

SCRUTINY COMMISSION FOR RURAL COMMUNITIES

MONDAY 28 NOVEMBER 2016
7.00 PM

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. **Apologies for Absence**
2. **Declaration of Interest and Whipping Declarations**

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification " that has been disclosed to the Solicitor to the Council. Members must also declare if they are subject to their party group whip in relation to any items under consideration.
3. **Minutes of Meeting Held on 6 September 2016** 3 - 8
4. **Arrangements for Rural Scrutiny** 9 - 30
5. **Digital Connectivity of Parish Councils and Rural Community Facilities** 31 - 34
6. **Forward Plan of Executive Decisions** 35 - 60

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<http://democracy.peterborough.gov.uk/ecSDDisplay.aspx?NAME=Protocol%20on%20the%20use%20of%20Recording&ID=690&RPID=2625610&sch=doc&cat=13385&path=13385>



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Committee Members:

Councillors: D Over (Chairman), R Brown (Vice Chairman), S Allen, H Fuller, D Fower, J R Fox and J Whitby

Substitutes: Councillors: S Lane, A Shaheed and J Bull

Independent Co-opted Members:

Joe Dobson, Helpston Parish Council
Keith Lievesley, Ufford Parish Council
Henry Clark, Peakirk Parish Council
Philip Nuttall, Marholm Parish Council

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

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**MINUTES OF A MEETING OF THE
SCRUTINY COMMISSION FOR RURAL COMMUNITIES
HELD IN
THE FORLI ROOM, TOWN HALL
ON 6 SEPTEMBER 2016**

Present: Councillors D Over (Chairman), R Brown (Vice Chairman),
Bull , H Fuller, D Fower, JR Fox, J Whitby

Also Present: Henry Clark Independent Co-opted Member
Keith Lievesley Independent Co-opted Member
Philip Nuttall Independent Co-opted Member

Officers Present: Gary Goose, Head of Community Services
Anne Keogh, Housing Strategic Planning Manager
Chief Inspector Rob Hill, Community and Safety Services
Strategic Lead
Karen S Dunleavy Democratic Services Officer

1. Apologies for Absence

Apologies were received from Allen, Councillor Bull is in attendance as substitute.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

3. Minutes of Meeting held on 11 July 2016

The minutes of the meeting held on 11 July 2016 were approved as an accurate record.

4. Housing Strategy and Rural Implications

The report was introduced by the Housing Strategic Planning Manager to Members, which provided an update on the development of the Housing Strategy 2016-20 and to seek comments from committee on the proposed content, particularly regarding rural housing issues. Members were informed that a draft version of the Housing Strategy would be ready for comment at Sustainable Growth and Environment Capital Scrutiny Committee Cabinet on 25th October 2016 and presented to Cabinet on 7th November 2016 for the purposes of approval to commence a 4 week public consultation.

Comments and observations were made around the following area:

- The LA had no control over the changes in national priorities for the Affordable Housing funding programme. There had been a significant shift away from funding for rented affordable homes as the Government had shifted its focus on to home ownership products.
- The allocation of the LA's own capital funding for affordable housing had been subject to some recent changes. The main stream of funding which was received from Cross

Keys Homes (CKH) from right to buy capital receipts, had been ring-fenced to the Council's recently approved housing Joint Venture to invest in the provision of affordable homes. The funding stream currently amounted to £14.6m. The Joint Venture would be able to direct the funding towards the different tenures of affordable housing in the most appropriate way.

- The other source of housing capital funding available was through developers' contributions paid for off-site affordable housing provision via s106 agreements. The funding stream currently amounted to approximately £3m and would continue to be invested in affordable homes in Peterborough through funding bids received from the Council's affordable housing provider partners. There would be a shift in emphasis towards allocation of the funds on loan or an equity stake basis to enable the funds to be recycled, although grants would be available where circumstances were required.
- The Housing Strategy was a strategic document and had not been developed with an extensive action plan. It had been intended to provide a high level overview of Peterborough's housing agenda and since it had been a five year lifespan an action plan. To ensure that the Strategy remained current and appropriate throughout its lifespan an annual report would be published, which reviewed progress.
- Issues such as homelessness and empty homes had their own more detailed strategies, with their own action plans which would be reported through the Strong and Supportive Communities Scrutiny Committee.
- The draft strategy would be presented to Sustainable Growth and Environment Capital Scrutiny Committee on 25th October and to Cabinet on 7th November 2016 for approval for public consultation and Members and Parish Councils would be invited to comment.
- A target for new homes up to 2036, had been included in the emerging Local Plan.
- The LA was not currently meeting the new homes target within the existing Local Plan, which had resulted in a backlog of homes to be built. By resetting the date of the Local Plan and updating the target the LA would be in a position to meet the housing need.
- The Devolution deal would provide control over funding for housing, education, skills and jobs on a local level rather than by the Government. Partner authorities would need to decide how the funding would be allocated appropriately in order to strengthen infrastructure.
- There would be more money available for affordable housing through the Devolution deal, however, partners such as Cambridgeshire and South Cambridgeshire had significant pressures over affordable housing issues. Peterborough should receive a proportionate allocation of Devolution housing funds which would be additional to other funding opportunities such as the national Homes and Communities Agency (HCA) funding programme.
- The Housing Strategy would not include details of the preferred development sites such as Castor and Ailsworth, as they would be included in the next version of the emerging Local Plan which would also be presented to Sustainable Growth and Environment Capital Scrutiny Committee and Cabinet at the same time as the draft Housing Strategy to also gain approval to commence public consultation.
- Publicly owned land would also be considered for inclusion in the list of preferred development sites in the next version of the emerging Local Plan, however, there had been an assessment process involved to evaluate whether the land put forward was appropriate for development. Issues such as whether the site was located on a flood plain, would be considered to ensure appropriate access to amenities and that the overall impact on the public was taken into account.
- The LA could not prioritise allocating affordable homes built within the village envelope to its local residents over and above other Peterborough residents. Affordable homes within the village boundary as they would be allocated to the households with the highest priority need for rehousing in the same way as affordable homes built in the urban areas. Affordable homes built on rural exception sites however, did prioritise identified local need that had been established through a local housing needs survey.

