal place in the Executive Summary.</p> <p>The strategy for the use of the reserve was approved by council in March. Through early achievement of savings £11 million pounds was put into a reserve to cushion the impact of grant reductions. Due to the savings that had come forward to balance the budget next year there is a need to use £8.853 million of that reserve which is less than originally planned, therefore some of the £11 million is available to support the 2018/2019 budget.</p> <p>Phase 2 of the MTFs will have the full breakdown of the reserves and the formal report from the Chief Finance Officer on the adequacy of the reserves. This is a new reserve which was approved by Council in March because of the additional savings that had been achieved. There is also the general fund balance which is aimed to be kept at £6 million.</p> <p>The target for collection of council tax this year is 1% above the previous year and the council were already ahead of the previous year.</p> <p>The published figures for council tax collection were as of 31 March. The ultimate collection rate was around 98% or more and was continuously under review.</p>

Item	Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
		<p>What are the inflation assumptions?</p> <p>How many other councils were raising tax and how many were taking the Adult Social Care precept?</p> <p>Some Members questioned why the budget was being presented in two Phases and felt that there was little information in the Phase One budget document.</p> <p>Members sought clarification on monies from Capital Assets that go back into running costs. Where did they come from and how were they calculated.</p>	<p>The information was not available but the specific assumptions could be circulated after the meeting.</p> <p>It was unknown how many other councils would take the 2%. However since the government had withdrawn the grant support that they were previously giving far more councils had taken the 2%.</p> <p>With regard to the Adult Social Care precept in the first year which was last year 95% of councils took the extra 2%.</p> <p>In previous years there had been one budget which meant that nothing could be put in place until March. Presenting the budget in two phases allowed savings to be made earlier which assisted in dealing with future challenges.</p> <p>When Capital Assets were sold in the past the money could only be used on Capital Assets. This had now changed and the money from the sale of Capital Assets could now be used to fund revenue expenditure. A disposal list would be brought forward in Phase 2 to show how the money feeds through to the revenue expenditure.</p>
The Committee noted this section of the budget.			
ACTION			
The Cabinet Member for Resources to provide the Committee with the inflation assumptions.			
4.	People and Communities	Members sought clarification as to how much additional investment would be	There had been an increase in unaccompanied asylum seeking children in the city which had led to

Item	Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
Appendix 2 (Pages 13 – 19 Budget Book) (Pages 25 – 31 Agenda pack)		needed to provide placements for unaccompanied asylum seeking children in the Councils care. Was the figure of £600K quoted accurate?	unit costs going up. The figure quoted was currently the best estimate.
		Was there a problem with bed blocking and if so should the council be putting money aside to alleviate the problem.	The Council did not have a problem with bed blocking. There was a bed blocking problem but it was not with patients that the Council were responsible for. The Council worked as part of a system and in terms of the home support delivery service and reablement service the Council worked with health colleagues and the hospital to assist with any issues.
		Members sought clarification as to what the additional 2% Adult Social Care precept would be spent on.	There would be investment into Adult Social Care some of which had been agreed in the previous budget including extra funding due to additional clients and also the money which had to be put in last year because of the national living wage. There would also be additional investment as part of the Better Care Fund projects. There were also savings being achieved within the department, so there would not be a net increase in budget. These investments would not be possible without the precept and were within the government guidance.
		Should the Council invest more money in supporting the cities primary schools?	The overall level of funding across all authorities for schools was determined by central Government and the total amount was based on a census of the number of pupils that were in schools. The Government then sets rules on how that money could be distributed and there was only a small degree of local flexibility. If the Council decided to use that flexibility, how it was used would have to be agreed by the Schools Forum. The flexibility and room for manoeuvre was limited.
		What up take and projected savings would there be through the Digital Front Door project.	The project was not a digital by default project it provided service users the option to engage with the Council digitally. By more people engaging digitally it

Item	Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
		Did the project have an impact on staff and were any redundancies expected as a result of the project.	then ensured that staff had more time and opportunities to provide intensive support to those who needed it most. It was not about reducing the head count it was about managing the demand differently.
		What was the cost to the Adult Social Care budget from the increase in the national living wage and other legislation?	The legislation was coming in over a number of years and the cumulative impact was not to hand. An extra £500,000 had been put into the budget next year to cover the expected costs for the national living wage.
The Committee noted this section of the budget.			
5.	Resources including Strategic Commissioning and Partnerships Appendix 3 (Pages 20 – 25 Budget Book) (Pages 32 – 37 Agenda Pack)	What would have been the extra cost incurred if another authority had signed the contract for the lease of St Michael's Gate properties. What impact would this have had on the services in the city?	The forecast pressure on the budget for the provision of bed and breakfast accommodation for the homeless would have been £2 million. A series of areas would have been impacted if the Council had not signed the contract for the lease of St Michael's Gate. This would have included provision of housing, school places, adult social care costs, children's services costs and the impact on the health care system including GP's.
		If the Council are working on other solutions to the problem of homelessness so that the Council can move away from the Stef and Phillips agreement would this not then allow other authorities to still come into the city and use the properties.	The Council would not be terminating the agreement with Stef and Phillips until the national scene changed. The Council would not leave those properties for another authority to occupy.
		Members welcomed the news that the park attendants were to be restored and sought clarification as to why they had only been restored during the winter period.	The rationale behind the decision was that there was always staff in the park during the summer months. The reason for reinstating them was because there was an increased element of antisocial behaviour which would not go away during the winter months. The attendants going back into the park would be

Item	Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
		<p>It was noted that an additional £100k would be put into the budget for shrub cutting. In some other authorities this service had been passed down to the Parish Councils. Can the Parish Councils take on ground maintenance or does the service have to be delivered by Amey.</p> <p>Members congratulated the Cabinet Member for Waste and Street Scene for the U turn on shrub cutting and for listening to the residents.</p> <p>Members sought clarification on why the internal audit partnership with Cambridge City Council and South Cambridgeshire District Council was no longer workable which would result in a loss of income.</p> <p>If the council does not continue to work with Cambridge City Council and South Cambridgeshire District Council could the Council sell the service outside of Peterborough.</p>	<p>trained and would have the powers to deal with anti social behaviour and issue fines.</p> <p>Parish Councils can take on this service. Amey were responsive to people taking on this service and the use of gluttons have been made available to Parish Councils.</p> <p>The Council currently ran a shared service with Cambridge City Council and South Cambridgeshire District Council but those two councils were currently starting to work more closely with Huntingdonshire District Council in a number of areas. It was indicated that internal audit would be one of the services considered but it was not deemed beneficial to Peterborough to have a four way partnership. All options were being looked at and the Head of Internal Audit has contacted other neighbouring authorities to see if they would consider a partnership but so far nothing had come of this.</p> <p>Commercialisation of services was a big change and the Council had picked up a lot of income from doing this.</p>
The Committee noted this section of the budget.			
6.	Growth and Regeneration	Have the Council considered using the	Councils could borrow at low rates through the Public

Item	Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
	Appendix 4 (Pages 26 – 29 Budget Book) (Pages 38 – 41 Agenda Pack)	<p>beneficial rates of interest to invest in long term investments.</p> <p>Has the LED lighting replacement programme been completed and if not could it be speeded up.</p> <p>Other authorities were using lamp posts to use other technology, how are we progressing the use of this in the city.</p>	<p>Works Loan Board. All opportunities were investigated where with adequate security the Council might be able to lend that on and make a margin. This would also give the organisation lending to a beneficial rate.</p> <p>The light replacement programme had another three years to run. The programme had started in the ‘Can do area’ and would progress throughout the city. Workshops and events would be held in each area to advise people of what was happening.</p> <p>There will be a report to the January meeting of the Sustainable Growth and Environment Capital Scrutiny Committee. The new technology being put into the street lamps will be capable of using Wi-Fi but this was for use at a later stage.</p>
		Is it true that Hawksworth Securities can start work on North Westgate in 12 months and how much of North Westgate does Hawksworth Securities own.	Hawksworth Securities own about 20% of the site in separate parcels but not enough to deliver the scheme they were putting forward. They would not be able to start a scheme in 12 months time.
		The Hawksworth scheme included a cinema and they are stating that the viability of the scheme was reliant on the cinema. Planning permission had also been given to Queensgate for an additional cinema. Could the Council have refused permission for this additional cinema?	No the Council could not have refused permission and this was upheld following a Judicial Review.
		Members sought clarification as to why there was a saving of £686k for concessionary bus fares.	The savings had come about by undertaking an analysis of the number of concessionary fare journeys taking place each year and the fact that the use of bus passes had been lower than predicted partly because the age for concessionary bus pass eligibility had

Item	Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
		<p>Are the Council able to monitor how many people have concessionary bus passes and how many people actually use them?</p>	<p>increased in line with the pensionable age for women. The savings reflected the actual level of demand for concessionary bus travel.</p> <p>Stage Coach were a commercial entity and the Council do try and regulate their charges where possible.</p> <p>To Council only pay for the journeys taken and the Council had access to records of how many people had taken journeys using a concessionary bus pass.</p>
		<p>Members sought clarification as to why the reduction in budget for highway maintenance schemes for one year to 2017 of £450k had now been extended to March 2022 at a further £450K per year. Members felt that this would have a detrimental effect on some roads and pathways which were already in bad condition. Members requested that this not be extended.</p> <p>Councillor Khan seconded by Councillor Ellis made a recommendation to Cabinet that the reduction in the budget of £450,000 for the highway maintenance programme should not be extended until March 2022 and remain at October 2017 as originally agreed with a view to reconsidering it again in 2018/2019.</p>	<p>Road and pathways maintenance had not stopped and were continuing to be repaired and were assessed on a safety basis. Maintenance and safety of residential streets was paramount and an extra £250k a year would be put into maintenance of residential areas to undertake preventative work. The £450k savings would be from the lower category residential roads.</p> <p>Members were advised that if the recommendation was agreed it would leave a gap in the savings of £450,000.</p>

