

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL
SCRUTINY COMMITTEE**

**THURSDAY 14 JULY 2016
7.00 PM**

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest and Whipping Declarations

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

3. Minutes of Meeting held on 23 March 2016

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

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

**5. Amey, Serco and Skanska Annual KPI Report and Proposed Street
Cleansing Task and Finish Group**

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6. Review of 2015/2016 and Work Programme for 2016/2017

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7. Forward Plan of Executive Decisions

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8. Date of Next Meeting

Thursday, 8 September 2016



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

Committee Members:

Councillors: J Peach (Chairman), C Harper (Vice Chairman), R Brown, M Cereste, D King, M Sims, A Ellis, N Khan, M Jamil, N Sandford and J A Fox

Substitutes: Councillors: S Allen, R Ferris, D Fower, S Lane

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 SUSTAINABLE GROWTH AND ENVIRONMENT
CAPITAL SCRUTINY COMMITTEE
HELD IN THE BOURGES/VIERSEN ROOMS, TOWN HALL
ON 23 March 2016**

Present: Councillors Sandford (Chairman), N Khan MBE (Vice Chairman),
D Over, L Ayres, R Brown, C Harper, R Bisby, M Jamil, JA Fox, J
Whitby

Also Present: Councillor JR Fox, Group Leader, Werrington First
Councillor N Thulbourn, Chairman of Design and Implementation
Group
Councillor Murphy
Councillor Saltmarsh
Councillor Harrington
Councillor Seaton, Cabinet Member for Resources
Steve Bowyer, Chief Executive, Opportunity Peterborough
Neil Darwin, Chief Executive, GCGP

Officers Present: Simon Machen, Corporate Director for Growth and Regeneration
Howard Bright, Head of Growth
John Harrison, Corporate Director for Resources
Alison Stuart, Assistant Director of Legal and Democratic Services
Paulina Ford, Senior Democratic Services Officer

1. Apologies for Absence

No apologies for absence were received.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

3. Minutes of Meetings held on 6 January 2016, 25 January 2016 and 10 February 2016

The minutes of the meeting held on 6 January 2016 were approved as an accurate record.

The minutes of the meeting held on 25 January 2016 were approved as an accurate record.

The minutes of the meeting held on 10 February 2016 were approved as an accurate record.

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

The purpose of the meeting was to consider the Call-In request that had been made in relation to the decision made by Cabinet on 7 March 2016 relating to Council Office Consolidation – MAR16/CAB/16.

The request to Call-In this decision was made on 10 March 2016 by Councillor Murphy and supported by Councillor Harrington, Councillor Saltmarsh and Councillor Ferris. The decision for Call-In was based on the following grounds:

Criteria 4. The decision does not follow the principles of good decision making set out in Article 11 of the Council's Constitution specifically that the decision maker did not:

- (a) Realistically consider all alternatives and, where reasonably possible, consider the views of the public.
- (c) Take account of all relevant matters, both in general and specific, and ignore any irrelevant matters.
- (d) Act for a proper purpose and in the interests of the public.

After considering the request to Call-in the decision and all relevant advice, the Committee were required to decide either to:

- (a) not agree to the request to Call-in, when the decision shall take effect;
- (b) refer the decision back to the decision maker for reconsideration, setting out its concerns; or
- (c) refer the matter to full Council.

Councillor John Fox in attendance as Group Leader for Werrington First sought clarification from the Assistant Director of Legal and Democratic Services with regard to what discussion could take place during Purdah. Members were advised that the discussion should be restricted to the content of the Call-in and not go outside of this or discuss political viewpoints.

In support of the request to Call-in the decision Councillors Harrington, Councillor Saltmarsh and Councillor Murphy made the following points:

Councillor Harrington

- The principle of the council trying to consolidate its property assets to assist the council in running more effectively and efficiently was not in question.
- There were fundamental flaws in the proposal regarding cost and location which had not been fully explained and needed more thought.
- The Town Hall is tired and in much need of updating. A considerable amount of work would therefore need to be done to make the building suitable and fit for purpose to rent out which would be costly. Other organisations will not want to relocate to a second rate building and this will reflect on what rent could be charged.
- The council would still remain the owners and landlord of the Town Hall and be responsible for the maintenance of the building.
- The location of Fletton Quays was on the edge of the city centre and the current location of the Town Hall would be missed. The general economy of the area around the Town Hall would suffer significantly.
- The council should be at the heart of the city and relocating it to Fletton Quays would make it isolated.
- There would be no additional access for pedestrians during the first phase to the new location which was vital if the new location was to be effective.
- There was also concern that council employees using the facilities at the new development at Fletton Quays would not be enough to sustain the development.
- The council buildings would be located right at the edge of the new development which was also a concern.

Councillor Saltmarsh

- Councillor Saltmarsh was in agreement with the comments made by Councillor Harrington.
- The distance from the bus station to Fletton Quays was considerable and there was concern that members of the public who would normally visit Bayard Place would find it considerably more difficult to get to council offices at Fletton Quays.

Councillor Murphy

- The Call-in was not about the financial business case for the south bank development but about the future of Bayard Place and the offices in the Town Hall.
- The key issues were about the way the public will interact with the council and its officers if there are no council offices in the city centre and how businesses may be affected and who had been consulted.
- The location of council offices was very important to staff, councillors and members of the public.
- The public still needed to have face to face contact and access to officers at the point of contact not just a reception desk at the Town Hall directing the public elsewhere.
- The current proposal has not been consulted on with stakeholders, businesses or members of the public. The report indicated that consultation had only taken place with senior officers and key Members including the Cabinet Member for Resources.
- The financial implications and consequences of the decision have not been fully considered.
- No equality impact assessment has been completed to assess the impact on moving the services from the Town Hall.
- No information has been provided on how many staff work in the Town Hall and Bayard Place and how many will remain in the Town Hall.
- There was concern amongst town centre businesses that if the council moved from the city centre it would kill the town centre and places like Bridge Street would be greatly affected.
- There was no guarantee that the Town Hall would attract businesses as there was already significant empty office space in Peterborough city centre.
- Alternatives to the proposed relocation had not been considered.
- The impact on the local economy and the way the council do business with the public had not been taken into account.
- The Civic Centre and Bayard Place culturally was important to the people of Peterborough.
- Cabinet has made the decision in haste ahead of the elections on 5 May and had not acted in the interests of the public.

Questions and Comments from Members of the Committee:

- Members noted that there was a great deal of emphasis on the past and that this was the way the council had always delivered their services from the city centre. Did this mean that the councillors were advocating that the council should have a no change agenda? *Councillor Murphy responded that this was not the main issue and that he had also referred to the lack of consultation, the effect on businesses, the way the council services were provided and why these issues had not been fully discussed.*
- Could the Councillors provide any details with regard to the wider social impact of letting Bayard Place and the Town Hall to commercial services and what was the cultural and historical attachment with regard to Bayard Place? *Councillor Harrington responded that there was no attachment to Bayard Place other than it was centrally located in the heart of the city and this proposal was moving the service away from the heart of the city. By moving the council offices to Fletton Quays it would be moving money away from the heart of the city. The local businesses, coffee shops and restaurants would be affected.*

Councillor Murphy responded that the historical impact related to the Town Hall but there was a cultural aspect with regard to Bayard Place and how we interact as a council with regard to the public being able to access services and see officers in one location.