RECOMMENDATION

The Commission recommended that the Housing Strategy demonstrated evidence that the Rural Vision and Parish Charter had been taken into account.

ACTION AGREED

The Commission noted the content and format of the draft Housing Strategy and requested that the Housing Strategic Planning Manager:

1. Ensure the Housing Strategy was prefaced with a clear statement of what it was trying to achieve and how the remit of the Housing Strategy differed from the Local Plan; and
2. Provide confirmation of the housing development target within the existing Local Plan and whether the LA was currently achieving its target and confirmation of the housing target being set in the emerging Local Plan.

5. Prevention and Enforcement Service

The report was introduced by the Community and Safety Services Strategic Lead, which outlined to Members, details of the development of the multi-agency Prevention and Enforcement Service with a particular focus on rural communities.

The Community and Safety Services Strategic Lead and the Head of Community Services responded to comments and questions raised by Members. In summary responses included:

- The Rural Crime Action team (RCA) team responded to crime trends and would organise force strategies and objectives, however, there had been no current set judicial priority in respect of trends. Crime trends were being mapped and would be part of the Tasking and Co-ordination Hub (TaCoH).
- The RCA team did not hold any jurisdiction over domestic violence crimes which occurred in rural areas as the issue had been a police priority. The Public Protection team and Domestic Violence team, located at Thorpe Wood Police Station, would respond to domestic violence crime incidences as they were reported for rural areas.
- The RCAP team had an action plan and a clear strategy in order to tackle fly tipping. The TaCoH would also map fly tipping hotspot areas.
- The action plan developed to monitor the progress of Prevention and Enforcement Services was a long-term solution, which had involved various agency organisations over a six year period. Partner organisations had signed up to the action plan and there would be national monitoring on its progress, however, progress to date was in its infancy.
- A cross party group in relation to 4.6 of the report in regards to the Traveller Liaison and Enforcement would be covered by a Strong and Supportive Community Scrutiny Committee task and finish group and a meeting date was to be announced.
- Current police powers to remove abandoned vehicles would be expanded to some PES officers, which would increase the footfall in monitoring and reporting the issues.
- There was no legislation currently in place to grant powers of arrest to PES officers, however, the officers were able to call for a response.
- Fly grazing and the control of stray horses around parkways was being investigated through seeking the details of land ownership through the Land Registry office in order to pursue removal action by the Prevention and Enforcement Services.

- Training for the PES officers would be undertaken by a training scheme and close supervision in order to provide an understanding over the use of their enforcement powers.
- PES officers had been appointed from the current staff structure. Consideration would be given to the recruitment of future vacant PES positions to include applicants from varied ethnic backgrounds.
- A joint approach between the LA and the police would be taken in terms of tackling the dangerous cycle issues along Bridge Street, which would include the provision of education to cyclists to outline the dangers by the placement of efficient signage. The issues raised by Members regarding the dangerous cycling issues would be taken on board.
- Speed watch and police checks would need to be evidenced in order to assist in detecting significant speeding issues in rural areas. However, the speeding issue concerns in rural areas raised by Members would be taken on board.
- It was acknowledged that there were a number of issues in regards to car drifting in rural areas and these issues would be investigated by the road traffic police. Calls to 999 would provide an immediate response, however, 101 would rate then refer on the issue. There were plans for speeding incidents to be tackled by a triage team through the PES services, which was to be developed in due course.
- The accountability for PES progress was the responsibility of the Strong and Supportive Scrutiny Committee and the governance arrangements was the responsibility of a management board which reported to the statutory Community Partnership Board.

RECOMMENDATION

The Commission recommended that the Prevention and Enforcement Service address the ongoing speeding issues experienced in rural areas in order to gain public buy in of the scheme.

ACTION AGREED

The Commission noted the report and requested that the Community and Safety Services Strategic Lead:

1. Provided contact details for RCAP in conjunction with organised crime for theft issues;
2. Keep Members updated on the progress of the PES in particular to rural areas; and
3. Confirm whether the horses fly grazing on land between Peakirk and Eye was legal.

6. Forward Plan of Executive Decisions

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

AGREED ACTION

The Commission noted the Forward Plan of Executive Decisions and required further information on:

- Local Plan
- Empty Homes Strategy
- Vivacity Premier Fitness Invest to Save Scheme

- Review of Emergency Stopping Places
- Potential Energy Joint Venture – KEY/07MAR16/04

7. Work Programme 2016/17

The Democratic Services Officer introduced the report which provided the Committee with a work programme for 2016/2017.

The Committee noted the report.

8. Date of the Next Meeting

Monday 7 November 2016.

The meeting began at 7.00pm and ended at 8.41pm.

CHAIRMAN

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SCRUTINY COMMISSION FOR RURAL COMMUNITIES	Agenda Item No. 4
28 NOVEMBER 2016	Public Report

Report of the Director of Governance		
Contact Officer	Kim Sawyer, Director of Governance	Tel. 01733 452361
		Tel.