Item	Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
		<p>Councillor Sandford seconded by Councillor Shaheed put forward an amendment to Councillor Khan's recommendation to change the wording to: It is recommended that Cabinet investigate the feasibility of not extending the reduction in the budget of the £450,000 for the highway maintenance programme to March 2022 and remaining at October 2017 as originally agreed.</p> <p>Following a vote (2 in favour 20 against), the amendment was DEFEATED.</p> <p>Following a vote on Councillor Khans original recommendation (7 in favour 18 against), the original recommendation was DEFEATED.</p>	
		Do the Cabinet have any plans to change the amount of public transport subsidy.	No.
		Were other Local Authorities coming through Peterborough City Council to use Skanska and if so how much income were the Council receiving from this service.	Other Local Authorities were coming through Peterborough City Council to use Skanska. The figures for income from this were not available at the meeting.
		<p>Will there be any capital receipts from the community asset transfer programme yet.</p> <p>Members commented that the Lindens had been gifted to the city in 1950 and sought clarification as to whether the Council were able to dispose of the building as it was gifted to the city.</p>	<p>The disposal list will be published in Phase Two of the budget. Phase One did not take into account any bids from organisations. The process was ongoing and too premature to answer.</p> <p>If a building is gifted to the city and is a Council asset then the Council can dispose of it as it wishes. No one had come forward as yet to purchase it.</p>

Item	Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
	Members recommended using the Invest to Save fund in bringing forward the LED light replacement scheme around the city to bring forward the anticipated savings.	The Invest to Save fund was already being used for this scheme. The length of the scheme was due to the fact that several thousands of LED replacement lights were required and they were not all available at the same time.	The Committee noted this section of the budget.
7. Governance Appendix 5 (Page 30 – 32 Budget Book) (Pages 42 to 44 Agenda Book)	Members sought clarification as to why there was a proposal to increase the salary of each lawyer by one pay grade at a time when savings were needed to be made.	The Legal team won the Local Government Legal Team of the Year award in 2015 which has resulted in other local authorities poaching members of the legal team from Peterborough. If the council were unable to recruit at the current rate it would mean having to go out to external lawyers at a much more costly rate. The proposed salary increase will hopefully provide an incentive to encourage staff to remain working at Peterborough City Council.	The Committee noted this section of the budget.
8. Staff Implications Appendix 6 (Pages 33 Budget Book) (Page 45 Agenda Pack)	Members noted that under the member allowances scheme it stated that there could also be some savings arising through an increase in car parking fees for Members. How significant would those savings be?	This had not been discussed yet and would be reported to the cross party budget working group.	The Committee noted this section of the budget.

Item	Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
10.	Council Tax Support Scheme Page 47 Appendix C of the Agenda Pack	No comments or questions were made on the Council Tax Support Scheme.	The Service Director Financial Services provided a brief introduction and explanation around the Council Tax Support Scheme.
The Committee noted this section of the budget.			
11	General Comments, any overall recommendations and Conclusion		
	There were no further comments, questions or recommendations.		

ITEM 9(iii) – FOR INFORMATION

CABINET	AGENDA ITEM No. 4
5 DECEMBER 2016	SUPPLEMENTARY REPORT

Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources	
Contact Officer(s):	John Harrison, Corporate Director Resources Steven Pilsworth, Service Director – Financial Services	Tel. 452520 Tel. 384564

SUPPLEMENTARY REPORT – PHASE 1 BUDGET PROPOSALS

Background

- 1.1. This supplementary report has been produced in order that Members receive the most up to date position possible regarding the Budget Conversation.
- 1.2. This document contains:
 - An additional list of consultation responses received to date
 - Feedback from CMT members on the outcomes of further Phase 1 engagement events, that have taken place to date.

Consultation Response

- 1.3. This note contains Phase 1 Consultation responses received between 22 November and 30 November 2016. Throughout the consultation process to date we have received a total of 46 responses. A summary of the new responses received is given in this section.
- 1.4. In total 10 responses have been received:

Survey Monkey online form	3
Email and letter responses	7
Total	10

- 1.5. **Question 1** - 2 respondents answered question 1 which was '*Do you have any comments to make about the first round budget proposals?*'

Response	Number of Responses
Positive	0
Neutral	0
Negative	2
Total	2

- 1.6. **Question 2** – Respondents were asked, after having read the first round proposals document, how much do you now feel you understand about why the council must make savings of £19million in 2017/18? Answers can be broken down as follows:

Response	Number of Responses
A great deal	0
A fair amount	2
Not very much	0
Nothing at all	0
No response	1
Total	3

- 1.7. **Question 3** – Of the 3 responses received, 3 answered question 3 which was ‘*If you have any specific ideas about how the council can save money and protect services, please state these here.*’. A list of subjects raised is given below.

Response Theme	Respondents Citing Issue
Council Tax	2
Crematorium, registrar fees and use of Town hall	1

Feedback from Conversation Events

- 1.8. Further events from Phase 1 Consultation events have been held:
- 30 November - Greater Peterborough Partnership City Leader’s Forum
 - Charlotte Palmer attended this event and the Phase 1 Conversation Document was noted.
 - 29 November – Discussion with Trade Union Joint Consultative Forum (JCF).
 - Kirsty Nutton attended and the feedback received is as follows:

Minutes
<ul style="list-style-type: none"> ▪ JCF asked if it was felt that the Living Wage was a financial pressure and KN said that it was something which had to be factored in our budget. JCF asked where on the budget papers was there mention of the £186k in respect of the councillors pay rise and KN advised it was shown on page 32. JCF wondered how long this Financial Plan was for and KN confirmed it was for the next 5 years. JCF wondered if the councillors pay rise was pegged for this 5 years. KS advised that the members allowances had been approved and the annual rise was pegged to what staff receive. Also every 4 years an independent remuneration panel will sit to review this, and they compare us to other councils. JCF said he was happy that it was an independent panel.
<ul style="list-style-type: none"> ▪ PS pointed out that the Living Wage does not add any cost to PCC as we already pay above it but that the spending pressure was from providers, like care providers.
<ul style="list-style-type: none"> ▪ JCF asked how much we had in reserve and KN advised that the current proposal was for use of the GE reserve of approx. £9m. JCF asked we had managed to increase the reserve of £6m, last year to £9m this year? KN said that we had £6m was in relation to the General Fund reserve, which is like an overall risk contingency fund (to manage unknown risks). Whereas the GE reserve was created as part of last year's budget strategy in order to take a more measured approach to finding future year savings. Use of this reserve means that the 2017/18 budget is balance, however use of reserves is a one-off measure and further savings are required with the expectation some of these will be identified in Phase 2.
<ul style="list-style-type: none"> ▪ KN explained some of our investments are in the North Westgate regeneration project and shrub cutting and park attendants. JCF asked where the money had come from to cover the emergency grass and shrub cutting which took place late summer/autumn this year, KN said she would make enquiries and let the members of JCF know.

- JCF acknowledged that the authority has lost some business rates from academies and if it was thought that all schools within Peterborough would go into academy status? KN said this was not known. JCF said it was an ongoing pressure and wondered if there would be a limit as to how many schools could be run by a trust as he can see a cartell happening. MK said he would pick this up separately and get an answer. JCF said the reason he was asking this was that he was aware that further south in the country some academies had gone bust and are now back under council control so this sort of thing could add pressure to our budget.
- JCF wondered where the money goes to when we sell any assets. KN said that traditionally such receipts must be used to finance the Capital Programme, but following on from last years budget proposals these are now used to offset borrowing requirements for the capital programme.
- KN pointed out that in previous years the decisions on council tax had been included in Phase 2 of our budget process but this year it was included in Phase 1.
- KN confirmed that the revised budget gap is currently estimated to be, for 2018/19, is £17.8m

1.9. Future events are scheduled as follows:

Forum	Date
Schools Forum	7 December
Youth Council	6 December
Bondholder Breakfast	7 December
Connect Group	9 December

Feedback from the budget conversation survey

1.10. The table set out in Appendix 1 details the feedback received via the online survey.

1.11 The table set out in Appendix 2 details the feedback received in relation to answering '*We want to hear the opinions of all residents, partner organisations, businesses and other interested parties as part of the budget-setting process*'.

APPENDIX 1

	Do you have any comments to make about the first round budget proposals?	Having read the first round proposals document, how much do you now feel you understand about why the council must make savings of £19million in 2017/18?	If you have any specific ideas about how the council can save money and protect services, please state these here:	Cabinet Response
27			Make the registration service self-funding or actually making a surplus. Move the registration of events into the library, close and sell the register office building and marry people in the town hall. Commercial thinking is required with this business and it's time for it to move into the 21st century.	We have been looking at ways to maximise the revenue generated from registration service, by offering additional services at a cost. We are also investigating how we can make the best use of the Town Hall, to potentially provide the rooms and chambers for functions such as wedding receptions.
28	Council tax should not be increased. If necessary priorities may have to be compromised and further savings found in less critical services to bridge the expected shortfall in government funding.	A fair amount	See above	The Council has chosen to freeze council tax four out of the last six years, and we currently have one of the lowest rates in the country. As there is now no freeze grant available and we have increasing complex adult social care demand we feel we have little choice but to increase council tax. Half of the council tax increase is a result of the Adult Social Care Precept, which will be used to support vital services with increasing demands in Adult Social Care.
29	Yes, I strongly oppose the proposed 4% increase in Council tax planned for next year. Working class families have faced declining real incomes over the last ten years and this is likely to continue at least for the remainder of this decade with the uncertainties of Brexit, according to the recent predictions by the IFS. The City Council should	A fair amount	See comments in 1.	The Council has chosen to freeze council tax four out of the last six years, and we currently have one of the lowest rates in the country. As there is now no freeze grant available and we have increasing complex adult social care demand we feel we have little choice but to increase council tax. Half of the council tax increase is a result of the