- Was there any evidence that the city council moving to Fletton Quays would have a serious effect on the booming evening economy in the city centre? *Councillor Murphy responded that the evening economy was not booming and that taking council workers out of the city centre would only exasperate the problem.*
- Other businesses would move into the vacated council buildings and their employees would use the services of businesses in the town centre. *Councillor Murphy responded that there was no evidence that more businesses were going to move into the Town Hall and Bayard Place if the council moves out. The assumption therefore would be that the number of people using the coffee shops, restaurants and businesses in the town centre will therefore decrease when the council move to Fletton Quays. There was evidence that people did not want to locate their office staff in the centre of Peterborough from the current number of vacant offices.*
- The decision to move the council offices to Fletton Quays was made in February 2014 and was debated and approved at Full Council. Why have these issues not been raised before now. *Councillor Murphy responded that in the last twelve months the plans had been brought to fruition and were different now than in 2014 and therefore consultations should have taken place.*
- Members noted that the customer access centre would be relocated to the Town Hall and that Serco would be located at Fletton Quays which would make them more accessible than at Manor Drive where they were currently located. *Councillor Murphy informed Members that he had been notified since the Call-in that there would be a customer access centre located in the Town Hall but further clarification was required on whether it would just be a reception desk or if there would be additional services included that could deal with all enquiries.*
- Members sought further clarification for the reasons for the Call-in. *Councillor Murphy clarified that the Call-in was not about the business case but about the wider social impact, the lack of consultation and the process of the making the decision.*

There being no further questions from the Committee, Councillor Seaton, Cabinet Member for Resources accompanied by the Corporate Director for Resources, the Corporate Director for Growth and Regeneration and the Head of Growth were invited to respond in answer to the Call-In request:

Councillor Seaton made the following points:

- The decision had not been drawn up in haste and had been made on 24 February 2014 and had included the decision to move the back office function to Fletton Quays as part of the regeneration of that site subject to the business case which had now been produced. The Cabinet now sought to implement the decision taken in February 2014.
- The 24th February 2014 Cabinet report and decision was not called-in, although there had been the opportunity to do so. The decision had very clearly set out that:
 - a) the Council was committing to an Agreement to Lease offices on Fletton Quays;
 - b) the Council's back office functions (from the Town Hall, Bayard Place, Stuart House and Manor Drive) would be consolidated in a new build development on Fletton Quays;
 - c) the Town Hall would be retained in the Council's ownership, that it's civic suite and functions would be retained and that it would incorporate a new customer access point;

- d) new uses would be found for Bayard Place and residual parts of the Town Hall.
- The Council's customer access centre would remain centrally located and be relocated to the Town Hall on Bridge Street ensuring public access to services was maintained in the city centre. The Town Hall was a similar walking distance from the bus station as Bayard Place.
 - There was no evidence to suggest that the move to Fletton Quays could harm the city centre. The city centre was very buoyant and the retail vacancy rate was currently 8.9% against a national average of 12.5% and Peterborough was ranked 37 out of 500 retail centres by Costar for retail spend which was 2 places ahead of Cambridge.
 - The regeneration of Fletton Quays would generate additional footfall for the city centre.
 - The decision was not based purely on finances but on the future needs of the city.
 - The decision was important in securing £120M of investment through new businesses and new jobs through the regeneration of Fletton Quays.
 - The Council has changed considerably in size and nature over the years with fewer staff and new offices would provide a more efficient working environment.

The Corporate Director, Resources made the following points:

- There had been no customer service centre in Bayard Place when the Corporate Director had started with the Council in 2005.
- 350 staff had been moved from the town centre to Manor Drive in 2008. These staff would in effect be moving back to the town centre when they were relocated to Fletton Quays and would therefore increase the net footfall in the town centre.
- Investment would be made in the Town Hall office space to bring it up to modern efficient standards.

The Corporate Director for Growth and Regeneration made the following points:

- Peterborough had approximately 4.9million square feet of office space and currently there was very little office space vacant. In terms of commercial demand there was heat in the market for office space and in particular Grade A office space.

Questions and Comments from Members of the Committee:

- Members queried how it could be economical to continue to retain part of the Town Hall and hire out the other part. *Members were advised that various options had been considered but the cost of decommissioning the civic areas which included the Council Chamber of the Town Hall which was the historical part and relocating it to another part of the city would be costly.*
- Clarification was sought from the Legal Officer as to whether discussion regarding the financial aspect of the decision was allowed as this was not part of the Call-in. *The Legal Office confirmed that the discussion should be kept to the remit of the Call-in which had not covered the financial aspect of the decision.*
- Members sought reassurance that members of the public would have the same access to services that were currently being delivered from Bayard Place at the Town Hall. *Members were informed that the Councils Customer Access Strategy which was now in place would change the way services were being delivered. The services delivered at the Town Hall would be the same services that would be delivered at Bayard Place in line with the Customer Access Strategy.*

- Would the public still have access to the police? *Members were informed that the police had not yet confirmed if they would be located at the Town Hall.*
- Members referred to paragraph 5.1 of the Cabinet report which stated that *“Consultation had been undertaken with senior officers (including representatives from legal, finance and property services) as well as key Members, including the Cabinet Member for Resources”*. Members sought clarification on who the key Members were. *Members were informed that the document had been discussed with the Corporate Management Team and Cabinet Members and some consultation with Group Leaders around the retained part of the Town Hall. Group Leaders had also been briefed over the last 21/2 years on the various stages of Fletton Quays and the Peterborough Investment Partnership. Staff had also been informed and there was also a cross directorate staff working group in place.*
- Members asked if there was a Plan B in place. *Members were informed that there was a Plan B for various stages of the project which included different options for different parts of the Town Hall and several options for Bayard Place.*
- Members commented that if there was to be investment in the Town Hall to attract new tenants then why wasn't the investment being done so that the council staff could stay in the Town Hall. What evidence was there for the business case to move to Fletton Quays and will there be enough staff to maintain Fletton Quays. *Members were informed that it was not just about investing in upgrading the Town Hall but also creating the premises that the new tenant wanted. There was a clear business case that investment would bring income. There was already serious interest in Fletton Quays from businesses and having the council located there would attract businesses.*
- Members sought clarification on the actual cost of subdividing the Town Hall. *The Corporate Director for Resources responded that the information was in the Exempt Green Paper which the Committee had agreed they were not going to refer to.*
- Does practical expediency out way cultural historical importance? *Members were informed that the decision was taken by balancing up the need of why the decision had to be made and the benefit of taking it.*
- Was there an example of any other town or authority having undertaken a similar move? *The Corporate Director for Growth and Regeneration advised Members that Rotherham had also moved the council offices into a purpose built office by the river providing an agile, paperless working environment which was a ten minute walk to the Town Hall.*
- Has the consolidation been looked at to see how it affects the durability of the council services by locating so many services into one area. What is the plan for business continuity? *Members were advised that business continuity would be reassessed as there would be less council sites and more agile working so less people in the office which reduced the risks.*
- With the closing down of Bayard Place and the loss of the Police Station will this mean a lack of visibility of police in the town centre. *Members were advised that the Joint Enforcement Team could be located anywhere as the visibility of the team comes when they are out of the office.*

At this point the Chairman requested that the Committee resolve to go into Exempt Session and exclude the press and public in order to discuss the exempt part of the report. The report contained an exempt Annex not for publication by virtue of Paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972.

A vote was taken and the Committee agreed unanimously to go into Exempt Session and exclude the Press and Public.

At this point the Chair moved the meeting into Exempt Session and requested that the Press and Public leave the room while the Committee considered the Exempt papers.

After a period of discussion in Exempt Session the Chairman invited the Press and Public back to the meeting.

After debating the request to Call-in the decision Councillor Over seconded by Councillor Harper put forward a recommendation that the Committee reject the Call-in on the grounds that each element of the call-in had been responded to and there was no evidence that the Call-in was valid.