ARRANGEMENTS FOR RURAL SCRUTINY

1. PURPOSE

- 1.1 This report is submitted to the Scrutiny Commission for Rural Communities following the decision by Council on 12 October to review its scrutiny arrangements.
- 1.2 The purpose of this report is to ensure that the existing workload of this Commission is allocated to an appropriate committee within the new structure, to discuss proposed new arrangements for scrutiny of rural issues following consultation with the Parish Council Liaison Committee on 21 September 2016, and the Parish Council Working Group led by Henry Clark on 4th October 2016 and 4 November 2016. With the consent of the Chair, Members of the Parish Council Liaison Committee have been invited to this meeting to discuss the proposed arrangements to ensure an effective handover of work.

2. RECOMMENDATIONS

- 2.1 To agree to the proposals of the Committee Review Group, and subsequently to the Council meeting in December, that the scrutiny procedure rules ought to include provision that:
- (a) there should be one non-voting seat on each committee reserved to a Parish Council member or their substitute
 - (b) that the scrutiny committee can invite a further parish council member to become a non voting co-opted member
 - (c) the annual work programme of the scrutiny committees must take account of matters which affect the rural area.

3. LINKS TO THE CORPORATE PRIORITIES AND RELEVANT CABINET PORTFOLIO

- 3.1 *n/a*

4. BACKGROUND

- 4.1 Council at its annual meeting on 23 May 2016 agreed to set up a Committee Review Group to review the committee structure. Following a report from the Committee Review Group, Council on 12 October agreed to establish the following four committees from 1 January 2017:
- (a) Children and Education Scrutiny Committee
 - (b) Adults and Communities Scrutiny Committee
 - (c) Health Scrutiny Committee
 - (d) Growth, Environment & Resources Scrutiny Committee.

- 4.2 This means that from 1 January 2017 the Scrutiny Commission for Rural Communities will no longer exist. Each new committee will consist of 11 councillors. The Children and Education Scrutiny Committee also includes statutory co-opted members. Each committee also has the ability to co-opt up to four non-voting co-opted members.
- 4.3 Council also agreed to defer the approval of the Overview and Scrutiny Procedure Rules to the December Council meeting, allowing for consultation with the Parish Council Liaison Committee as to how the Council might better mainstream rural affairs within its new decision making structure.

5. CONSULTATION WITH PARISH COUNCILS AND KEY ISSUES

- 5.1 The Parish Council Liaison Committee were consulted on 21 September on proposals to develop the role of Parish Councillors from rural areas and the role of the Parish Council Liaison Committee to ensure rural affairs were mainstreamed into the decision making process.
- 5.2 The Committee were consulted on two proposals:
- (a) Co-opting Parish Councillors from rural areas onto the new Scrutiny Committees
 - (b) Strengthening the role of the Parish Council Liaison Committee
- 5.3 The Monitoring Officer has also been consulting the Parish Council Working Group lead Henry Clark. They have talked through proposed changes to the Scrutiny Procedure rules (**Appendix 1**) and revised terms of reference of the Parish Council Liaison Committee (**Appendix 2**) on 4th November 2016
- 5.4 It was proposed that Scrutiny Committees should be encouraged to co-opt Parish Councillors from rural areas on to the new scrutiny committees. The Parish Council Liaison Committee advised that whilst they were not generally in favour of abolishing the Rural Affairs Scrutiny Committee, if Council did agree to do so they would recommend that up to two of the four available co-opted positions should be reserved for Parish Councillors from rural areas and that appointments to these positions should be nominated by the Parish Council Liaison Committee.
- 5.6 The new scrutiny procedure rules allow for up to four co-opted member positions on each committee. The purpose of the co-opted roles is to provide an independent and expert voice on matters of concern to the scrutiny committees. The scrutiny committees are therefore likely to want a considerable level of discretion in the selection of their co-opted members.

It is recognised that there is considerable value in allocating a reserved seat to a member of a rural parish council on each scrutiny committee to provide that important rural voice. In offering 4 guaranteed seats (one on each of the scrutiny committees), this reflects the current arrangement of 4 co-opted seats made available to parish council members on the Scrutiny Commission for Rural Communities. Therefore one reserved seat for parish councillors is recommended with the ability for each scrutiny committee to determine whether it should offer additional places, dependent upon their various interests and other persons to whom they may wish to offer seats.

Councillors who are on this Commission have transferred their membership onto the new committees. Similarly the workload of the current Scrutiny Commission for Rural Communities will not come to an end in January 2017, but will be transferred to the relevant new scrutiny committee to form part of their work programme. The members of this Committee are invited to agree the proposals for the re-allocation of the workload.

- 5.7 The Committee's views are requested on
- (a) The Scrutiny Committee Procedure rules in relation to co-option arrangements (**Appendix 1 para 3.1 and 4.5**) and
 - (b) The amended terms of reference of the Parish Council Liaison Committee. (**Appendix 2**).The changes are highlighted.
 - (c) The reallocation of the work programme (**Appendix 3**).