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	<p>not be placing further burdens on families through a Council tax increase and should instead be looking to make further cuts to services if necessary. The proposed 2% increase for adult social care should be funded by those receiving the care or their families, not the vast majority of residents who are not accessing the service. Furthermore why at a time of financial pressure is another layer of local bureaucracy being introduced through the Cambs & Peterborough Devolution Deal I am at a loss to grasp! Why do we need a mayor and supporting administration and staff? Why can't the funding just be allocated to a joint group of the authorities concerned and planned by the existing staff of the authorities? The additional funding for transport, housing and skills is to be welcomed but surely it can be disbursed without setting up another bureaucracy. Sensibly staff have been shed over the last 5 years only for some of them to be re-employed now to manage the devolution deal process.</p>			<p>Adult Social Care Precept, which will be used to support vital services with increasing demands in Adult Social Care.</p> <p>Councillors from across the county voted to back a devolution deal that will now deliver £770million of new funding for local infrastructure projects and to build much-needed homes. The deal received the green light last month when seven councils across Cambridgeshire and Peterborough voted to approve the deal.</p> <p>The unanimous backing will now unlock millions of pounds of new government funding alongside decision-making powers being transferred from Westminster.</p> <p>In order to receive new funding and to make a greater number of decisions locally, Government has been clear that a Mayor for Cambridgeshire and Peterborough would need to be elected by residents to chair a Combined Authority.</p> <p>The running costs of the Mayor's Office and the Combined Authority will come at no cost to our local councils. It will be paid for out of the new funding from government already set out in the devolution deal. As will the cost of a Mayoral election.</p> <p>Overall for each £1 invested to run the Mayoral Combined Authority for the next five years it will generate new funding of at least £45 to be invested in Cambridgeshire and Peterborough.</p>
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APPENDIX 2

idea/suggestion to make some money for the local authority:	Feedback
<p>Reduce spending on IT systems by integrating services across the Council and saving money by using open source technologies where appropriate.</p>	<p>The council's Technology Strategy is working towards reducing spending on IT systems through rationalisation of systems and implementing innovative technologies as an enabler to drive out inefficiencies and improve customer, partners, businesses and staff experience.</p>
<p>reinstate large waste skips (as they used to do) at points in and around the city, several times a year..residents can then dispose of rubbish. instead of all the fly-tipping which has resulted through the councils costing efforts.</p>	<p>As you may know our prevention and enforcement service are currently developing a new strategy against fly-tipping and we will pass your comments on to them directly. Amey collect fly-tipping on the council's behalf and do so within 48 hours of it being reported</p>
<p>More wellbeing support in the workplace to help people be their best, engaged in their workplaces, saving businesses money (less sick days too), and people that want to work.</p> <p>Also more alternative and engaging wellbeing schemes and therapies for a range of different people. Counselling is very limited compared to solution focused coaching and therapies.</p> <p>Other therapies includes: Reiki, Massage, Hypnotherapy, Nutrition, Meditation. All of which I am launching through my new (not for profit) business called SOUL HAPPY Wellbeing Centre Peterborough next month. Happy to work with the Council to engage with Peterborough.</p>	<p>Thank you for you comments. The Council does have an Occupational Health service that promotes employee well being. Each year (in September) we hold an employee Boost Week whereby we promote specific initiatives aimed at further promoting a range of options for our employees well being. If you are interested in participating in the event, you could contact the Councils Human Resources Department in July when planning for the event begins</p>
<p>Put mobile homes and caravans on any surplus land and put people in emergency accommodation in them.</p>	<p>Thank you for your comments. Like many cities across the UK, Peterborough currently has a severe shortage of properties available for temporary accommodation and an increasing number of people needing housing support. We are now making use of properties at St Michaels gate which should help support a significant number of families needing support, and strategies to meet the remaining need are in progress. We feel that your suggestion to use caravans may not offer these families with stability and meet their needs.</p>

idea/suggestion to make some money for the local authority:	Feedback
<p>Make all spending public on PCC website including each department's spreadsheet so that EVERY outgoing can be seen. I would suggest that alone will save 25% - 50% of the required savings. Proper scrutiny by the public of those spreadsheets will find the rest. My responses to those who come up with the usual excuses is firstly what do you want to hide, secondly if it will make little difference, prove it by publishing .</p>	<p>The Council actively publishes spend data over £500 on the website as part of meeting the Transparency code requirements set by government. We also publish a number of other financial documents such as the statement of accounts, the Medium Term Financial Strategy and regular budgetary control reports to cabinet. These detail the council's expenditure and financial performance. This information can be found on the link below. https://www.peterborough.gov.uk/council/budgets-spending-and-performance/</p>
<p>Outsource the management of playing fields. This would release the financial burden of some of the costly, poor quality service AMEY provides.</p>	<p>The current management of playing fields fall under the 23 year outsourced contract with Amey, we are working with groups to look at potential management agreements where they can do extra works above the standard which is contracted, however always ensuring as these are amenity open space areas they are fully accessible to the general public.</p>

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COUNCIL	AGENDA ITEM No. 10
14 DECEMBER 2016	PUBLIC REPORT

RECORD OF EXECUTIVE DECISIONS MADE SINCE THE LAST MEETING

1. DECISIONS FROM THE CABINET MEETING HELD ON 7 NOVEMBER 2016

i. The Draft Peterborough Housing Strategy 2016 - 2021

Cabinet received a report the purpose of which was to provide Cabinet with an overview of the draft Housing Strategy 2016-21 and seek approval for the document to begin a minimum of 4 weeks public consultation.

Cabinet considered the report and **RESOLVED:**

That Cabinet approved the draft Housing Strategy for public consultation.

ii. Peterborough Local Plan Further Draft

Cabinet received a report the purpose of which was for Cabinet to approve the Further Draft version of the Local Plan for public consultation.

Cabinet considered the report and **RESOLVED:**

That Cabinet:

1. Approved the Further Draft version of the Peterborough Local Plan for public consultation starting in December 2016, subject to:
 - The amendment of policy LP3, on page 17, to reflect the updated table included within the supplementary report; and
 - The amendment of page 28 to read “on all development proposals of 50 dwellings or more 2% of homes should meet Building Regulations part M (Volume 1), Category 3;” and
2. Delegated authority to officers to make any minor, inconsequential amendments to the Document prior to its publication (in order to correct matters of fact or aid clarity to the reader).

iii. Community Infrastructure Levy Governance Proposals and Infrastructure Delivery Schedule Update 2016

Cabinet received a report the purpose of which was to establish governance arrangements for managing CIL receipts, and to provide an updated Infrastructure Delivery Schedule.

Cabinet considered the report and **RESOLVED:**

That Cabinet approved the CIL Governance Proposals and Infrastructure Delivery Update 2016.

iv. Task and Finish Group Report on the Review of the Amey Street Cleansing Contract

Cabinet received a report the purpose of which was to obtain the views of Cabinet following a review of the Street Cleansing elements within the Amey Contract.

Cabinet considered the report and **RESOLVED:**

That Cabinet approved the recommendations of the Street Cleansing Task and Finish Group Final Report.

v. Medium Term Financial Strategy 2017-18 to 2026-27

Cabinet received a report the purpose of which was to be considered by Cabinet as part of the Council's Budget and Policy Framework that required Cabinet to initiate and propose budget proposals to set a balanced budget for the forthcoming financial year

Cabinet considered the report and **RESOLVED:**

That Cabinet approved the Phase One Budget Proposals, including a Council Tax increase of 4%, as the basis for public consultation.

vi. Council Tax Support Scheme Consultation

Cabinet received a report the purpose of which was to commence consultation for a localised Council Tax Support Scheme for the financial year 2017/18. There was a statutory requirement for the council to set a localised Council Tax Support Scheme by 31 January 2017 and formed part of the formal budget process under the Budget and Policy framework.

Cabinet considered the report and **RESOLVED:**

That Cabinet approved consultation on Peterborough's Council Tax Support Scheme 1 April 2017 – 31 March 2018 that contains the following local components:

- No change to the existing scheme reduction of 30% for all eligible working age claimants; and
- Aligns the Council Tax Support Scheme to Housing Benefit rules making it less complicated for claimants.

vii. Executive Procedure Rules

Cabinet received a report the purpose of which was to obtain Cabinet's approval to the amended executive procedure rules for ratification by Council.

Cabinet considered the report and **RESOLVED:**

The Cabinet:

1. Approved the proposed changes to the Executive Procedure Rules (Part 4 - Section 7);
2. Request that Council note these changes at its meeting on 14 December 2016.

viii. Endorsement of the 2016-17 Opportunity Peterborough Business Plan

Cabinet received a report the purpose of which was for the Council, as the sole shareholder of Opportunity Peterborough, to endorse its annual business plan. As sole

shareholder it was important that the Council was satisfied that the draft business plan would deliver city objectives.

Cabinet considered the report and **RESOLVED**:

That Cabinet endorsed the 2016/17 business plan for Opportunity Peterborough.

2. DECISIONS FROM THE EXTRAORDINARY CABINET MEETING HELD ON 17 NOVEMBER 2016

i. Cambridgeshire and Peterborough Devolution

Cabinet received a report the purpose of which was to consider the outcomes of discussions held at the meeting of Full Council, prior to determining a number of recommendations relating to a combined authority for the Cambridgeshire and Peterborough area, with a directly elected Mayor.

Cabinet considered the report and **RESOLVED** to:

- (i) consent to the Secretary of State making an Order to establish the Cambridgeshire and Peterborough Combined Authority (Appendix A);
- (ii) consent to the Council being a constituent member of the Cambridgeshire and Peterborough Combined Authority with effect from the commencement date determined by the final Order;
- (iii) authorise the Chief Executive, in consultation with the Leader of the Council, to consent to the final draft Order and associated documents, specifically:
 - to agree minor drafting amendments to the Combined Authority Order to be laid before Parliament;
 - to consent to the Council being included within the draft Parliamentary Order thereby reflecting this Council's decision
- (iv) authorise the Combined Authority to have a power to issue a levy to the constituent Councils in respect of any financial year. (This will be subject to the inclusion of a unanimity clause in the Combined Authority constitution on this specific matter).
- (v) to recommend to the Combined Authority that the costs of establishing the Combined Authority, holding the elections in May 2017 and running the Combined Authority (including Mayoral Office) for 2016/17 and 2017/18 are funded from the gain share grant provided by Government (as outlined in para 12.11)
- (vi) appoint Councillor Holdich to act as Council's appointee to the Shadow Combined Authority and once established, to the Combined Authority;
- (vii) appoint Councillor Fitzgerald as Deputy Leader of the Council, to act as the substitute to the above (ref (vi));
- (viii) note the outcome of the public consultation on the establishment of the Cambridgeshire and Peterborough Combined Authority as outlined in paragraph 5.1 and 5.2 and Appendices 2A - 2D;

- (ix) note the timetable for the implementation of the Cambridgeshire and Peterborough devolution Order as summarised in paragraph 7.1;
- (x) note the Government's response to the outline business case for Housing capital investment funds secured as part of the devolution deal as set out in Appendix 3.
- (xi) agree in principle, for a protocol requiring the Council Leader and the representative on the Overview and Scrutiny Committee to report to each meeting of Council setting out the activities and decisions related to their respective roles within the Combined Authority.
- (xii) to request that the Member Officer Working Group develop the protocol through the Audit Committee with a view to inclusion of the protocol in the Council's constitution.