The Chairman commented that he did not support the partitioning of the Town Hall and hiring out part of it and that either the council services should remain in the Town Hall or move all of the services out of the Town Hall to Fletton Quays.

The Chairman put the recommendation to a vote and the Committee voted in favour of the recommendation (9 in favour, 1 against) therefore the recommendation was agreed and the Call-in was rejected.

The Chairman therefore informed the Cabinet Member and officers that the decision could be implemented immediately.

ACTION

The request for Call-in of the decision made by Cabinet on 7 March 2016 and published on 7 March 2016 regarding Council Office Consolidation – MAR16/CAB/16, was considered by the Sustainable Growth and Environment Capital Scrutiny Committee. Following discussion and questions raised on each of the reasons stated on the request for Call-in, the Committee did **not** agree to the Call-in of this decision on any of the reasons stated.

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

5. Opportunity Peterborough Update Report

The report was introduced by the Chief Executive, Opportunity Peterborough and provided the committee with an update on the remit, functions and achievements of Opportunity Peterborough which was a private company wholly owned by Peterborough City Council. The purpose of the company was to drive economic growth in the city and to attract new investment.

Questions and observations were made around the following areas:

- Is there a demand for office accommodation in the city? *Members were informed that five years ago the demand was mostly for out of town business park development. In the last two to three years there had been an increase in demand for commercial office space in the city centre. The demand was from across all business sectors with the majority of enquiries being from the finance sector. However there was little Grade A office space available within the city centre owing to the financial viability of speculative building.*

- The report appears to focus on the city centre, are there any plans to regenerate other areas of the city like Bretton, Hampton Court. *Members were informed that the focus had been on the city centre as it had been recognised as underperforming and there was a need for a flag ship city centre to attract businesses to the city. In terms of regeneration of other areas work was being done with regard to letting properties at more favourable rates which was vital to assist start-up businesses. Peterborough had out performed most of the country with regard to start up businesses.*
- Are Breakfast Clubs still held? *Members were informed that the Bond Holders Scheme was still running including the Breakfast Club which was well attended. Apologies were given to those Members who had not received an invite. The next one was on 6th April 2016 and details were on the website.*
- Members referred to paragraph 9, Evening Economy. Is the focus also on wanting people to live in the city centre as well as attracting businesses? *Members were advised that the initial focus of Opportunity Peterborough was that it was an urban regeneration company with a clear plan for the city centre in creating a destination hub to drive the businesses and then to drive people to live in the city centre which was now happening. Residential development was taking place through conversion of existing buildings and flats had been built in the city centre, however the focus needed to remain on economic growth. However cultural life of the city was vital.*
- Members commented that it was important to market the city. If Opportunity Peterborough was not around who would take responsibility for promoting the city? *Members were advised that there were various types of marketing; marketing the city for tourism, marketing the city for customers and marketing the city for business. Opportunity Peterborough was responsible for marketing the city for business to attract new investment. Opportunity Peterborough worked collaboratively with other organisations to promote the city through direct marketing and sending publicity material and also in raising the profile of the city and placing it in the national arena.*
- Is there anything else you need from the council to support you? *Members were advised that the best publicity was for people to speak well of the city. Opportunity Peterborough's credibility had risen over the past five years through attracting investment in the city and other cities had looked to Opportunity Peterborough for advice.*
- If a cinema was built in Queensgate what else would you suggest would work as part of the North Westgate development? *The Chief Executive responded that in his opinion if a cinema was to go into Queensgate it would be vital that there were strong connections between the cinema in Queensgate and the space outside. Other investment followed cinemas like more restaurants and cafes. Being so close to the East Coast mainline station made North Westgate a prime site for office development and would attract investment from London.*
- How do Opportunity Peterborough and the Local Enterprise Partnership (LEP) differ in focus? *Members were advised that both organisations worked closely together and that the Chief Executive of Opportunity Peterborough was an adviser to the LEP. The LEP was the strategic voice for this region into Government attracting and drawing down the funding to the area and working with local partners to ensure the money was spent wisely.*
- Where does the third sector fit in? *Members were advised that close working links had been forged with various Third Sector organisations including Cross Keys Homes and other housing associations in providing intelligence. Opportunity Peterborough was now based at the Peterborough Business Centre and therefore worked very closely with Allia which was also a Third Sector organisation.*

The Chairman thanked the Chief Executive for attending and presenting an informative report.

RECOMMENDATION

The Committee agreed that Opportunity Peterborough continued to deliver good value for money and endorsed the work that they did for the city and recommended that the Council continue to support Opportunity Peterborough through the continuation of funding.

6. Local Enterprise Partnership

The Chief Executive of the Local Enterprise Partnership (LEP) introduced the report and provided the Committee with a presentation giving an overview of the Local Enterprise Partnership.

The following areas were highlighted:

- What is the LEP
- Membership of Greater Cambridge Greater Peterborough
- Funding
- Accountability
- Objectives
- What has been achieved
- Comparison nationally
- Future Direction

Questions and observations were made around the following areas:

- It was noted that the LEP were doing a good job in the Third Sector however Members felt that very little funding had been provided to the smaller voluntary organisations where additional funding would make a difference in raising the skills level. *Members were advised that the LEP had a voluntary sector Board which was chaired locally by the Chief Executive of Cross Keys Homes. There was also a Price Challenge which provided £1M a year to support voluntary Third Sector activity and there had been several recipients in Peterborough. It was hoped that more money could be raised to improve the skills level locally.*
- Members requested to see evidence of projects that had been funded and achievements? *It was agreed that further details would be given at a later date.*
- What is the justification of LEP holding meetings in private given that as a body the LEP has access to large amounts of public funds? *Members were informed that the LEP made commercially sensitive decisions around investments and therefore the meetings were held in private although the Agendas and Minutes were made public.*
- Why are Local Enterprise Partnerships so focused on road building schemes as opposed to other forms of public transport? *Members were advised that attempts have been made to engage with Network Rail but this had proved difficult. Given that the A14 improvements should commence at the end of the year the next two big transport schemes that needed to be tackled should be the Birmingham to Stanstead rail link via Peterborough and Cambridge and the Felixstowe to Nuneaton freight line which would also help the A14.*
- It was recommended by the Chairman and agreed by the Committee that the improvements on the Birmingham to Stansted rail line should be focused on as a priority.

Members thanked the Chief Executive for a very informative presentation.

RECOMMENDATION

The Committee supported the work of the Local Enterprise Partnership and recommended that the Local Enterprise Partnership focus on the Birmingham to Stanstead rail line as a priority.

ACTION

The Committee requested that the Chief Executive provide the Committee with details of evidence of projects that had been funded and achievements.

7. Alternative Governance Arrangements

The report was introduced by the Chairman and taken as read. Councillor Thulbourn and the Assistant Director Legal & Democratic Services were in attendance to take questions.

Questions and observations were made around the following areas:

- Why is there no Rural Scrutiny Committee in the new structure? *Members were advised that because going forward there would be pre decision scrutiny having a Rural Scrutiny Committee would not work. There could be a rural representative on each of the three committees to ensure that the rural community views were represented.*
- As the committees are decreasing from six to three with only thirty Councillors on Scrutiny what will the effect be on Scrutiny? *Members were informed that each Committee would need to decide what substantial issues should be looked at to deliver better recommendations and outcomes. There should only need to be one or two items at each meeting for in-depth review. There would also be pre decision scrutiny which has not currently been happening which would mean being more involved in the decision making process rather than looking at the decision after it had been made.*
- Members expressed concern that whilst the number of councillors and the population is increasing, the number of Scrutiny committees is being reduced and that the new governance structure will need to be reviewed on a continual basis. *Members were informed that the new governance structure would be reviewed on a continual basis in the first year.*

RECOMMENDATION

The Committee noted the report and recommended that a comprehensive review of the impact in the reduction in number of Scrutiny Committees be undertaken within twelve months.