6. TIMETABLE OF MEETINGS

- 6.1 If the proposals are agreed the Parish Councillors co-opted onto the Scrutiny Committee have indicated that they want to report back to the Parish Council Liaison Committee after each cycle of scrutiny committee meetings in order to plan for the next cycle. Therefore, it would be advisable for the Parish Council Liaison Committee to meet at the end of the cycle of scrutiny meetings.
- 6.2 The Parish Council Liaison Committee might wish to consider whether it wishes to have two additional meetings each year, and whether all its meetings should be scheduled at the end of each scrutiny committee cycle.
- 6.3 The table below shows the dates of the scrutiny meetings for the remainder of the municipal year. There is one scheduled Parish Council Liaison Committee meeting on 15 March and an extraordinary meeting is usually set up to consider the budget in February. The Parish Council Liaison Council may wish to:
- (a) schedule an additional meeting in January after all scrutiny committee meetings have met. Wednesday 18 January is suggested; and
 - (b) change the date of the 15 March meeting to 29 March or 5 April 2017 at the end of the March cycle of scrutiny meetings. Suggested dates are set out in the table.

Committee	January	February	March
Health Scrutiny Committee	10		14
Children and Education Scrutiny Committee	5		13
Growth, Environment & Resources Scrutiny Committee	16		23
Adults and Communities Scrutiny Committee	11		7
Scrutiny of the Budget		8	
Parish Council Liaison Committee	None scheduled <i>A meeting could be scheduled for Wednesday 18 January (25 January is meeting of Full Council.)</i>	<i>Extra ordinary meeting usual organised in February to consider the budget. This has yet to be scheduled.</i>	15 <i>This meeting could be rescheduled for Wednesday 29 March or 5 April.</i>

- 6.4 A new schedule of meetings for the municipal year 2017/18 is being drawn up and adjustments can be made once the Parish Council Liaison Committee has agreed how it would like to coordinate its meetings with the new scrutiny committees.

7. NEXT STEPS

- 7.1 Subject to the outcome of discussions at this meeting, the Scrutiny Committee Procedure Rules will be reported to Council on the December meeting of Council for implementation on 1 January.
- 7.2 Parish Council Liaison Committee at its next meeting on 21 December will be asked:
- (a) to nominate one co-opted representative and a substitute representative on each of the new scrutiny committees, subject to Council on 14 December agreeing the revised scrutiny procedure rules;
 - (b) to agree amendments to their terms of reference;
 - (c) to agree whether it wishes to have two additional meetings each year, and whether all its meetings should be scheduled at the end of each scrutiny committee cycle.

8. BACKGROUND DOCUMENTS

- 8.1 None

9. APPENDICES

- 9.1 Appendix 1 - Scrutiny Committee Procedure Rules
Appendix 2 – Parish Council Liaison Committee Terms of Reference
Appendix 3 – Work programme.

Appendix 1

PETERBOROUGH PARISH LIAISON COMMITTEE

Terms of Reference

1. Purpose

To provide a forum at which strategic issues and opportunities relating to parish councils and parish matters can be discussed openly and honestly, and where mutually beneficial projects and actions can be taken forward.

[To act as the Council's main forum for consulting on matters related to rural affairs.](#)

2. Aims and Objectives

The Peterborough Parish Liaison Committee brings together representatives from parish councils and Peterborough City Council, in order to:

- Discuss strategic and policy matters of relevance
- Ensure effective, meaningful and fully joined-up partnership working between parishes and the city council
- Consult, both formally and informally, on relevant policies and plans
- [Make recommendations to the Council's Scrutiny Committees and other decision making bodies of the Council on rural issues](#)
- Ensure that the council considers parish perspectives in its service design and delivery, and vice versa
- [To nominate Parish Councillors from rural areas and substitute members to sit as non-voting co-opted member on any of the Council's four scrutiny committees to represent rural affairs.](#)

3. Procedures

The Peterborough Parish Liaison Committee will:

- Focus its discussions and debates on strategic, non-parish specific matters unless such matters are of relevance to a number of different parishes
- Promote open and honest communication between parish councils and all parts of the council, its contractors and its partners
- Be a full consultative body both formally and informally on relevant policies and strategies for the City Council and its partners [and to make recommendations to the Council's scrutiny committees and other decision making bodies of the Council on rural issues](#)
- Develop relevant policies and strategies that support the furtherance of parish councils and their role in local government across the city
- Identify and deliver ways of engaging with and involving residents of parished communities
- Act as a conduit for communication and engagement with local communities
- Carry out its role in a non-political and inclusive manner
- Give parishes a greater voice to influence policy and decision making

- Encourage active citizenship and volunteering within the parish and the city
- In May of each year the Committee shall nominate at least one Parish Councillor from a rural area and one substitute member to sit on each of the Council's four scrutiny committees as a non-voting co-opted member.
- Maintain a forward agenda plan which is available for all parishes to view and add to

4. Structure

The Peterborough Parish Liaison Committee will meet at least four times per year.

Membership of the Peterborough Parish Liaison Committee is open to all parish councils and to PALC.

The Chair of the Peterborough Parish Liaison Committee will be the Cabinet Member with responsibility for communities, supported by relevant senior officers of the council.

The Peterborough Parish Liaison Committee may be supported by sub-groups and time limited project groups that may be developed from time to time that will oversee specific areas of strategy, development and delivery.

The structure, terms of reference, membership and activity of any sub-groups or project groups will be agreed in advance.

An informal agenda setting sub-group, comprising representatives from parish councils, the city council and PALC, will be established to plan for and agree forthcoming agenda items.

Agendas and working documents will be issued at least one working week in advance of the meetings, and published on the council's web site.

Minutes will be produced and circulated within ten working days of each meeting, and will also be made available on the council's web site.

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

- 3.1 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 ~~with~~ one substitute member nominated by the Parish Council Liaison Committee.
- 2.13.3 ~~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.
- 3.24.2 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.
- 3.34.3 The Committee will identify one or two key themes ~~and~~ 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.