3. DECISIONS FROM THE CABINET MEETING HELD ON 5 DECEMBER 2016

i. Budget Phase 1 Proposal

Cabinet received a report the purpose of which was to enable Cabinet to consider the feedback from the consultation undertaken to date with Scrutiny, residents, partner organisations, businesses and other interested parties to recommend to Council approval of phase one budget proposals.

Cabinet considered the report and **RESOLVED** to:

1. Have regard to the consultation feedback received to date and statutory advice detailed in the report when determining the phase one budget proposals, noting that consultation remains open and an addendum will be provided prior to the Cabinet meeting and to the Council meeting;
2. Note the timetable for the phase two consultation and formal approval of the 2017/18 to 2026/27 Medium Term Financial Strategy as detailed at section 5;
3. Note that budget proposals considered by Council on the 14 December 2016 will form part of the Medium Term Financial Strategy but will not form part of the second stage of consultation or Council debate on 8 March 2017; and
4. Recommend to Council, having had regard to feedback, approval of the phase one budget proposals, summarised in Appendices 1 and 2, to enable implementation of these budget proposals to commence. These proposals include a council tax increase of 2%, plus the increase of 2% for the Adult Social Care precept.

4. CALL-IN BY SCRUTINY COMMITTEE OR COMMISSION

Since the publication of the previous report to Council, the call-in mechanism has been invoked once.

- i. This was in respect of the decision taken by the Cabinet Member for Resources on 30 September 2016 relating to 'Lease with Stef and Philips Limited for the use of St. Michael's Gate, Parnwell, as interim accommodation for homeless families - SEPT16/CMDN/62'. The call-in request was considered by the Strong and Supportive Scrutiny Committee on 19 October 2016. Following consideration of the reasons stated on the request for call-in and the response to the call-in, the Committee did not agree to the call-in of this decision on any of the reasons stated.

Under the Overview and Scrutiny Procedure Rules in the Council's Constitution (Part 4, Section 8, and paragraph 13), implementation of the decision would take immediate effect.

5. **SPECIAL URGENCY AND WAIVER OF CALL-IN PROVISIONS**

Since the publication of the previous report to Council, the special urgency provision had not been invoked.

Since the publication of the previous report to Council, the waiver of call-in provision had been invoked once.

- i. This was in respect of the decision taken by Cabinet on 17 November 2016 relating to 'Cambridgeshire and Peterborough Devolution', as the matter had already been considered by Full Council at its Extraordinary Meeting on 17 November 2016.

6. **CABINET MEMBER DECISIONS**

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
Cabinet Member for Resources Councillor David Seaton 28 October 2016	OCT16/CMDN/63	Discretionary Rate Relief from Business Rates for Charities, Similar Organisations Not Established or Conducted for Profit and Rural Businesses The Cabinet Member: 1. Approved the award of Discretionary Rate Relief for charities and similar organisations shown on the attached schedule at Appendix A to 31 March 2017; and 2. Rejected the applications for the award of Discretionary Rate Relief for charities and similar organisations shown on the attached schedule at Appendix B.
Cabinet Member for Growth, Planning, Housing and Economic Development Councillor Peter Hiller 7 November 2016	NOV16/CMDN/64	The Highway Asset Management Policy and Strategy The Cabinet Member approved the adoption of the Highway Asset Management Policy and Strategy.
Leader of the Council and Cabinet Member for Education, Skills, University, and	NOV16/CMDN/74	Addition to the List of Peterborough City Council Nominations to Outside Bodies - Allotments Consortium The Cabinet Member approved:

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
<p>Communication</p> <p>Councillor John Holdich</p> <p>23 November 2016</p>		<ol style="list-style-type: none"> 1. The Allotments Consortium as an additional outside body to which an appointment opportunity has arisen; 2. The categorisation of the Allotments Consortium as 'Community Engagement' and arrange for amendment of the Council's partnership database; and 3. Nominations for appointments to vacancies to the Allotments Consortium for the remainder of the 2016/2017 municipal year.
<p>Cabinet Member for Health Issues</p> <p>Councillor Diane Lamb</p> <p>28 November 2016</p>	<p>NOV16/CMDN/75</p>	<p>Integrated Healthy Lifestyles Service</p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Approved the award of contract to Solutions 4 Health Ltd to deliver an Integrated Healthy Lifestyle Service in Peterborough for the sum of £4,208,923.67 over 5 years from 1 April 2017 to 31 March 2022 with the option to extend for a further 2 years, following the completion of a competitive tender process. 2. Approved the transfer of 19 Peterborough City Council employees from within Public Health's Healthy Lifestyle team to Solutions 4 Health Ltd on 1 April 2017 in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 1981. 3. Authorised the Director of Governance to enter into any legal agreements necessary to document the contract and legal arrangements.

COUNCIL	AGENDA ITEM No. 11
14 DECEMBER 2016	PUBLIC REPORT

MOTIONS ON NOTICE

The following notices of motion have been received in accordance with the Council’s Standing Order 13.1:

1. Motion from Councillor Murphy

That Council acknowledges that many families have been affected by the current housing crisis, homelessness and locally pending evictions and notes:

- 1) The current housing emergency that is affecting Peterborough and England. Nationally £27 billion per annum is spent on housing benefit and government funding for house-building has gradually moved into subsidies for rents, especially to private landlords; and
- 2) That there is public concern over Saint Michaels Gate and that some are profiteering out of the misery of homelessness by making people homeless to use dwellings to maximise their profits.
- 3) The local stories and case histories provided and set out as **Appendix 1** to this notice of motion.

That Council believes that there are medium and emergency measures that the city council are and should be taking to resolve the problem. Better solutions such as investing in new build and the provision of social and council housing will be much more cost effective than the use of bed and breakfast and other temporary accommodation.

That Council resolves to support:

- 1) Measures to provide quicker homeless persons decisions, sympathetic assistance and prevention work with and for families in Peterborough faced with homelessness; and
- 2) The investigation of the installation of prefabricated emergency housing and increased use of leased homes as a short term measure and in the long term increasing the supply of social dwellings and council houses; and
- 3) The acquisition of empty buildings to convert and refurbish to provide accommodation and the development of the joint venture housing company to focus on the delivery of social housing to eradicate the use of bed and breakfast accommodation.

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Residents story no.1

We received a call from Akelius on April 1st asking would we like to extend our contract with them we did so took another 12month contract as they wouldn't do a longer one.

On 24th June we received a letter from Akelias stating they wanted to do an inspection on Wednesday 29th June (this was not an inspection this was to show Stef & Philips the houses).

On 28th June (day before supposed inspection from Akelias) received a letter from paul Simon homes saying they were the new owners of the property.

On August 26th received section 21 letter telling us to be out by 16/11/2016.

After many phone calls and emails we finally got them to honour our contract and we can stay until contract ends in April.

All of this has put a great strain on our family life and on my wife's Health. This was supposed to be our last move as we used our savings to pay for my wife's mothers funeral last year and as such we now live paycheck to paycheck which is fine but now we have to come up with over £2000 to move house. There are none available and can see us ending up homeless. This has all put a large amount of stress on us and my wife has been rushed into hospital a couple of times already with extremely high blood pressure and even got admitted and even now she has to be monitored this is ALL due to the stress of everything that's been going on and still going on with Peterborough council and Stef & Philips.

Residents story no.2

I will be getting evicted when my tenancy ends which is the end of April. I will have lived here for 4 years.

And this was my first home with my son, who is now 4.

I am struggling to find anywhere else to rent due to getting some help towards paying my rent as not many places accept this anymore. I am also on the council list but I am so far down that I am coming in at position 200+ so I'n not getting anywhere with that either.

I am dreading April coming as I have no idea where I will be.

Residents story no.3

A crime beyond denunciation.

I am a single guy in my 50's who has lived in St Michael's Gate for 5 years. I pay my bills and taxes yet I am being evicted so you can house the homeless. I was sure our councillors, now the whole picture has been revealed, would be filled with remorse and desperately trying to make it up to us right?

The first thing that needs to happen is to get these people out of their homes is the correct answer.

It's not do you evict or do you not evict, the question now is when to evict and with what philosophy you evict them with. This isn't about helping build a society of people is it?

You tell us it is unethical yet it is lawful. I ask the question is it immoral? I believe it is. I voted for you to represent us and the interests of the Peterborough community. Do you care whether or not I may lose all of my possessions when I get kicked out for doing nothing wrong?

There is a crime here that goes beyond denunciation. There is a sorrow here that weeping cannot symbolize.

The costs of moving will fall on my shoulders, putting me in to debt for no fault of my own with no compensation or retribution for being a legal outcast. This all may fall on deaf ears but heed my warning, I have voted you all in, I will do my best to vote you all out of office because you are not fit to represent the needs of your own people as there is a failure here that topples all your success.

Residents story no.4

Im a resident of St Michaels Gate and have lived on this housing estate for the last 21 years my first Landlords were Quality Street.

Due to an abusive relationship – the Administration Gentleman, who lived on the estate moved me to my now present house where they installed a camera positioned on my front door to keep an eye on me and any unwanted visitors, They seemed very caring Landlords ,and I was told that I would be able to stay as long as I wanted as the houses would never be sold off.

As I was moved there was another tenancy agreement for me to sign which started 1st February 1998 So Feb 2017 I will have been in my present house 19 years. I am 63 years of age and was born in Peterborough, I work part time, and look after my 3 year old granddaughter.