8. Forward Plan of Executive Decisions

The Committee 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.

ACTIONS AGREED

The Committee noted the Forward Plan of Executive Decisions

There being no further discussion the Chairman thanked Committee Members for working together over the last twelve months. Members of the Committee also thanked officers for their work in supporting the Committee over the past year.

The meeting began at 7.00pm and ended at 10.20pm

CHAIRMAN

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 5
14 JULY 2016	Public Report

Report of the John Harrison - Corporate Director Resources and Simon Machen - Corporate Director Growth and Regeneration		
Contact Officer	Steven Pilsworth Service Director Financial Services, James Collingridge - Amey Partnership Manager	Tel. 384564 (SP) 864736 (JC)
	Andy Tatt – Head of Peterborough Highways Services	Tel. 453469 (AT)

Amey, Serco and Skanska annual KPI Report and Proposed Street Cleansing Task and Finish Group

1. PURPOSE

- 1.1 This is the opportunity for the committee to hear the contractual performance, Key Performance Indicators (KPI's) for the Amey, Serco and Skanska contract. Vivacity will be reporting back on their contractual performance to the Strong and Supportive Scrutiny committee in March 2017.

2. RECOMMENDATIONS

- 2.1
1. The Sustainable Growth and Environment Capital Scrutiny Committee are asked to review and comment on this report.
 2. The Committee to agree to the formation of a Task and Finish Group to look further into the levels of street cleansing within the city.

3. LINKS TO THE CORPORATE PRIORITIES

- 3.1 The Amey, Serco and Skanska Peterborough partnerships contributes to all the priorities in the Sustainable Community Strategy:-
- Creating opportunities – tackling inequalities;
 - Creating strong and supportive communities;
 - Creating the UK's environmental capital; and
 - Delivering substantial and truly sustainable growth.

4. BACKGROUND

- 4.1 Following discussion at the scrutiny workshop on the 13th of June 2016, it was decided that committee members required a report giving feedback on the performance of the Amey, Skanska and Serco contracts. This report would consist of a KPI update and any significant items to report.

5. KEY ISSUES

- 5.1 Please see Appendix 1.0 for the Amey contractual KPI's.
- 5.1.1 Amey have performed to a satisfactory level over the past financial year the areas where failures have occurs are as follows: -
1. Waste and Recycling targets, the overall City recycling figure for last financial year was 44% which is below the agreed target.

2. Removing Fly tipping within the given time frame 6 failures out of 9859, on investigating these failures they were due to clerical and administrative errors which have now been resolved. We have produced some signs to indicate to residents the possible fines, these also state that covert CCTV may be in operation and are going up in known hot spot areas. Amey have been liaising with the new enforcement team and always pass over any intelligence and ensure fly tips where there may be evidence are investigated before clearance takes place.
3. 5 failures to provide a vehicle within 30 minutes for a Home to School transport service. Amey carry several relief drivers but unfortunately they had a high level of sickness and where unable to cover all the routes. They now have an agreement with 'Shaws Coaches' that if they have such instances again they can use them to carry out the routes with a suitably qualified and DBS checked driver.

5.1.2 Over the past year Amey have implemented jointly with PCC the roll out of the free food bags and tags to highlight to crews when residents need more bags. This has seen a steady and sustained increase in food waste. Amey also recognise that communication and education is key to increasing recycling, as such they have increased the amount of road shows they are doing and continue to offer school assemblies.

Amey will shortly be advertising for a dedicated education officer whose role will be to promote and enhance the levels of recycling within the City.

5.1.3 The recycling rewards scheme has seen some positives results with one area having over a 10% increase in recycling, we are now into the second round and have enhanced the scheme into the Werrington area. We are also pleased to report that the scheme has been shortlisted at this year's National Waste and Recycling Awards.

5.1.4 Amey have been working with local residents groups and Parish councils to support litter pick days providing resources and materials, notably they have worked with Bretton Parish council for them to house and use a Glutton. This has enabled them to further enhance the cleansing in the area complementing the work already being undertaken by Amey

5.1.5 We have received several requests from residents and councillors for increased levels of street cleansing, as you can see from the KPI's Amey are currently cleansing within the time frames set out in the contract specification. Over 96% of the city is on a Low frequency cleansing regime which means that once an area is highly littered Amey have 1 week to bring it back to standard with no visible litter.

As such it was decided at the Scrutiny Committee workshop to set up a task and finish group to look further into the levels of street cleansing within the city and to bring recommendation back to the Sustainable Growth and Environment Capital Scrutiny. Please see Appendix 4.0 for the terms of reference.

5.2 Please see Appendix 2.0 for the Serco contractual KPI's.

5.2.1 During 2015-16 Serco have successfully supported the delivery of a number of projects within the Council including CityFibre and the implementation of Agresso. In addition, they continue to provide resource and support to the Council's overall transformation programme in relation to key initiatives such Customer Experience and Digital Strategy.

5.2.2 Following a review of the KPI regime ahead of the 2016-17 financial year, the following changes have been made to a small number of indicators within Shared Transactional Services (STS):

- Achievement of the in-year Council Tax collection rate target (R&B-K-001) – this annual indicator has been revised down to 95.8% and will be immediately subject to penalty if missed (rather than after 3 consecutive periods).
- Achievement of the in-year business rates collection rate target (R&B-K-002) – this annual indicator has been revised down to 97.8% and will be immediately subject to

- penalty if missed (rather than after 3 consecutive periods).
- Debt recovery - Housing Benefit Overpayments (R&B-K-009a) – as a result of improved performance in raising and collecting current debt, the annual target will now be set at 26.21% (previously 33.98%).

5.3 Please see Appendix 3.0 for the Skanska contractual KPI's.

6. IMPLICATIONS

6.1 The partnerships should continue to enable the Council to provide value for money services through its partners.

7. CONSULTATION

7.1 Observations made by Members and other stakeholders have been taken into account in this report.

8. NEXT STEPS

8.1 The partners will continue to work with the authority to improve service levels whilst offering value for money.

The main focus and aims for the coming year for the Amey contract are to improve recycling rates across the city which could offer substantial savings to the authority.

We also ask the Committee to approve the terms of reference for the Task and Finish group.

The main focus and aims for the coming year for the Skanska contract is to uphold the challenging performance targets, while achieving further efficiencies and delivering a good level of service for the authority.

The Serco contract will continue to be monitored through the KPI process over the coming year so that the anticipated performance improvement, such as increased collection rates, are achieved. Additionally, regular monitoring will enable action plans to be initiated quickly to address any underperformance should it occur.

We will continue to monitor the contracts through the KPI process over the coming year and address any underperformance if it occurs.