APPENDIX 2

Part 4, Section 8 – Scrutiny Committee Procedure Rules

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 on -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.

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.

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

APPENDIX 2

Part 4, Section 8 – Scrutiny Committee Procedure Rules

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 these 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

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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:

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- (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.

9-510.12 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.

9-610.13 ~~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 that 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.~~

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~~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~~ 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;

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

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9.1410.20 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

9.1510.22 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.

9.1610.23 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.

9.1710.24 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.

9.1810.25 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.

10.211.2 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)~~ 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.

42.213.2 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

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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.~~ 14. TASK AND FINISH GROUPS

~~13.14.1~~ 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.~~ 15. PUBLIC PARTICIPATION IN SCRUTINY

~~14.15.1~~ 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.~~ 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

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make recommendations to the Executive or the Council, or other public sector bodies where it has powers to do so.

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**SCRUTINY COMMISSION FOR RURAL COMMUNITIES
WORK PROGRAMME 2016/17**

Meeting Date	Item	Indicative Timings	Comments
11 July 2016 <i>Draft report 17 June</i> <i>Final report 29 June</i>	Proposal for continued membership of Co-opted Members Contact Officer: Cate Harding		Agreed.
	Forward Plan of Executive Decisions That the Commission identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Commission. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Review of 2015/16 and Draft Work Programme 2016/17 To review the work undertaken during 2015/16 and to consider the work programme of the Commission. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
6 September 2016 <i>Draft report 16 Aug</i> <i>Final report 24 Aug</i>	Housing Strategy To scrutinise the revised Housing Strategy to ensure rural issues are addressed throughout. Contact Officer: Anne Keogh		
	Prevention and Enforcement Service (PES) and Rural Crime Action Team (RCAT) To scrutinise the effectiveness of combating rural crime and anti-social behaviour. Contact Officer: Gary Goose/Chief Inspector Rob Hill		

Meeting Date	Item	Indicative Timings	Comments
	<p>Forward Plan of Executive Decisions</p> <p>That the Commission identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Commission.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Work Programme 2016/2017</p> <p>To consider the Work Programme for 2016/2017.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
28 November 2016	<p>Arrangements for Rural Scrutiny</p> <p>Contact Officer: Kim Sawyer</p>		
	<p>Digital Connectivity of Parish Councils and Rural Community facilities</p> <p>To scrutinise the progress of enabling this vision following presentation in 2015.</p> <p>Contact Officer: Cate Harding</p>		
	<p>Forward Plan of Executive Decisions</p> <p>That the Commission identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Commission.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		

Meeting Date	Item	Indicative Timings	Comments
9 January 2017	School Standards To scrutinise the performance of rural schools Contact Officer: Gary Perkins		To go to Children and Education Scrutiny Committee
	Road Scene To scrutinise the Council's forward plan for highway & public realm improvements Contact Officer: Andy Tatt		To go to Growth, Environment and Resources Scrutiny Committee
	Rural Economy Contact: Opportunity Peterborough		To go to Growth, Environment and Resources Scrutiny Committee
	Supporting Vulnerable Adults in Rural Areas To scrutinise the support available from the NHS and Adult Social Care in Rural Communities. Contact Officer: Cate Harding		To go to Adults and Communities Scrutiny Committee
20 March 2017	Leisure and Recreation in the Countryside Contact: Lisa Roberts		To go to Growth, Environment and Resources Scrutiny Committee
	Farms Estate Action Plan Contact Officer: Jo Gresty		To go to Growth, Environment and Resources Scrutiny Committee

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SCRUTINY COMMISSION FOR RURAL COMMUNITIES	Agenda Item No. 5
28 NOVEMBER 2016	Public Report

Report of the Corporate Director for Resources		
Contact Officer	Colin Arnold, ICT Manager	Tel. 01733 317985
		Tel.

DIGITAL CONNECTIVITY OF PARISH COUNCILS AND RURAL COMMUNITY FACILITIES

1. PURPOSE

- 1.1 To advise the committee on the initiatives being investigated to support Parish Council's with their Digital Agenda and ensure that community facilities across the city are digitally connected and able to operate as vital community serve points.

2. RECOMMENDATIONS

- 2.1 The Commission are recommended to:

Note and comment on the report; and

To agree to the formation of a project working group to continue the initiative. This group will primarily be made up of Parish Council members, City Council Staff and Partners

3. LINKS TO THE CORPORATE PRIORITIES AND RELEVANT CABINET PORTFOLIO

- 3.1 This report is cross cutting in its links to the Council's Strategic Priorities but in particular:

- Drive growth, regeneration and economic development
- Implement the Environment Capital agenda
- Keep all our communities safe, cohesive and healthy

- 3.2 This sits under the Cabinet Portfolio for Communities and Environment Capital.

4. BACKGROUND

- 4.1 Parish Councils (PCs) provide an important and increasingly active part of the overall local government service provision in Peterborough. However, they have struggled in the past to meet the increasing digital agenda and visibility due to lack of funding and general resources.

Initiatives have been investigated in the past but have not come to fruition for one reason or another. With the Council progressing its digital agenda more opportunities are being presented to help parishes and potentially other voluntary bodies to gain a more visible presence.

Following discussions with Cate Harding, Community Capacity Manager, a number of themes were discussed with the Parish Liaison Working Group which would form the focus of this project going forward:

4.2 Connectivity

This relates to postal, telephone and internet connectivity at community centres and/or village

halls owned or managed by Peterborough City Council (PCC), parish council or Community Association on their behalf. This may be an exclusive or shared office or just a drop in area. Such locations would be identified and an assessment made of their current connectivity. Establish any initiatives that may be of benefit to the location from the Connecting Cambridgeshire project or expanding City Fibre provision. Feed any requirements onto those initiatives for consideration.