I have never claimed any benefits and always paid my way, and never been in arrears, I was shocked one Sunday morning to find a possession Notice pushed through my door, this was before any news had broken re the intentions of the now landlords and the council, On a Sunday there was no one I could phone to ask what this was for so I was in state of shock all day and very upset The Council have said that if I didn't want to go into temporary accommodation I would be better off bidding on sheltered housing. Most of these properties have no garden and are very small. None of my furniture will fit, I was offered a flat that had no carpets and only room for a single bed with no room for a wardrobe etc at a cost of £628.00 a month. The council still keep trying to pressurise me into finding private rents but at my age I don't want to be in this situation again. My Neighbours over the past years have all been exemplary, and have stayed a long time. I have felt very safe and had no trouble. The council also have said that when the time comes for me to leave they will put me in a travel lodge or hotel that will have no facilities for cooking so I would have to eat out. They wont store any furniture. And someone will be put into this house and I will take their place in a hostel probably! Don't understand why the council would want to pay for someone to live in this house when I could still pay the rent while I'm bidding on other properties. The council

wont be saving any money if they put me into temporary accommodation all that will happen is that Steff and Phillips /Paul Simon will be getting more money from the Council. The Council have offered to loan me £2000.00 deposit to help with private rent , but I would have to pay this back, as I'm not claiming any benefits. The Council offices have secured an extension on my tenancy from Nov 30 – until Jan 6TH she also told me that Stef & Phipps would probably take up to 6 weeks to get a court order so not to worry too much! Again at my age to be threatened with possible court action is not good. I am so upset, not sleeping more than a couple hours a night and very depressed about it all I just hope my health doesn't suffer because of this dreadful situation I and the other residents of St.Michaels Gate are in.

Resident story no.5

This time last year I got made homeless because our previous owners Akelius needed to refurbish my flat. I had to move out for 4 weeks, I had to find my own accommodation! I had to put all possessions and furniture into storage, hire a van to take it there also. I was out of the flat for 5 weeks! It cost me over a £1,000 for rental, van and storage. I moved back on after refurbishment, my rent had gone up by £125 extra per month. I also had to pay all fees and admin again and deposit which had gone from £500 to £600. From all the upheaval and stress of it all I got shingles! I moved back in got comfortable and thought this is going to be my home for a longtime. I am now still under my tenancy of 1 year which expires 14 December so am just waiting for my section 21 notice, of 2 months, then eviction!

Resident story no.6

For 18 months me and my girlfriend shared a property. We wanted to look for something just for us. It was very difficult to find somewhere as we both each work 60 hours a week! We finally found a flat on St.Michaels Gate it was a lovely area and a quite street. We have been very happy living here and made very good friends with our neighbours and other people of the Parnwell area. We have been part of a community. We paid over £700 deposit got a one year tenancy with an option to extend long term. We have till August next year but will be in the difficult position of trying to find somewhere to live while we work and look for work as we work for agencies. We are not looking forward to this as it will be very difficult not only to find somewhere but to be as comfortable and happy not only in our home but in the community also.

Residents story no.7

We moved to St.Michael's Gate in August 2014 after I was offered a job in Peterborough. I was working in London at that time. St.Michael's gate was not my first choice in Peterborough as I did not drive at that time and I was working at the hospital which is quite some distance. My wife and my 8 month old child loved the place as it was much nicer compared to the tiny flat we were living in London in.

Things moved on and we had another boy on Christmas day the same year. I learnt how to drive making things much easier for us. Me and my wife slowly decorated our home. The children are growing fast and this is home for them.

It has been excellent few years here for us. There has always been a sense of security. Little things like if you forget to switch off your car's lights, someone will let you know. Also if one

of your children manages to get out from the house, you know he is going to be safe with someone in the neighbourhood seeing him.

Unfortunately recently some of our neighbours have been forced out which is quite distressing.

We are quite scared about our future. Children are going to nursery here. Its not easy to find a new place but moreover the house rents and upfront securities have gone up. We are hoping things do settle down and we stay in our place.

Resident story no.8

I have lived here since 2011 and have been very happy, it's a great neighbourhood. I do believe it's profiteering on the back of human exploitation of the homeless. I also find it ludicrous that Peterborough city council are getting fleeced by Stef & Phillips who are making at least double the rental by figures already released! People of Peterborough will be paying for this through their own council tax and therefore we are paying for the privilege of losing our homes! I do believe that Peterborough city council have not helped even though they are a partner and have washed their hands clean of this. And I do believe if they had been a council that said not in my city they would have had the backing of all councillors regardless of party. To fast track it to the Prime minister and her relevant departments and put a block and stop legally to a grave social injustice! Peterborough city council is a conservative lead the same as Her Majesties Government that says this is going to be a government that works for everybody! So how have Peterborough City Council been an extension of this pledge to the residents of St Michaels Gate! My section 21 notice is for me to be out by January 13th!

COUNCIL	AGENDA ITEM. 12(i)
14 DECEMBER 2016	PUBLIC REPORT

REVIEW OF CONSTITUTION – SCRUTINY PROCEDURE RULES

R E C O M M E N D A T I O N S
FROM : COUNCILLOR PETER HILLER, CHAIR OF COMMITTEE REVIEW GROUP
It is recommended that Council approves changes to the Scrutiny Committee Procedure Rules (Part 4 Section 8) and consequential amendments to Article 11 of the Constitution, to take effect from 1 January 2017 (Appendix 1 and 2).

1. PURPOSE AND REASON FOR REPORT

- 1.1 Council at its annual meeting on 23 May 2016 agreed to set up a Committee Review Group to review the committee structure. Council at its last meeting agreed revised scrutiny arrangements and requested that the Scrutiny Procedure Rules be reported to this meeting.

2. BACKGROUND (AND CONSULTATION)

- 2.1 Council on 12 October, upon the recommendation of the Committee Review Group, agreed:
- (a) a revised scrutiny structure and terms of reference;
 - (b) changes to the Council’s scrutiny arrangements in relation to pre-scrutiny and call in; and
 - (c) other proposed changes to the constitution.
- 2.2 These changes are reflected in the Scrutiny Committee Procedure Rules in **Appendix 2**.
- 2.3 It agreed the establishment of the following four committees to take effect from 1 January 2017:
- (a) Children and Education Scrutiny Committee
 - (b) Adults and Communities Scrutiny Committee
 - (c) Health Scrutiny Committee
 - (d) Growth, Environment and Resources Scrutiny Committee.
- 2.4 As reported to the last meeting of Council, the Parish Council Liaison Committee was consulted on 21 September on the new proposed scrutiny structure and how the Council might better mainstream rural affairs within its existing decision making structure following the Scrutiny Commission for Rural Communities being disbanded. The Committee asked for further time for consultation. It was also consulted on proposals to strengthen its role. It was agreed that proposals regarding the role of rural councillors within the structure would be incorporated in the Scrutiny Committee Procedure rules and be brought back to this meeting.
- 2.5 Following consultation with the Parish Council Liaison Committee and the Scrutiny Commission for Rural Communities, the Committee Review Group propose the following changes to the draft Scrutiny Committee Procedure Rules (**Appendix 2**).
- (a) That at least one non-voting co-opted position be reserved for a Parish Councillor from a rural area and one substitute member to be decided by the Parish Council Liaison Committee (see para 3.2).

- (b) That the Scrutiny Committee can invite a further Parish Council member to become a non voting co-opted member (see para 3.2).
- (c) That the annual work programme of the Scrutiny Committees must take account of matters which affect the rural area (see para 4.1).
- (d) In implementing their work programme, Scrutiny Committees should ensure that the Parish Council Liaison Committee has been consulted on matters related to predominately rural or Parish Council issues (see para 4.5).

2.6 As a result of the proposed changes agreed at the last meeting, there is also a consequential amendment to Article 11. This clarifies that the budget and major framework are not key decisions as these decisions are reserved to Council.

3. IMPLICATIONS

- 3.1 Finance Implications – There are no financial implications.
- 3.2 Legal Implications – These are contained within the report.
- 3.3 Equalities Implications – There are no direct equalities implications arising from this report.

4. BACKGROUND DOCUMENTS

- 4.1 All background documents used in the drafting of this report have been public documents and are largely referred to within the report.

5. APPENDICES

- 5.1 Appendix 1 – Decision Making, Part 2, Article 11
- 5.2 Appendix 2 – Scrutiny Committee Procedure Rules, Part 4 Section 8

Article 11 - Decision Making

1. Responsibility for decision making

The Council will keep a record of the decisions taken and persons responsible for them available to the public. These details are set out in Part 3 of this Constitution.

2. Role of decision makers

All decision makers will:

- (a) realistically consider all alternatives and, where reasonably possible, consider the views of the public;
- (b) understand and keep to the legal requirements regulating their power to make decisions;
- (c) take account of all relevant matters, both general and specific, and ignore any irrelevant matters;
- (d) act for a proper purpose and in the interests of the public;
- (e) keep to the rules relating to local government finance;
- (f) follow procedures correctly and be fair;
- (g) make sure they are properly authorised to make the decisions;
- (h) be responsible for their decisions and be prepared to give the reasons for them; and
- (i) take appropriate professional advice from officers.

3. Key decisions

A 'key decision' is an Executive decision which is likely to:

- (a) result in the Council spending, or saving a significant amount compared with the Budget for the service or function the decision relates to; or
- (b) have a 'significant' effect on communities living or working in an area made up of two or more wards.

When assessing whether or not a decision is a key decision, Members must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will not generally be considered to be a key decision if the amount spent or saved is less than £500,000. A key decision which is considered to have a 'significant' effect on communities should usually be of a strategic rather than operational nature and have an outcome which will have an effect upon a significant number of people living or working in the area and impact upon:

- the amenity of the community; or
- quality of service provided by the authority.

~~Any Executive decision relating to the Council's major policy framework will also be considered a 'key decision'~~

4. Decision making by the full Council

The Council will follow the Council's Procedures Rules set out in Part 4 of this Constitution when considering any decision.

5. Decision making by the Executive

The Executive will follow the Executive Procedures Rules set out in Part 4 of this Constitution when considering any decision.

6. Decision making by the Scrutiny Committees ~~and Scrutiny Commissions~~

Scrutiny Committees ~~and Commissions~~ will follow the Overview and Scrutiny Procedures Rules set out in Part 4 of this Constitution when considering any decision.