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 Appendix 1 - Amey KPI
 Appendix 2 - Serco KPI's
 Appendix 3 - Skanska KPI's
 Appendix 4 - Task and Finish group terms of reference

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30.09.14 Key Performance Indicators

Service	What you can expect	Ref	How we will measure	Monitoring Frequency	How to report an issue	Ratchet	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16																									
1. Household Waste Collection	You can expect, on alternate weeks, your black then green and brown bins (if part of the charged service) to be emptied, with the food caddy emptied weekly; in the event that your bin is missed, if you report this by 12.00 it will be collected the same day, if reported after 12 then it will be emptied the following day. All bins will be returned to the point of presentations and assisted collections will be offered where required.	1.1	Where the same property is missed twice or more for a all waste service in 2 months. Target < 30	Bi Monthly	Resident calls Peterborough Direct, or Amey Peterborough helpdesk	Monthly	24	20	27	27	17	15	18	27	13	13	8	8																									
		1.2	Number of missed collections at assisted collection properties. Target < 70	Monthly	Resident calls Peterborough Direct, or Amey Peterborough helpdesk	Monthly	10	67	66	58	26	34	21	28	33	28	17	21																									
		1.3	Number of complaints received with regards to replacement of waste containers. Target < 12 per month	Monthly	Resident calls Peterborough Direct, or Amey Peterborough helpdesk	Monthly	1	1	3	7	2	3	1	4	2	2	1	0																									
		1.4	Overall household waste collection customer satisfaction from the Citizens panel survey to be above 87.5 % (see appendix 1a) ; taking into account any factors that may reduce satisfaction as a direct result of Council Policy. To be revised annually.	Annually	Survey sent to residents of Peterborough	None	Not Applicable this month																																				
		1.5	Failure to achieve the following recycling performance in the specified contract year (please note these figures will need to be adjusted to take into account the charged garden waste scheme) : 2013/14 - 60% 2014/15 - 61% 2015/16 - 61%	Annually	PCC produce statistical information each month with the data provided by Amey Peterborough	None	Not Applicable this month	Failed																																			
2. Street Sweeping, Washing, Litter Collection and Bin Emptying	All 1981 streets will be cleansed within Peterborough and brought back to Grade A standard, this will include road sweeping, litter collection, leaf clearance and street washing. All full litter / dog bins that are reported before 13:00 will be emptied the same day there after the next working day. Graffiti will be removed from PCC land within 6 hours if it is offensive and 3 days for non offensive, while fly tipping will be removed within 24 hours where it is hazardous and within 2 days for all other instances. All PCC highways will be cleansed and central reservations cleared of detritus and weeds. These operations will be carried out in compliance with the street cleansing plan to maintain High, Medium and Low intensity areas.	2.1	Overall Street Cleansing customer satisfaction from the Citizens panel survey to be above 61.9% (see appendix 1a) taking into account any factors that may reduce satisfaction as a direct result of Council Policy. To be revised annually.	Annually	Survey sent to residents of Peterborough	None	Not Applicable this month																																				
		2.2	Failure to bring an area back to Grade A standard in accordance with the agreed timeframe set out below demonstrated through 95% of quality audits. The streets are split 41 High intensity 29 Medium and 1911 Low. High intensity being the City centre areas. for grading image see appendix 1b <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;">High</td> <td style="text-align: center;">Medium</td> <td style="text-align: center;">Low</td> </tr> <tr> <td></td> <td colspan="3" style="text-align: center;">After Cleansing</td> </tr> <tr> <td>Grade A</td> <td>6 hrs</td> <td>3 working days</td> <td>3 wks</td> </tr> <tr> <td>Grade B</td> <td>3 hrs</td> <td>2 working days</td> <td>1 wk</td> </tr> <tr> <td>Grade C</td> <td>3 hrs</td> <td>2 working days</td> <td>1 wk</td> </tr> <tr> <td>Grade D</td> <td>1 hrs</td> <td>2 working days</td> <td>1wk</td> </tr> </table>		High	Medium	Low		After Cleansing			Grade A	6 hrs	3 working days	3 wks	Grade B	3 hrs	2 working days	1 wk	Grade C	3 hrs	2 working days	1 wk	Grade D	1 hrs	2 working days	1wk	Monthly	Report is made to Peterborough Direct, or Amey Peterborough helpdesk	Monthly	All complete												
			High	Medium	Low																																						
			After Cleansing																																								
		Grade A	6 hrs	3 working days	3 wks																																						
		Grade B	3 hrs	2 working days	1 wk																																						
Grade C	3 hrs	2 working days	1 wk																																								
Grade D	1 hrs	2 working days	1wk																																								
2.3	Where a litter or dog bin is reported as full or over flowing the Partner will ensure that the bin is emptied in accordance with the following: * In City centre areas within 30 minutes * In all other areas if reported before 1pm emptied the same day * If reported after 1 pm emptied the following working day	Monthly	Report is made to Peterborough Direct, or Amey Peterborough helpdesk	Monthly	0/52	0/67	0/69	0/119	0/49	0/60	0/39	0/25	0/35	0/91	0/53	0/24																											
2.4	Fly tipped waste removed within 24 hours where it is hazardous and 48 hours where it is deemed as non hazardous.	Monthly	Report is made to Peterborough Direct, or Amey Peterborough helpdesk	Monthly	0/693	0/769	0/836	0/821	0/621	0/881	0/861	0/896	0/841	0/884	5/882	1/874																											
2.5	Graffiti on Council property to be removed within 6 hours where it is offensive or in 3 working days if non offensive.	Monthly	Report is made to Peterborough Direct, or Amey Peterborough helpdesk	Monthly	0/9	0/9	0/7	0/7	0/3	0/9	0/8	0/9	0/24	0/3	0/5	0/3																											
2.6	Agree a target reduction level and associated work plans with Peterborough City Council. Target becomes binding if enforcement responsibility is delegated to Amey Peterborough.	TBC	TBC	TBC																																							
3. Grounds Maintenance	An annual plan of shrub, grass and bedding maintenance will be produced to detail the frequency of maintenance in a given area. Amenity grassed areas will be cut on a regular cycle and shrubs will be cut once to a years growth with any health and safety or sightline issues being cut throughout the year.	3.1	Overall Grounds Maintenance customer satisfaction from the Citizens panel survey to be above 73.6% (see appendix 1a) taking into account any factors that may reduce satisfaction as a direct result of Council Policy. To be revised annually.	Annually	Survey sent to residents of Peterborough	None	Not Applicable this month																																				