Equipment

- 4.3 Review whether any of the PCs would benefit from equipment that PCC may have available. The general view from the members present at the Parish Council Liaison Meeting is that in most cases they were happy with their current arrangements but it should not be dismissed at this time. Many PC's would benefit from laptops so they are portable and able to be handed over more easily if there is a turnover of staff. This would avoid Clerks using their own computers for the business of the parish council.

Data Storage

- 4.4 This is probably the area of most concern for PCs. A lot of files are held on local machines or at best in web based storage set up by individuals. This approach gives rise to concerns over data access and security. Ideally files should not be stored on an individual device but within a central location accessible to all those on the PC that need it (see above). A location that is secure and backed up.

The proposal should aim to investigate whether storage could be provisioned and managed by PCC using Amazon Web Services or a similar approach.

.GOV.UK addressing

- 4.5 Most of the PCs have email and many have a web site however most of these are run on the back on non- government web address eg .org.uk or .co.uk.

It is generally agreed that having a .gov.uk address would give the PCs a sense of local government identity and raise their profile with residents. It also enables the ability to access and collaborate with other local and national government bodies not possible with an non .gov.uk address

The proposal aims to investigate the most effective way of establishing and managing a .GOV.UK address for each PC.

Email

- 4.6 Most of the PCs have email that will be hosted by one of the mainstream providers (Google, Yahoo and the like). The email will therefore have a non-government address, as mentioned above, and there is little consistency in the naming convention used making it more difficult to identify as a government body.

PCC have recently moved over to GMail themselves in a managed business environment using their .gov.uk addressing.

The proposal would aim to investigate hosting and managing email on behalf of the PCs in the same environment (subject to .gov.uk addressing being adopted).

Web presence - hosted or own

- 4.7 A number of the PCs have their own web sites however a number do not. Some of the web sites are maintained on a best endeavours basis by individuals so increasingly difficult to keep up to date.

It is proposed to look at adopting a similar model to that currently run by Durham Council. This consists of a standard offering of web pages to which each PC can add and maintain their own content. This provides an easily accessible, consistent theme and content that serves each council. Other PCs would of course be able to continue with their own web site if they so wished.

5. KEY ISSUES

5.1 Funding – as it stands no funding is readily available for these proposals. Part of the working group remit will be to identify funding sources. Some high level discussions have been held between the Parish Liaison Working Group and DCLG.

Management of digital services – some of the initiatives if taken up may entail the Council managing services on behalf of the PCs. Any such arrangements will need to be agreed with the PCs involved and PCC.

6. IMPLICATIONS

6.1 None

7. CONSULTATION

7.1 The ideas have been discussed with the Parish Liaison Forum, and taken forward by the Parish Liaison Working Group with the support of the Community Capacity Team.

8. NEXT STEPS

8.1 Establish a working group to take the initiative forward to a fully costed proposal to include the appointment of a suitably qualified Project Manager if funding is available. This group will primarily be made up of Parish Council members, City Council Staff and Partners

9. BACKGROUND DOCUMENTS

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

9.1 None

10. APPENDICES

10.1 None

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SCRUTINY COMMISSION FOR RURAL COMMUNITIES	Agenda Item No. 6
28 NOVEMBER 2016	Public Report

Report of the Director of Governance

Report Author – Paulina Ford, Senior Democratic Services Officer

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

FORWARD PLAN OF EXECUTIVE DECISIONS

1. PURPOSE

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

2. RECOMMENDATIONS

- 2.1 That the Commission identifies any items for further information.

3. BACKGROUND

- 3.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The Forward Plan contains those executive decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new key decisions to be taken after 12 December 2016.
- 3.2 The information in the Forward Plan of Executive Decisions provides the Commission with the opportunity of considering whether it wishes to seek to influence any of these executive decisions, or to request further information.
- 3.3 As the Forward Plan is published fortnightly any version of the Forward Plan published after dispatch of this agenda will be tabled at the meeting.

4. CONSULTATION

- 4.1 Details of any consultation on individual decisions are contained within the Forward Plan of Executive Decisions.

5. BACKGROUND DOCUMENTS

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

None

6. APPENDICES

Appendix 1 – Forward Plan of Executive Decisions

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

PART 1 – KEY DECISIONS

In the period commencing 28 clear days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below in **Part 1**. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual Cabinet Member, the name of the Cabinet Member is shown against the decision, in addition to details of the Councillor's portfolio. If the decision is to be taken by the Cabinet, this too is shown against the decision and its members are as listed below:

Cllr Holdich (Leader); Cllr Fitzgerald (Deputy Leader); Cllr Elsey; Cllr Goodwin; Cllr Hiller, Cllr Lamb; Cllr Smith; Cllr Seaton and Cllr Walsh.

This Plan should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis to reflect new key-decisions. Each new Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to philippa.turvey@peterborough.gov.uk, Senior Democratic Services Officer, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to or by telephone on 01733 452460. For each decision a public report will be available from the Democratic Services Team one week before the decision is taken.

PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE

Whilst the majority of the Executive's business at the Cabinet meetings listed in this Plan will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies, notice will be given within **Part 2** of this document, 'notice of intention to hold meeting in private'. A further formal notice of the intention to hold the meeting, or part of it, in private, will also be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed (unless a notice of intention to hold the meeting in private has been given).