7. Decision making by other Committees and Sub-Committees

Committees and Sub-Committees will follow those parts of the Council procedure rules set out in Part 4 of this Constitution as they apply to them.

8. Human Rights

All decisions taken by the Council will be in accordance with the requirements contained in the European Convention of Human Rights.

Section 8 - Scrutiny Committee Procedure Rules

1. MEETINGS OF THE SCRUTINY COMMITTEES

- 1.1 There shall be up to ~~six eight~~ ordinary meetings of each Scrutiny Committee in each municipal year, the dates of which will be set by the Council usually at its Annual meeting.
- 1.2 Extraordinary meetings may be called from time to time as and when appropriate. A Scrutiny Committee meeting may be called by the Chairman, by any three Members of the Committee or by the Proper Officer if he or she considers it necessary or appropriate; the process for which is specified in Part 4, Section 1 - Council Standing Orders.

2. CHAIRMAN AND VICE-CHAIRMAN

- 2.1 The Chairman and Vice Chairman of the Scrutiny Committees will be drawn from among the Members sitting on the Committees. Subject to this requirement, the Council may appoint such Members as it considers appropriate as Chairman and Vice Chairman of the Committees in accordance with Council Standing Orders.

3. CO-OPTED MEMBERS

- 2.13.1 ~~In addition to any statutory co-opted members, Scrutiny Committees shall be entitled to may co-opt up to four non-voting members on to the Committee.~~
- 3.2 ~~There must be at least one non-voting position reserved for a Parish Councillor from a rural area ~~withand~~ one substitute member both to be decided by the Parish Council Liaison Committee. Any Scrutiny Committee can request the Parish Council Liaison Committee to put forward a further Parish Council member to become a non-voting co-opted Member.~~
- 2.23.3 ~~A Scrutiny Committee can co-opt a further three members at its discretion one of which may be a second parish council member. a further Parish Councillor from a rural area on to the Committee~~

3.4. WORK PROGRAMME

- 3.14.1 Scrutiny Committees will be responsible for setting their own work programmes for the forthcoming year.

- 4.2 At the beginning of the municipal year, the lead Corporate Director and relevant Service Directors will present to the Scrutiny Committee an overview of their service areas highlighting any future challenges, service changes and changes in legislation which will affect their service ~~together along~~ with any up and coming policies, plans or strategies due for review or development. That the annual work programme of the Scrutiny Committees must take account of matters which affect the rural area.

3-24.3 The Committee will identify one or two key themes or topics arising from the initial presentation to which it will then focus on for the remainder of the municipal year. The Chairman will establish working arrangements with the Committee to implement and review its programme.

4.4 Items deemed 'for information only' will be circulated outside of the meetings.

4.5 In implementing their work programme, Scrutiny Committees should ensure that the Parish Council Liaison Committee has been consulted on matters related to predominately ~~an~~ -rural or Parish Council issues.

4.5. **AGENDA ITEMS**

4.15.1 Any Member may, with seven days notice, require the Proper Officer to place an item relevant to the functions of the Committee on the agenda for the next meeting. On receipt of such a request the Monitoring Officer will ensure that the item is included on the next available agenda and will advise the Chairman accordingly. Any item must be relevant to the functions of the Committee and not an "excluded matter"¹. The item will be discussed by the Committee and it will only be pursued further if the Committee agrees to do so.

4.25.2 The following items are designated as 'excluded matters' and are not able to be included on the agenda:

- (a) Any matter outside those functions set out in the Local Government Act 2000 as amended;
- (b) Any matter relating to a licensing or planning decision;
- (c) Any matter relating to an individual body where there is already a statutory right to a review or appeal (other than the right to complain to the Local Government Ombudsman); and
- (d) Any matter which is vexatious, discriminatory or not reasonable to be included on the agenda for, or to be discussed at, a meeting of a Scrutiny Committee.

4.35.3 Scrutiny Committees shall also respond, as soon as their work programmes permit, to requests from the Council and, if it considers it appropriate, the Executive, to review particular areas of Council activity. Where they do so, the relevant Committee shall report its findings and any recommendations to the Executive and/or Council.

5.6. **REPORTS FROM SCRUTINY COMMITTEES**

5.16.1 The Scrutiny Committee will submit reports to the Proper Officer for consideration by the Executive (if the proposals are an executive function and consistent with the existing Budget and Policy Framework), or to the Council as appropriate.

5.26.2 If a Scrutiny Committee cannot agree on one single final report, then two or more opposing Members of the Committee may submit a minority report. No more than one minority report may be prepared and submitted alongside the majority report for consideration by the Council or the Executive as appropriate. The minority report must set out the alternative recommendations and the reasons for the proposed recommendations.

¹ An "excluded matter" under Section 9FC of the Local Government Act 2000 as amended.

- ~~5-36.3~~ The Executive shall consider the report of a Scrutiny Committee within one month of receiving it. In the case of a report to Council, the report will be submitted by the Proper Officer for consideration at the next Council meeting.
- ~~5-46.4~~ When the Council does meet to consider any report from a Scrutiny Committee on a matter which would impact on the Budget and Policy Framework, it shall also consider the response of the Executive to the Scrutiny Committees' proposals.
- ~~5-56.5~~ Scrutiny Committees will have access to the Forward Plan of executive decisions ~~including the and~~ timetable for decisions ~~and intentions~~ for consultation.
- ~~5-66.6~~ If a Scrutiny Committee thinks that a key decision relating to their terms of reference has been taken which was not:
- (a) included in the Forward Plan for a period of no less than 28 clear days;
 - (b) the subject of the general urgency exceptions under the Executive Procedure Rules in Part 4, Section 7 of this Constitution; or
 - (c) the subject of an agreement with the Chairman of the relevant Scrutiny Committee, or the Mayor/Deputy Mayor under Executive Procedure Rules relating to Special Urgency in Part 4, Section 7 of theseis Constitution Rules;
- ~~the Committee~~ may require the Cabinet to submit a report to the Council within such reasonable time as the Committee specifies. The power to require a report rests with the Scrutiny Committees, ~~andbut~~ is also delegated to the Monitoring Officer, who shall require such a report on behalf of the Committee when so requested by the Chairman or any five members of the Committee. Alternatively the requirement may be raised by resolution passed at a meeting of a Scrutiny Committee.
- ~~5-76.7~~ The Cabinet will prepare a report for submission to the next available meeting of the Council. However, if the next meeting of the Council is within nine days of receipt of the written notice, or the resolution of the Scrutiny Committee, then the report may be submitted to the Council meeting after that. The report to Council will set out particulars of the decision, the individual or body making the decision, and if the Leader is of the opinion that it was not a key decision the reasons for that opinion.

~~6-7.~~ **ROLE IN POLICY DEVELOPMENT**

- ~~6-17.1~~ The role of Scrutiny Committees in relation to the development of the Council's Budget and Policy Framework is set out in the Budget and Policy Framework procedure Rules in Part 4 Section 6 of this Constitution.
- ~~6-27.2~~ In respect of the development of the Council's policy about other matters not forming part of its Budget and Policy Framework, Scrutiny Committees may make proposals to the Executive for developments insofar as they relate to matters within their terms of reference.
- ~~6-37.3~~ Scrutiny Committees may hold inquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they consider reasonably necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter

under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

7.8. RIGHTS OF SCRUTINY COMMITTEE MEMBERS TO DOCUMENTS

7.18.1 Members of Scrutiny Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4, Section 5 of the Constitution.

7.28.2 Nothing in this paragraph prevents more detailed disclosure between the Executive and the Scrutiny Committees as appropriate, depending on the particular matter under consideration.

7.38.3 Members retain all other legal rights to inspect and access documents.

8.9. MEMBERS AND OFFICERS GIVING ACCOUNT

8.19.1 Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, they may require any Member of the Executive, the Head of Paid Service and/or any Director or Head of Service to attend before it to explain in relation to matters within their remit:

- (a) any particular decision or series of decisions;
- (b) the extent to which the actions taken to implement Council policy; and/or
- (c) the performance of services for which they are responsible;

and it is the duty of those persons to attend and answer questions put to him or her if so required. If the Member or officer specified cannot attend on the required date, they should arrange a substitute Member or officer to attend in their place.

8.29.2 Where any Member or officer is required to attend a meeting of the Scrutiny Committees under this provision, the Chairman will inform the Proper Officer. The Proper Officer shall inform the Member or officer in writing giving at least seven working days notice of the meeting at which he or she is required to attend. The notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the Member or officer concerned will be given sufficient notice to allow for preparation of that documentation.

8.39.3 Where, in reasonable circumstances, the Member or officer is unable to attend on the required date then they should arrange for a substitute to attend and inform the Proper Officer of this arrangement. If this is not possible the Member or officer should inform the Proper Officer accordingly and the Scrutiny Committee shall, in consultation with the Member or officer, arrange an alternative date for their attendance within a maximum of 10 days from the date of the meeting at which they were first required to attend.

9.10. CALL-IN OF KEY DECISIONS

10.1 Call in is the exercise of a Scrutiny Committee's statutory powers under section 9F(2) and 9F(4) of the Local Government Act 2000 (as amended by the Localism Act 2011) to review an executive key decisions before it is they are-implemented. Where a decision is called-in and the Scrutiny Committee decides to refer it back to the decision maker for reconsideration, it cannot be implemented until the call-in process is complete.

10.2 Any key decision made by the Executive, an Officer or other body with delegated authority from the Executive is subject to call-in. A key decision may be called-in only once. A Cabinet recommendation to the Council is not a key decision and may not be called-in.

9-410.3 Call-in should only be used in exceptional circumstances where Members of a Scrutiny Committee have evidence which suggests that the Executive did not take the decision in accordance with the principles set out in Part 2 Article 11 (Decision-Making).

10.4 The call-in procedure and the powers to refer a decision back for reconsideration may be exercised by any Scrutiny Committee, provided the decision that is subject to call-in is within the remit of its terms of reference.

9-210.5 Call-in of decisions which may be contrary to the Budget and Policy Framework shall be governed by the provisions of the Budget and Policy Framework Rules in Part 4 Section 6 of the Constitution and require a reference to Council by a Scrutiny Committee on a report from the Monitoring Officer or Chief Finance Officer.