3. Parks, Trees, Grass Cutting, Shrubs and Flowers	They will supply and maintain all hanging baskets and winter and summer bedding plants. All Trees within Peterborough will be inspected and recorded on a comprehensive risk management database with any remedial work being carried out as and when required. All emergency work will be carried out within 1 day, 6 weeks for a priority and all else within 12 weeks. Litter will be removed from all PCC open space areas to maintain a grade A standard. Green Flag sites will retain their awards and proposals put in place to increase the numbers of across the City. All play equipment and park furniture will be inspected and maintenance carried out where required.	3.2	Failure to maintain and regain Green Flag status in Central Park, Itter Park, Victoria Gardens and Eye Open Space	Annually	Green flag awarded / not awarded	None	Green Flags awarded Summer 2014 - Central Park, Itter Park, Victoria Gardens and Eye Open Space	Green Flags awarded Summer 2014 - Central Park, Itter Park, Victoria Gardens and Eye Open Space	Green Flags awarded Summer 2014 - Central Park, Itter Park, Victoria Gardens and Eye Open Space	Green Flags awarded Summer 2015 - Central Park, Itter Park, Victoria Gardens and Eye Open Space	Green Flags awarded Summer 2015 - Central Park, Itter Park, Victoria Gardens and Eye Open Space	Green Flags awarded Summer 2015 - Central Park, Itter Park, Victoria Gardens and Eye Open Space	Green Flags awarded Summer 2015 - Central Park, Itter Park, Victoria Gardens and Eye Open Space	Green Flags awarded Summer 2015 - Central Park, Itter Park, Victoria Gardens and Eye Open Space	Green Flags awarded Summer 2015 - Central Park, Itter Park, Victoria Gardens and Eye Open Space	Green Flags awarded Summer 2015 - Central Park, Itter Park, Victoria Gardens and Eye Open Space	Green Flags awarded Summer 2015 - Central Park, Itter Park, Victoria Gardens and Eye Open Space
		3.3	Failure to meet amenity grass cutting frequency (3 weekly from April for 95% of the area) to an appropriate standard / finish for the specific area when cutting complete. <i>Image to be added</i>	Monthly	Quality checks performed by Amey / PCC	Monthly	Achieved										
		3.4	Failure to carry out a yearly cut of all shrubs to a years growth.	Annually	Thorough the yearly shrub cutting plan	Yearly	Works in progress as per annual plan.										
		3.5	Maintain flowers beds and displays ensuring aesthetically pleasing (ensuring substantially free from weeds).	Monthly	Quality checks performed by Amey / PCC	Monthly	Achieved										
		3.6	Any shrub/greenery encroaching on site lines or affecting H&S to be cut back as required within 1 week.	Monthly	Report is made to Peterborough Direct, or Amey Peterborough helpdesk	Monthly	0	0	0	0	0	0	0	0	0	0	0
		3.7	Failure to inspect trees as instructed by the Authority within the time period set out below. These must be recorded and maintained on an up to date tree asset register • 2 hours if deemed as an emergency • 4 weeks if deemed as a priority • 8 weeks in all other cases	Monthly	Statistical information taken from Works manager	Monthly	0	0	0	0	0	0	0	0	0	0	0
		3.8	Failure to inspect, maintain and record play area inspections in accordance with the spec	Monthly	Statistical information taken from Works manager	Monthly	Achieved										
4. City Centre	You can expect the City Centre to have a designated team which will carry out a daily cleanse of benches and bike shelters on Long Causeway, Bridge Street and Lower Bridge street. They will remove pigeon faeces from hard surfaces and remove chewing gum from Cathedral square. There will also be 4 hot washes carried out on the pavement areas per year, a hit squad will be available for spills. Litter bins will be emptied through the day and litter collected from the streets to maintain a Grade A standard	4	Overall household waste collection customer satisfaction from the Citizens panel survey to be above 75.3% (see appendix 1a); taking into account any factors that may reduce satisfaction as a direct result of Council Policy. To be revised annually.	Annually	Survey sent to residents of Peterborough	No	Not applicable this month										
5. Travellers	All unauthorised encampments will be visited within 24 hours and communicated to the authority a suitable removal date. Regular visits will be made to ensure that the encampment is not causing anti social behaviour or carrying out any criminal offences. Assistance will also be given when required to evict encampments and arrange for subsequent clear up and securing of the land. Authorised Sites will be maintained and have regular Health and Safety risk assessments carried out including a weekly inspection of the sites. Remedial work will be carried out to the sites as and when required.	5	Cleanse and secure unauthorised traveller sites within 24 hours of departure	Monthly	Statistical information taken from Works manager	Monthly	No issues identified - set a code up in Works Manager	No issues identified - set a code up in Works Manager	No issues identified - set a code up in Works Manager	No issues identified - set a code up in Works Manager	No issues identified - set a code up in Works Manager	No issues identified - set a code up in Works Manager	No issues identified - set a code up in Works Manager	No issues identified - set a code up in Works Manager	No issues identified - set a code up in Works Manager	No issues identified - set a code up in Works Manager	

6. Complaints	The partner will adopt the PCC complaints procedure which is a 3 stage procedure with all complaints being responded to within 10 working days. If the partner wishes to change this policy they must set out their proposals and allow 10 working days for the Authority to respond. This excludes complaints specifically regarding Peterborough City Council Policy (for example the introduction of the charged garden waste collection).	6	Number of stage 2 complaints target < 2 per month	Monthly	Statistical information taken from Works manager	Monthly	0	0	1	1	0	1	0	2	0	0	0	2
7. Passenger Transport	Failure to provide a vehicle for a route (this includes providing a qualified DBS checked Driver and passenger assistant if required) within 30 minutes	7	This is capped at one failure per route per day.	Monthly	Amey monthly performance report	Monthly	0	0	0	0	0	1	0	1	0	1	2	0

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Serco Contract Performance

Serco delivers under two separate contracts; the ICT contract which began in 2009 and the main contract, the Peterborough-Serco Strategic Partnership (PSSP), which began in 2011. Both contracts have slightly different performance reporting regimes so are shown separately below.

The PSSP contract KPIs were reviewed and refined by the Strategic Partnership Board in early 2016, with the new regime coming into play in April 2016.

Across the two contracts, Serco has around 500 staff, including 16 staff on apprenticeships. The services Serco provide are:

- Customer Services, including around 350,000 calls per year and 200,000 face to face visits, the town hall reception and Beadle services, the adult social care Inform & Advise telephone service and the Family Information Service, and the Facebook and Twitter pages 'Ask Peterborough'
- Shared Transactional Services, including collecting council tax from 82,300 properties and business rates from 5,600 properties, making all the statutory returns to HMRC, DWP and DCLG and paying over 71,000 council invoices annually and supporting 19,000 households in receipt of housing benefit and/or council tax support.
- Business Support for which we provide specialist and generalist administrative staff across a wide range of council services, as well as PAs to some senior staff, 'Manor Drive Solutions', a supply of quality-assured staff who can be deployed at short notice and the council's payroll as well as HR transactions, such as recruitment, starters and leavers
- ICT including all council's IT service including managing all the third party suppliers, all the IT equipment and phones and a high number of IT projects, such as the move to Google Apps and the refresh of IT infrastructure
- Procurement, including running the council's procurement service, contract-managing all corporate contracts and undertaking strategic procurement projects to ensure best value and/or savings
- Business Transformation and Service Improvement for which we run business transformation projects for a wide range of council services, support the Customer Experience transformation project, work with local groups to improve access to online services and increase channel shift and provide project managers to support projects including those with partners such as health

PSSP KPI Performance - 2016

<u>Key</u>	Target	Met	Exceeded	Within 'Tolerance'	Not Met	Exceeded	Not Measurable
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Summary of Performance Measures		Measurement Criteria		Actual Performance					
Service Area	Performance Measure Ref	Description	Measure Frequency	Measure Criteria	April Performance Target/Profile	Apr-16	May Performance Target/Profile	May-16	Notes
KPI's									
Shared Transactional Services	STS-K-009	Completion of statutory returns	Monthly	%	100.00	100.00	100.00	100.00	
	R&B-K-001	Achievement of the in-year Council Tax collection rate target	Annual	%	11.36	10.96	20.31	20.32	On track to meet annual target of 95.8%
	R&B-K-002	Achievement of the in-year business rates collection rate target	Annual	%	11.56	10.87	19.84	19.85	On track to meet annual target of 97.8%
	R&B-K-007	Council Tax arrears collection	Annual	%	2.57	2.83	4.56	4.81	On track to meet annual target of 14.31%
	R&B-K-008	Business Rates arrears collection	Annual	%	7.35	7.96	11.25	9.96	On track to meet annual target of 30%
	R&B-K-009	Debt recovery - Parking	Monthly	days	14.00	11.53	14.00	8.09	
	R&B-K-009a	Debt recovery - Housing Benefit Overpayment	Annual	days	2.72	2.74	5.00	5.04	On track to meet annual target of 26%
	R&B-K-009b	Debt recovery - Sundry Debt	Annual	%	56.50	49.34	60.00	59.01	On track to meet annual target of 63%
	R&B-K-011	Average time to process housing benefit claims and changes	Monthly	days	19.00	5.93	19.18	8.07	