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

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

You are entitled to view any documents listed on the Plan, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Philippa Turvey, Senior Democratic Services Officer, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to philippa.turvey@peterborough.gov.uk or by telephone on 01733 452460.

All decisions will be posted on the Council's website: www.peterborough.gov.uk/executivedeisions. If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Senior Democratic Services Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this Plan.

PART 1 – FORWARD PLAN OF KEY DECISIONS

KEY DECISIONS FROM 12 DECEMBER 2016

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<p>1. Section 256 Agreement Care at Home KEY/12DEC16/01 To seek permission to enter into a S256 Agreement with the NHS to allow Peterborough City Council to commission Care at Home Services on their behalf realising economies of scale and higher degree of market management.</p>	<p>Councillor Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>January 2017</p>	<p>Strong and Supportive Communities Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Karen Hodsdon - Senior Category Manager karen.hodsdon@peterborough.gov.uk 01733 384647</p>	<p>N/A</p>

PREVIOUSLY ADVERTISED DECISIONS

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>2. Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park. For Cabinet to consider future options for service delivery.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>March 2017</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward Councillors, relevant internal departments & external stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
3. Real Time Passenger Information – KEY/10JUL15/02 To approve the expansion and maintenance contract.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing & Economic Development	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Amy Pickstone Senior ITS Officer Tel: 01733 317481 Amy.pickstone@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
4. Sale of the Lindens, Lincoln Road – KEY/24JUL15/04 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.	Councillor David Seaton Cabinet Member for Resources	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p>5. Sale of Bretton Court, Bretton North – KEY/24JUL15/05 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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6.	Passenger Transport Services AMEY – KEY/27NOV15/01 To approve the award of six routes to Amey under the existing contract arrangements.	Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Sara Thompson Team Manager, Passenger Transport Operations Tel: 01733 317452 Sara.thompson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>
7.	Intelligent Transport Systems Infrastructure – KEY/11DEC15/01 To introduce the use of Variable Message Signs (VMS) on the road network to provide real-time driver information.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Peter Tebb Network and Traffic Manager Tel: 01733 453519 Peter.tebb@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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8.	Direct Payment Support Service – KEY/11DEC15/02 To approve the direct payment support service.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	February 2017	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Gary Jones Lead commissioner for Older people Tel: 452450 gary.jones@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>
9.	Offtake Arrangements for Power from the Energy Recovery Facility – KEY/25DEC15/01 To approve putting into place arrangements for the sale of heat and/or electricity from the Energy Recovery Facility.	Councillor Gavin Elsey Cabinet Member for Waste and Street Scene	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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10. Review of Emergency Stopping Places – KEY/25JAN16/02 For Cabinet to review existing and proposed emergency stopping places.	Cabinet	16 January 2017	Strong and Supportive Communities	Relevant internal and external stakeholders.	Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
11. Provision of Non Social Care Temporary Agency Workers – KEY/25JAN16/04 To approve the provision of temporary agency workers.	Councillor David Seaton Cabinet Member for Resources	November 2016	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	James Fordham Recruitment and Retention Officer Tel: 01733 864581 James.fordham@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
12. Personal Care and Support (Homecare) in Peterborough – KEY/02MAY16/01 To approve the awarding of a contract to an external provider following a competitive tender exercise.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	May 2017	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders	Karen Hodsdon Senior Category Manager Karen.hodsdon@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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13. Peterborough City Council Construction Framework – KEY/30MAY16/01 Approval of Peterborough City Council Construction Framework	Councillor David Seaton Cabinet Member for Resources	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Brian.howard@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>
14. Business Advice Charging Policy – KEY/25JUL16/01 To approve the charging policy.	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Peter Gell Head of Regulatory Services Tel: 01733 453419 Peter.gell@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
15. Market Position Statement – KEY/08AUG16/01 To approve the market position statement.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Social Care and Health	November 2017	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Oliver Hayward Assistant Director of People Commissioning and Commercial Operations Oliver.hayward@peterborough.gov.uk Tel: 01733 863708	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p>47</p>	<p>16. Integrated Healthy Lifestyles Service - KEY/05SEPT/01 To award a contract for the Integrated Healthy Lifestyles Service in Peterborough.</p>	<p>Councillor Diane Lamb Cabinet Member for Public Health</p>	<p>November 2016</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Julian Base Head of Health Strategy Tel: 01733 207180 Julian.base@peterborough.gov.uk</p> <p>Oliver Hayward Assistant Director: People Commissioning and Commercial Operations Tel: 01733 863910 Oliver.hayward@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>17. Award of Contract for Construction and Operation of Fengate Household Recycling Centre – KEY/05SEPT16/02 To approve the award of contract for construction and operation of Fengate Household Recycling Centre.</p>	<p>Councillor Gavin Eley Cabinet Member for Waste and Street Scene</p>	<p>February 2017</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>
<p>18. Community Supported Living Services – KEY/19SEPT16/02 To approve the award of the contract for Community Supported Living Services for adults with complex learning disabilities.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>January 2017</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Engagement with service users, family members, carers and current provider.</p>	<p>Peter Brennan Interim Head of Mental Health and Learning Disabilities Tel: 452474 peter.brennan@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>19. Academy Conversion of Maintained School - KEY/31OCT16/01 To approve the closure of the maintained school. To authorise the grant of a 125 year lease of land and buildings. To authorise entering into Deeds of Assignment with the Academy Trust</p>	<p>Cllr John Holdich, Leader & Cabinet Member for Education, Skills, University and Communications</p>	<p>December 2016</p>	<p>Creating Opportunities and Tackling Inequality</p>	<p>Relevant Internal and External Stakeholders</p>	<p>Emma Everitt – Capital Projects and Assets Officer Tel: 01733 863660 emma.everitt@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>20. Cambridgeshire and Peterborough Devolution Proposal – KEY/14NOV16/01 Purpose: to consider a scheme for a combined authority for the Cambridgeshire and Peterborough area, with a directly elected Mayor, and to propose that scheme to Council before submission to the Secretary of State</p>	<p>Cllr John Holdich, Leader & Cabinet Member for Education, Skills, University and Communications</p>	<p>17 November 2016</p>	<p>Strong and Supportive Communities Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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21. Uncollectable debts in excess of £10,000 – KEY/28NOV16/01 Sundry and business rates	Councillor David Seaton Cabinet Member for Resources	January 2017	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete.rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
22. Peterborough Serco Strategic Partnership Contract Amendments – KEY/28NOV16/02 To agree amendments to the Serco Partnership Contract	Councillor David Seaton Cabinet Member for Resources	December 2016	Sustainable Growth and Environment Capital	Relevant stakeholders and Serco.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete.rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
23. Serco ICT Contract Amendments – KEY/28NOV16/03 To agree amendments to the Serco ICT Contract.	Councillor David Seaton Cabinet Member for Resources	December 2016	Sustainable Growth and Environment Capital	Relevant stakeholders and Serco.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete.rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
24. Council Tax and NNDR – KEY/28NOV16/04 To agree the calculation of the Council Tax base for 2017/18.	Cabinet	16 January 2017	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete.rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