The Call-in Procedure

9-310.6 Once made, the executive decision shall be published, including where possible by electronic means, and shall be available at the Town Hall no later than 5.30 pm on the second working day of the decision being made. All members of the Council will be sent electronically copies of the notices of all such decisions within the same timescale as publication.

9-410.7 The decision notice will bear the date on which it is published and will specify that the decision may then be implemented on the expiry of three 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 the relevant Scrutiny Committee. If a request for call-in of a decision is received, implementation of the decision remains suspended subject to these provisions.

10.8 A request to call-in a decision must be received by the Proper Officer within the period from publication and before the time for implementation of a decision and the request to call-in a decision must be made in writing or -electronically by facsimile transmission or electronic mail, using the agreed form.

10.9 The form must:

- (a) set out the resolution or resolutions that the Members wish to call in;
- (b) give the reasons why the Scrutiny Committee should review or scrutinise the decision and consider referring it back to the Executive;
- (c) whether it is considered to be outside the policy or budget framework;
- (d) set out the alternative course of action or recommendations they wish to propose.

(a)(e) be signed and dated by any two Members of the relevant Scrutiny Committee.

Voting Diocesan and parent governor representatives may request the call-in of decisions relating to education matters only.

10.10 The call-in request will be deemed valid unless any of the following apply:

- (a) the procedures set out above have not been followed properly;
- (b) the decision has been recorded as urgent as set out below;
- (c) the request for call in is not a proper use of the call in provisions taking into account the following factors:
 - i) where the matter has been considered as part of pre-decision scrutiny by a scrutiny committee;
 - ii) whether there has been any substantive changes to the nature of the decision being made since any pre-decision scrutiny of the proposals;
 - iii) where a decision is not deemed a key decision, for example a decision to go out to consultation on a future key decision to be made by the executive;
 - iv) a decision taken by cabinet when preparing the annual budget or new policy proposals for submission to Council for decision.

10.11 If the call in request is deemed valid, ~~t~~The Proper Officer shall ~~then~~ notify the decision-taker of the request to call-in the decision and that implementation of the decision is suspended until further notice. The relevant Scrutiny Committee will discuss the request for call-in at its next meeting, providing this meets the required timescale. Where a meeting is scheduled to take place within ten working days of the date of the request to call-in, or soon after then the matter shall be placed on the agenda for that meeting.

~~9.5~~10.12 Where no such meeting is scheduled, the Proper Officer shall call a meeting of the relevant Committee on such date as he or she may determine, where possible after consultation with the relevant Chairman.

~~9.6~~10.13 ~~If the Scrutiny Committee does not meet by the date set within 10 working days of the receipt of the request to call in, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the meeting or the expiry of the ten working day period, whichever is the earlier, and the Proper Officer will notify the decision taker that the decision may then be implemented.~~

~~Where the request for call in is signed by one or two members who are not members of the relevant Scrutiny Committee, those Members will be invited to attend the meeting to present their request for call in.~~

10.14 Having considered the Call-in and the reasons given, the relevant Committee may either:

- (a) refer it back to the decision making person or body for reconsideration, normally in time for its next scheduled meeting, setting out in writing the nature of its concerns and any alternative recommendations;
- (b) if it considers that the decision is outside the Council's Budget and Policy Framework, refer the matter to the Council after seeking the advice of the Monitoring Officer and/or Chief Financial Officer; or
- (c) decide to take no further action, in which case the original executive decision will be effective immediately.

~~9.7~~ — If, having considered the request for call in of the decision, the Scrutiny Committee is still concerned about it, then it may refer it back to the decision making person or body for

~~reconsideration, setting out in writing the nature of its concerns, or it may refer the matter to full Council.~~

~~9.8~~10.15 If referred back to the decision taker they shall then reconsider ~~within a further ten working days~~, amending the decision or not, before adopting a final decision. Once a decision has been reconsidered by the decision taker it may not be the subject of further call-in.

~~9.9~~ — If the matter is referred to full Council it will be considered at the next Ordinary meeting of full Council (subject to any Extraordinary meeting being called). If the Council does not object or refers the decision back to the decision making body or person, the decision shall take effect on the date of the Council meeting and the Proper Officer will notify the decision taker that the decision may then be implemented.

~~9.10~~ — If the Council does object, it cannot make decisions in respect of an Executive decision unless it is contrary to the Budget or Policy Framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it.

~~9.11~~10.16 Where the decision was taken by the Executive, a meeting will be convened to reconsider the decision within ten working days of the ~~Council or Committee's~~ ~~ouncil's~~ request, ~~or soon after with the agreement of the Leader~~. Where the decision was made by an individual, the individual will reconsider within five working days of the Council's ~~or Committee's~~ request.

~~10.17~~ If a decision relates to an executive function, only the Cabinet can ultimately decide the matter, provided that it is in accordance with the Council's Budget and Policy Framework.

Speaking Scheme for Call in

~~9.12~~10.18 Any Members of the public or Members not on the Committee who wish to address the Committee on a request to call in must register with the Proper Officer by 12 noon on the day before the meeting.

~~9.13~~10.19 The following procedure will apply for each item.

(a) Members who requested the call in will address the Committee;

(b) Other Members or members of the public who have registered to speak and who support the call in may address the Committee;

(c) The Committee may ask questions to Members who requested the call in;

(d) Officers or the Cabinet Member who has portfolio responsibility for the decision will address the Committee and respond to the call in.

(e) Members or members of the public who oppose the call-in and support the decision may address the Committee;

~~(a)~~ The Committee may ask questions to those who support the decision

~~(f)~~

~~(b)~~(g) The The Scrutiny Committee will debate the call-in and get advice from officers where appropriate;

~~(e)~~(h) The Scrutiny Committee will reach a decision.

~~9.14~~10.20 The total time allowed for speeches from each of the following groups of speakers will not be more than five minutes unless the Committee decides on the day of the meeting to extend the time allowed due to unusual or exceptional circumstances:-

- (a) Members who requested the call in
- (b) Other Members or members of the public who support the call in;
- (c) Members or members of the public in support of the decision

~~10.21~~ If more than one objector or supporter wants to speak, the Chairman may ask the supporters and objectors to appoint a spokesperson to represent their views.

CALL-IN AND URGENCY

~~9.15~~10.22 The call-in procedure set out above shall not apply where the decision being taken by the Executive is urgent or becomes urgent during the call-in process. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public interest. The request for a decision to be deemed urgent and the reasons for this request shall be considered by the Chairman of the relevant committee (or in his/her absence the Chairman of another Scrutiny Committee) in consultation with the Monitoring Officer. However, the decision may only be taken if the Chairman of the Scrutiny Committee agrees that the decision is a matter of urgency.

~~9.16~~10.23 The record of the decision, and notice by which it is made public shall state whether, in the opinion of the decision making person or body, the decision is or has become an urgent one, and is therefore not or no longer subject to call-in. The Chairman of the Scrutiny Committee's consent to the decision being taken as a matter of urgency must also be noted on the record of the decision. The Chairman of the Scrutiny Committee must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of a Chairman, the consent of the Mayor shall be required. In his or her absence, the consent of the Deputy Mayor will be sufficient.

~~9.17~~10.24 Decisions taken under the urgency procedures and where call in has been waived will be reported to the next available meeting of the Council, together with the reasons of urgency.

~~9.18~~10.25 The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

~~10.11.~~ THE PARTY WHIP

~~10.11.1~~ For the purposes of this rule the phrase 'the party whip' means any instruction given by or on behalf of a political group to any Member who is a member of that group as to how that Member shall speak or vote on any matter before the Council or any Committee or sub-Committee, or the application of or threat to apply any sanction by the group in respect of that Member should he or she speak or vote in any particular manner.

40.211.2 When considering any matter in respect of which a Member of the Scrutiny Committee is subject to a party whip, the Member must declare the existence of the whip and the nature of it before the commencement of deliberations on the matter by the Committee. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

41.12. PROCEDURE AT MEETINGS

41.412.1 The Scrutiny Committees shall consider the following business:

- i) The minutes of the previous meeting;
- ii) Declarations of interest (including whipping declarations);
- iii) Any matter referred to the Committee for a decision in relation to ‘call-in’ of a decision, from another Committee;
- iv) Consideration of petitions;
- v) Any matter referred by a Member under Section 119 of the Local Government and Public Health Involvement in Health Act 2007 (‘Councillor call for action’);
- vi) Responses of the Executive to reports of the Scrutiny Committee;
- vii) Any items related to themed scrutiny reviews, focusing on the agreed themes of the Committee and any other reports as required and agreed;
- viii) The business otherwise set out in the agenda for the meeting; ~~and~~
- ix) The latest version of the Forward Plan of Executive Decisions; ~~:-~~
- ix)x) The Committees work programme

41.212.2 Where the Scrutiny Committees conduct investigations, they may also ask people to attend to give evidence at meetings which are to be conducted in accordance with the following principles:

- (a) That the investigation be conducted fairly and all Members of the Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
- (b) That those assisting the Committee by giving evidence be treated with respect and courtesy; and
- (c) That the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

41.312.3 The Chairman shall have discretion to hear from any person who they consider will assist the debate at a meeting if, in their opinion, the contribution of that person is directly related to an item of business that is on the agenda for the meeting.

41.412.4 Following any investigation or review, the Committee shall prepare a report for submission to the Executive and/or Council as appropriate and shall make its report and findings public.

42.13. JOINT MEETINGS OF SCRUTINY COMMITTEES

42.413.1 If the Chairman of two or more Scrutiny Committees agree that a joint meeting will enable there to be more effective and efficient scrutiny of a particular item of business, then following consultation with the respective group representatives, they may agree to hold a joint meeting on the scheduled date for a meeting of either or any of the committees, or another date if they consider this to be more practicable.

~~12.2~~13.2 All Members of the respective committees shall be entitled to speak and vote at the joint meeting. The Chairman shall be appointed from among the Chairmen of the Committees who are holding the meeting or, if they are absent, another person who is present at the meeting.

~~12.3~~13.3 The joint meeting shall be deemed to constitute a meeting of each committee for the purposes of fulfilling their annual programmes of up to ~~eight~~six meetings per year.