Business Support	PAY-K-001	Ensure all payroll deadlines are met	Monthly	%	100.00	100.00	100.00	100.00	
	BS-K-002	Business support tasks completed to deadline	Monthly	%	97.00	98.15	97.00	97.68	
Customer Services	CS-K-001	% of customers satisfied with the service they received	6 Monthly	%	95.00	Not Measured in April No Survey Due	95.00	Not Measured in May No Survey Due	
	CS-K-002	% of telephone calls answered	Monthly	%	82.00	83.00	82.00	85.00	Overall annual target is 85% (profiled across the year)
	CS-K-006	% of First Call resolution in Call Centre (excluding switch)	Monthly	%	85.00	92.00	85.00	93.00	
Business Transformation and Service Improvement	BT-K-002	Delivery of outputs as agreed in the annual delivery plan. Performance to be tracked against milestones as agreed in the annual delivery plan	Annual	%	85.00	Not yet measurable	85.00	Not yet measurable	ADP and milestones being agreed
				%					
Financial Services System	FS-K-001	Complete month and year end BCR and DCAL processes	Monthly	%	100.00	100.00	100.00	100.00	

	FS-K-002	Within the working hours 09:00am and 17:00pm Monday to Friday (excl public holidays) to respond to all priority 1 calls within 1 hour	Monthly	%	90.00	90.00	90.00	Not measurable no calls received	
Procurement	PRO-K-002	Deliver key stages of procurement strategy	Quarterly	%	100.00	Not Measurable	100.00	100.00	
	PRO-K-004	Produce a Quarterly Report on procurement and supplier management	Quarterly	%	100.00	100.00	100.00	Not measured as quarterly report	
	PRO-K-005	Create & Maintain a contract register for all Corporate Contracts and Non - Corporate contracts (where known).	Monthly	%	100.00	Not Measurable	100.00	Not yet measurable	Contract register to be handed over to Serco
	PRO-K-006	Co-operate with the Authority's Legal Services to provide timely and appropriate documentation and other necessary information to enable the Authority's Legal Services to prepare the	Monthly	%	100.00	Not Measurable	100.00	100.00	

		contracts for signing.							
	PRO-K-007	Provide a monthly compliance report on Purchase Cards	Monthly	%	100.00	100.00	100.00	100.00	

ICT KPI Performance

Key	detriment	missed	no data	met
-----	-----------	--------	---------	-----

	Summary of Performance Measures		Measurement Criteria					Actual Performance		
Service Area	Performance Measure Ref	Description	Measure Frequency	Measure Criteria	Target	Detriment	Failure	Apr-16	May-16	Notes
	KPI's									
ICT	1	Resolution of severity 1 incidents (2 hrs)	Monthly	Volume	0 failures	1 failure	2 failures	100	50	Both incidents resolved but one not updated on the system as per process
	2	Resolution of severity 2 incidents (1 business day)	Monthly	Volume	0 failures	1 failure	2 failures	100	100	
	3	Resolution of severity 3 incidents (2 business days)	Monthly	%	90.0%	87.0%	84.0%	88.89	93.18	
	4	Resolution of severity 4 incidents	Monthly	%	90.0%			96.19	96.23	

		(4 business days)							
5	Fulfilment of priority 1 service requests (1 business day)	Monthly	%	90%	87%	84%	No Data	No Data	
6	Fulfilment of priority 2 service requests (2 business days)	Monthly	%	90%	87%	84%	No Data	100	
7	Fulfilment of priority 3 service requests (4 business days)	Monthly	%	90%	87%	84%	94.01	92.44	
8	Fulfilment of priority 4 service requests (8 business days)	Monthly	%	90%			95.54	95.61	
9	Call answering (within 20 seconds)	Monthly	%	80%	77%	74%	80.58	80	
10	Call abandoned rate	Monthly	%	< 5%			2.64	1.03	
11	First point of contact fix	Monthly	%	50%	46%	42%	65.1	63.55	
12	Key application availability	6 Monthly	Volume	0 failures	1 failure	2 failures	0	0	
13	Gold application availability	Monthly	Volume	1 failure	3 failures	4 failures	0	0	
14	Silver application availability	Monthly	%	98%			100	100	
15	Network availability of individual primary Council Premises	Annual	Volume	0 failures	1 failure	2 failures	0	0	
16	Network availability of all resilient Council Premises	Monthly	%	99.50%	99.00%	98.50%	100	100	
17	Network availability	Monthly	%	99%			99	99	

		of all non-resilient Council Premises							
18	Project success index	Quarterly	Volume	1 failure	2 failures	3 failures	0	0	
19	Measurement of customer satisfaction	Monthly	Value	>3.5			4.3	4.1	
20	Response to incidents raised by a call	Monthly	%	90%			No Data	No Data	KPIs 20 and 21 due to be removed as the new system automatically generates responses.
21	Response to incidents raised via web browser	Monthly	%	90%			No Data	No Data	

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Peterborough Highway Services

Annual Report 2015/16



June 2016

Prepared by Peterborough Highway Services

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Fig 5.2 - Breakdown of carbon emission contributors

Fig 5.3 - Tonnes of CO₂ emitted per £100k spent

Fig 5.4 - Litres of water used

Fig 5.5 – Waste produced/waste diverted from landfill

Fig 5.6 - Total miles travelled within the contract

Fig 5.7 - Number of staff employed against each target

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Table 6.1 – Efficiencies Generated

Table 7.1 – Current Contract KPI's

Appendices

Appendix 1 - KPI Performance April 2015-March 2016

1. Introduction

- 1.1 Peterborough Highway Services is a partnership between Peterborough City Council and Skanska. The contract was awarded on 15th August 2013 and the contract started on 1st October 2013. Peterborough Highway Services is responsible for improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges.
- 1.2 The Peterborough Highway Services contract is now into its third year, and the partnership between Peterborough City Council and Skanska is now well embedded within the way that Peterborough Highways Services works.
- 1.3 The partnership has an ambition to move to a shared depot facility at Dodson House, this was explored in 2015 and a planning application was submitted towards the end of last year with a view to moving operations there in 2016. The application was successful and the new depot became operational in May 2016. The shared depot will accommodate both office and depot staff and will leave a legacy for Peterborough City Council.
- 1.4 The partnership operates a simple governance structure comprising the Peterborough Highways Strategic Board (PHSB) and the Peterborough Highways Operations Team (PHOT). The purpose of the Strategic Board is to provide strategic direction and monitor the performance of the contract. The Operations Team are responsible for leading and managing all aspects of service delivery and performance, influence and inform strategic direction and direct delivery teams.
- 1.5 This report covers the 12 month period from April 2015 to March 2016.

2. Maintenance Activities

- 2.1 During 2015/16, Peterborough Highway Services completed highway and structures maintenance projects and undertook 45 winter service gritting runs.
- 2.2 In addition, to improve the operation and performance of the highway maintenance delivery and the Winter Service, a number of improvements have been implemented along with a trial of innovative products.

Maintenance Schemes

- 2.3 During 2015, Peterborough Highways Services responded to
 - 666 emergency call outs, where the highway or street lighting attended to within a maximum of 2 hours
 - 375 Category 1 (CAT1) defects which need to be repaired within 24 hours
 - 10,716 Category 2 (CAT2) defects which need to be repaired within 7, 14 or 28 days or 3 months depending on the nature of the defect and the timescale given on the order raised.

Changing Roles and Responsibilities

- 2.4 Following a Systems Thinking workshop, it was identified that a new role was required within the team to maximise efficiency and provide more benefit to the contract. As such a Works Programmer was recruited to better manage the workload of the operatives and identify collaborative working were possible.
- 2.5 The Highways Inspector roles were also restructured and a new Senior Highway Inspector post and Assistant Inspector post was created. The new structure has been adopted and positive outcomes are already being realised with improvements to the performance of the relevant Key Performance Indicators (KPIs).