KEY DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
25	<p>Amendment of Existing Loan Arrangements to Empower – KEY/28NOV16/05 To agree the further amendment to existing arrangements to Empower.</p>	Cabinet	5 December 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders	<p>John Harrison Corporate Director Resources John.harrison@peterborough.gov.uk Tel: 01733 452520</p>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
26.	<p>Contract (S) for the Provision of Highway Works at Lode Way, Hampton Peterborough – Key/28NOV16/06 To authorise an award of contract.</p>	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing & Economic Development	November 2016	Sustainable Growth And Environment Capital	Relevant internal and external stakeholders	<p>Andy Tatt Peterborough Highway Services Tel: 01733453469 andy.tatt@peterborough.gov.uk</p>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE

KEY DECISIONS TO BE TAKEN IN PRIVATE

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
<p>52</p> <p>1. Potential Energy Joint Venture – KEY/07MAR16/04 For Cabinet to consider and approve a potential energy joint venture.</p>	<p>Cabinet</p>	<p>16 January 2017</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

NON-KEY DECISIONS

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
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PREVIOUSLY ADVERTISED DECISIONS

1.	<p>Proposal for Loan of Senior Management Staff Under Joint Arrangements – To approve a sharing agreement for senior management staff.</p>	<p>Councillor Seaton Cabinet Member for Resources</p>	<p>November 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
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<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
2. Request for Public Consultation for Public Space Protection Orders – To authorise the commencement of public consultation for public space protection orders.	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	November 2016	Strong and Supportive Communities	Police, Fire Service, internal PCC departments.	Laura Kelsey Anti-Social Behaviour Co-ordinator Tel: 01733 453563 Larua.kelsey@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
3. Food Safety Service Plan – To approve the service plan.	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	November 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	Peter Gell Head of Regulatory Services Tel: 01733 453419 Peter.gell@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
4. To Adopt the Highway Asset Management Policy and Strategy To approve the adoption of the Highway Asset Management Policy and Strategy.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Lewis Banks, Principal Transport Planning Officer Tel: 01733 317465 Lewis.banks@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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5.	Empty Homes Strategy – To approve the Empty Homes Strategy.	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	November 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
6.	Vivacity Funding – To fund Vivacity £1278 until March 2016 (via DWP grant funding) to provide digital support for UC claimants to make benefit claims online at Central Library.	Councillor David Seaton Cabinet Member for Resources	November 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	Ian Phillips Social Inclusion Manager Tel: 01733 863849 ian.phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
7.	Vivacity Premier Fitness Invest to Save Scheme - To authorise investment in developing Vivacity Premier Fitness on an invest to save basis	Councillor David Seaton Cabinet Member for Resources	November 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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8. Delivery of the Council's Capital Receipt Programme through the sale of Welland House, Dogsthorpe – KEY/24JUL15/01 To authorise the sale of Welland House, Dogsthorpe	Councillor David Seaton Cabinet Member for Resources	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
9. Budget Proposals First Tranche Recommendation - To recommend the first tranche of budget proposals to Council.	Cabinet	5 December 2016	Sustainable Growth and Environment Capital	Relevant Internal and External Stakeholders	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
10. Council Tax Support Scheme 2017/2018 – To recommend the scheme to Council.	Cabinet	16 January 2017	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
11. Budget Proposals Second Tranche Consideration – To approve the consultation on the second tranche of Budget Proposals.	Cabinet	6 February 2017	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<i>DECISION REQUIRED</i>		<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
12.	Budget Proposals Second Tranche Recommendation – To recommend the second tranche of budget proposals to Council.	Cabinet	27 February 2017	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
13.	Procurement Strategy – To update Cabinet on the procurement strategy	Cabinet	December 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

DIRECTORATE RESPONSIBILITIES

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

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

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Waste and Energy

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

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

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

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

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

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

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

Legal and Democratic Services

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

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

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

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

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

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

Corporate Property

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

Health Protection, Health Improvements, Healthcare Public Health.

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