~~13.14.~~ **TASK AND FINISH GROUPS**

~~13.1~~14.1 Scrutiny Committees have the power to set up Task and Finish groups to consider any matter within their terms of reference.

~~13.2~~14.2 The specific terms of reference for the Task and Finish group will be agreed by the relevant Committee when the group is set up. These will include the membership of the group and the proposed dates of reporting to the parent body.

~~13.3~~14.3 Each Task and Finish group may co-opt no more than two non-elected members to serve on the group. The number of co-opted members shall not exceed the number of elected Members. Co-opted members will be able to contribute to the debate and work of the group and will be able to vote on any decisions made. Co-opted members will not be able to vote on any decisions when the final report is considered by the parent body.

~~13.4~~14.4 Task and Finish groups will carry out reviews and/or policy development work allocated to them by the parent body.

~~13.5~~14.5 Task and Finish groups will keep the parent body informed of the progress of each review and/or policy development and will produce a report (which may or may not include recommendations) for consideration by the relevant parent body at the end of the review.

~~13.6~~14.6 Once a Task and Finish group's final report has been considered by the parent body, the Group will be disbanded.

~~14.15.~~ **PUBLIC PARTICIPATION IN SCRUTINY**

~~14.1~~15.1 The public may participate in the scrutiny process by:

- (a) ~~a~~Attending meetings;
- (b) ~~p~~Presenting petitions; and
- (c) ~~a~~Asking questions or speaking at a meeting

~~14.2~~15.2 Members of the public may be permitted to speak or ask questions with the agreement of the Chairman. They must register their intentions no later than 12 noon three working days prior to the meeting and any points raised must be relevant to an item of business to be transacted. Each speaker may address the Committee for up to three minutes.

~~15.16.~~ **REPORTS**

Each year the respective Scrutiny Committee must provide a full report on their activities and make recommendations for future work programmes and different working methods if appropriate. During the year they will report the outcome of any significant issues and make recommendations to the Executive or the Council, or other public sector bodies where it has powers to do so.

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COUNCIL	AGENDA ITEM 12(ii)
14 DECEMBER 2016	PUBLIC REPORT

2018 PARLIAMENTARY CONSTITUENCY BOUNDARY REVIEW

R E C O M M E N D A T I O N S
FROM : COUNCILLOR PETER HILLER, CHAIR OF THE PARLIAMENTARY CONSTITUENCY BOUNDARY REVIEW WORKING GROUP
It is recommended that Council agree the proposed response at Appendix 1 to the Boundary Commission for England consultation in respect of the 2018 Parliamentary Constituency Boundary Review

1. PURPOSE AND REASON FOR REPORT

- 1.1 On 12 October 2016, Full Council resolved that a cross party working group should be established to review the initial proposals for the new Parliamentary constituency boundaries in the Eastern region as published for consultation on 13 September 2016 for a 12 week period to 5 December 2016.
- 1.2 The terms of reference of the 2018 Parliamentary Constituency Boundary Review was approved by Full Council on the same date.

2. BACKGROUND (& CONSULTATION)

- 2.1 On 30 November 2016 , the cross party Parliamentary Constituency Boundary Review Working Group met and considered under their terms of reference to review the proposed parliamentary constituency boundaries within the Eastern region and to ensure that the proposals reflected effective parliamentary constituencies for the residents of Peterborough.
- 2.2 The working group considered the following proposed changes:
 - 2.2.1 The significant reduction in the number of constituencies in England from 533 to 501;
 - 2.2.2 The requirement that every constituency, apart from two specified exceptions, must have an electorate that is no smaller than 71,031 and no larger than 78,507;
 - 2.2.3 The changes to the constituencies within the Eastern region, namely the reduction from 58 to 57; and
 - 2.2.4 The specific impact on the Peterborough and North West Cambridgeshire constituencies.
- 2.3 It is proposed to add the District of Huntingdonshire ward of Earith from the existing North West Cambridgeshire constituency to the South East Cambridgeshire constituency in order to bring the North West Cambridgeshire electorate to 78,279 within 5% of the electorate quota.
- 2.4 The figure originally identified by the working group as the subsequent North West Cambridgeshire electorate was 89,991. Taking into account updated figures, this figure is now 78,279, as referred to above.

- 2.5 It was found that the main consideration for Peterborough was the proposal to add the ward of Fletton and Woodston (from the existing North West Cambridgeshire constituency) to the Peterborough constituency.
- 2.6 Having discussed the proposals at length, Members unanimously agreed to the proposals on the basis that the inclusion of Fletton and Woodston were historically viewed as part of Peterborough City Council. The other proposals did not have any significant impact upon Peterborough.
- 2.7 A draft response was prepared and attached as Appendix 1. Following Full Council's resolution and the terms of reference of the Working Group, the response is required to be approved by Council on 14 December 2016.
- 2.8 As Members are aware, Peterborough City Council had all out elections in May 2016. Members will find at Appendix 2, the latest electoral figures for the new wards in 2016.

3. IMPLICATIONS

Legal Implications

- 3.1 There are no legal implications at this time.

Finance Implications

- 3.2 There are no financial implications

Equalities Implications

- 3.3 The consultation is being conducted by the Boundary Commission and therefore there is no requirement for an equality impact assessment by the Council.

4. BACKGROUND DOCUMENTS

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

- 4.1 'Initial proposals for new Parliamentary constituency boundaries in the Eastern region'
www.bce2018.org.uk

DRAFT RESPONSE TO THE 2018 PARLIAMENTARY CONSTITUENCY BOUNDARY REVIEW

Boundary Commission for England
35 Great Smith Street
London, SW1P 3BQ

Dear Sirs,

We write on behalf of Peterborough City Council in respect of the proposed changes.

Peterborough City Council established a working group to discuss the proposals and noted that the impact of the review for our region is as follows:

1. The significant reduction in the number of constituencies in England from 533 to 501
2. The requirement that every constituency, apart from two specified exceptions, must have an electorate that is no smaller than 71,031 and no larger than 78,507
3. The changes to the constituencies within the Eastern region, namely the reduction from 58 to 57
4. The specific impact on the Peterborough and North West Cambridgeshire constituencies

We noted the proposal of the inclusion of the ward of Fletton and Woodston from the existing North West Cambs constituency.

Historically, one third to a half of the current Fletton ward was part of the original City of Peterborough and was included in the “Old Soke of Peterborough”, a County Council in its own right until 1965 when it merged with the old County of Huntingdonshire. The part of Fletton, known as “New Fletton”, was part of the ancient City of Peterborough for many years.

Churches in “New Fletton” remain part of the Peterborough diocese but all other churches south of the river are in the Ely diocese.

The above illustrates that Fletton has historically been considered as part of the City of Peterborough and in addition to the minimal impact of the proposals, we do not object to the proposed implementations.

Yours faithfully

Cllr John Holdich
Leader of the Council
Peterborough City Council

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Analysis Parliamentary for December 2016 Register

Polling District	Electors
Barnack	
BAI -	257
BAR -	797
HEL -	900
SOU -	120
STM -	45
UFF -	202
WOT -	253
	2,574
Bretton	
BRN1 -	2,141
BRN2 -	1,259
BRN3 -	836
BRN4 -	1,561
	5,797
Central	
CEN1 -	1,444
CEN2 -	749
CEN3 -	1,905
CEN4 -	1,682
	5,780
Dogsthorpe	
DOG1 -	1,697
DOG2 -	846
DOG3 -	1,466
DOG4 -	1,559
	5,568
East	
EAS1 -	1,343
EAS2 -	1,172
EAS3 -	1,032
EAS4 -	1,671
	5,218
Eye, Thorney & Newborough	
EYE1 -	3,173
EYE2 -	493
BOR -	94
NEW1 -	1,300
THO -	1,859
	6,919
Fletton & Stanground	
FLS1 -	1,257
FLS2 -	2,136
FLS3 -	1,217
FLS4 -	1,595
	6,205
Fletton & Woodston	
FLW1 -	563
FLW2 -	1,810
FLW3 -	1,563

FLW4 -	1,628
FLW5 -	856
	<u>6,420</u>

Glinton & Castor

GLC -	47
AIL -	458
CAS -	691
DEE -	425
ETT -	119
GLI -	1,321
MAR -	127
MAX -	618
NOR -	1,106
PEA -	348
	<u>5,260</u>

Gunthorpe

GUN1 -	1,638
GUN2 -	1,503
GUN3 -	1,451
GUN4 -	993
GUN5 -	593
	<u>6,178</u>

Hampton Vale

HAV3 -	14
HAV1 -	682
HAV2 -	3,189
	<u>3,885</u>

Hargate & Hempsted

HAH1 -	702
HAH3 -	78
HAH2 -	2,878
HAH4 -	246
	<u>3,904</u>

North

NTH1 -	1,672
NTH2 -	1,544
NTH3 -	1,531
NTH4 -	737
	<u>5,484</u>

Orton Longueville

ORL1 -	1,701
ORL2 -	1,641
ORL3 -	2,589
ORL4 -	683
	<u>6,614</u>

Orton Waterville

ORW1 -	1,471
ORW2 -	2,567
ORW3 -	1,115
ORW4 -	1,645
	<u>6,798</u>

Park

PAR1 -	1,952
PAR2 -	2,486
PAR3 -	1,108
	<u>5,546</u>

Paston & Walton	
PAW1 -	2,259
PAW2 -	1,832
PAW3 -	1,140
PAW4 -	1,372
	<u>6,603</u>
Ravensthorpe	
RAV1 -	1,180
RAV2 -	1,752
RAV3 -	1,420
RAV4 -	2,093
	<u>6,445</u>
Stanground South	
STS1 -	2,765
STS2 -	656
STS3 -	2,136
	<u>5,557</u>
Werrington	
WER1 -	1,790
WER2 -	1,872
WER3 -	1,817
WER4 -	2,208
	<u>7,687</u>
West	
WES -	1,993
BRS -	2,031
	<u>4,024</u>
Wittering	
SUT -	116
THH -	158
UPT -	45
WAN -	402
WIT -	1,686
	<u>2,407</u>
Report Totals	<u><u>120,873</u></u>

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