Winter Service

- 2.6 Peterborough Highway Services has the responsibility to provide the Winter Service for the Peterborough City Council area. The Winter Service is provided by six purpose built gritters which operate on 5 different routes across the city area and car parks. Amey provides the Winter Service in the city centre on behalf of Peterborough Highway Services. As highlighted above, in 2015, 51 precautionary treatment runs were undertaken.
- 2.7 The 2015/16 year saw a significant change to Peterborough Highways Services fleet of vehicles as a completely new gritter fleet was purchased. The need for a new fleet was again identified through a Systems Thinking workshop, the new fleet consists of;
 - 2 x 26t dedicated Mercedes Arocs Gritters
 - 3 x 18t Quick Change Body Gritters and Tippers
 - 1 x 7.5t Multispread Gritter for the car parks within Peterborough

- 2.8 The benefit of the changeable 18t bodies is that the Lorries are used for the full year rather than just the gritting season and so the overall number of vehicles in the fleet can be reduced.



Innovation

- 2.9 Peterborough Highway Services continued to drive innovation during 2015/16 and actively trialled new products and materials to make maintenance activities more efficient.

Swedish Pot Hole Machine – ‘The Dragon’

- 2.10 In 2014 representatives of Peterborough Highway Services attended a Skanska maintenance event in Oxfordshire, examining alternative approaches to winter maintenance and pothole repair. The event was an opportunity to share working practices with teams from other countries Skanska operate.
- 2.11 Teams from Sweden and Poland delivered presentations explaining how activities are carried out in their respective countries. As a result, Peterborough Highway Services were able to trial a pothole repair machine ‘The Dragon’ which is used in Sweden. This approach reflects Peterborough City Council’s approach to asset management and preventative maintenance. In 2015/16, Peterborough Highways Services were allocated four weeks to use the ‘Dragon’.
- 2.12 The ‘Dragon’ was in Peterborough in May 2015 between the 11th and 22nd and again in October 2015 between the 19th and 30th. During both of these visits the ‘Dragon’ completed 264 repairs. The scheme has proved so successful that the machine is programmed to be in Peterborough for six weeks this year in two three week periods in May and October.



3. Schemes and Improvements

Introduction

- 3.1 Since the commencement of the contract in October 2013, Peterborough Highway Services has been actively involved in designing and delivering highway maintenance and improvement works across the city. Beneath are a few examples of Peterborough Highway Services major improvement works and scheme successes during 2015.

Bourges Boulevard Improvement Works

- 3.2 The Bourges Boulevard improvement works were completed in June 2015. Peterborough Highway Services staff were responsible for the design, site supervision and management of the scheme. Construction work was undertaken through a different framework (Midlands Highway Alliance) by Eurovia.
- 3.3 The purpose of the scheme is to break down the severance currently created by the dual carriageway, and improve connectivity between the City Centre and the Railway Station. The scheme consisted of landscaping and public realm works, the introduction of two pedestrian crossings on Bourges Boulevard and a Toucan crossing on Bright Street, as well as the creation of a limited movement signalised junction between Bourges Boulevard and the Railway Station.



Street Lighting Design

3.4 Peterborough Highways Services street lighting team have been involved in a number of design works over the past year, including:

- Medium Term Financial Strategy column replacement scheme. 27 roads designed to replace lighting columns that were flagged as Red or High Amber as part of routine structural testing;
- Bishops Road and cycleway lighting design;
- Full detailed lighting design for the improvements to Wheel Yard road;
- Lower Bridge Street, full detailed design for public realm improvement scheme;
- Thorpe Road/Midland Road, lighting design for highway improvements, and;
- A47 Junction 20, full detailed lighting and cabling design work for proposed major junction improvements.

Staniland Way

3.5 This was a major roundabout construction and road realignment close to Werrington Centre. This site was a known accident cluster site, and the purpose of the scheme was to improve safety. Peterborough Highways Services designed and built the roundabout within its term maintenance contract. The scheme was completed ahead of schedule in May 2015.



Nene Park Trust

- 3.6 This was a footway/cycleway scheme linking the Nene Valley Railway station at Ferry Meadows to Nene Park. All works had to be designed and built with a firm communication link with Nene Park Trust and all parties were very happy with the final outcome. Works were programmed for January 2015 to minimise disruption to the public and the park.



Central Avenue

- 3.7 This was a parking enhancement scheme outside shop frontages in Dogsthorpe and was a high profile scheme within the local community. Good communication between local businesses and Peterborough highways Services was required to achieve the desired goal. The design used sustainable urban drainage techniques to minimise gullies and drainage pipes and therefore lower maintenance costs once the works were complete.



Hundreds Road Bridge

- 3.8 A full bridge construction with the installation of a 4.23m diameter corrugated steel pipe. Water management was a major issue with the scheme during the excavation period. During periods of the construction there were two 6" pumps and one 12" pump to control water flow. Constant supervision was required to ensure the scheme was delivered safely. Peterborough Highways Services designed and built the bridge.



4. Health and Safety

Introduction

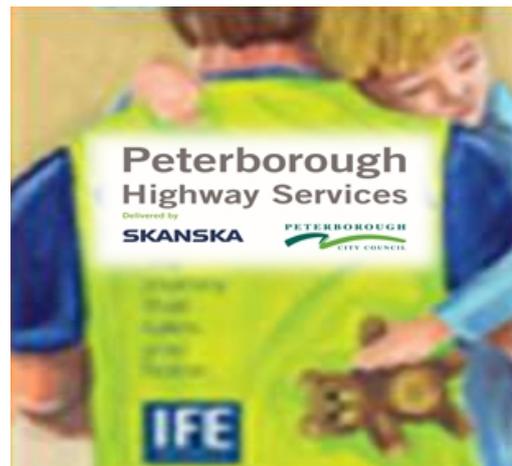
- 4.1 Peterborough Highway Services have adopted Skanska's Injury Free Environment (IFE) culture, and this provides the behaviours and values through which health and safety is managed within the contract.

Injury-Free Environment

- 4.2 All staff within Peterborough Highway Services work under the principles of IFE, which is a concept that has been adopted from Skanska, and is defined as being:

"More than safety, a culture of care and concern for people, which encourages everybody to accept responsibility for their own and their colleague's well-being...The aim is to engage with the entire workforce and extend all of our behaviours such that we look out for one another to ensure that everyone returns home from work safely to their family and friends."

- 4.3 The IFE culture empowers staff to take personal responsibility for their own safety, and that of their colleagues, both in work and at home. The Values are shown below.



IFE Update

Cascading Newsletter

- 4.4 In each quarter of last year the IFE team produced a 'Plan on a Page' which documents what the team want to focus on this year and provides an opportunity to review the progress made. It is important within IFE that the concept is understood as a 'journey' rather than a 'goal' that is to be achieved. Encouraging people to **Speak Up** and promoting **Openness and Trust** allows lessons to be learnt and shared with a view to continually improving. Progress is decided by receiving feedback from different areas of the contract and discussing individuals' experience as a group. Over the last year the group worked to raise the profile of certain issues that it felt would affect the safety of colleagues, friends and family. To do this the group published 3 seasonal newsletters highlighting such issues as winter driving, electrical safety, fire prevention and mental health awareness. The newsletters were cascaded by the IFE team and communicated throughout the contract.

Raising Awareness

- 4.5 Accidents in Peterborough have remained at a very low rate throughout 2015. The IFE team met every month to escalate any working practices that it felt would jeopardise safety within the contract. By doing so the group have also highlighted the importance of **not walking by** and role modelled the ideal behaviour. Over the last year the group have addressed issues such as near miss reporting, fire retardant clothing, working at height and pedestrian management. By working closely with all work areas, much progress has been seen with these issues.

Holding Events

- 4.6 The IFE team organised and supported many events throughout the previous year focussed on building relationships between everyone involved in Peterborough Highway Services and beyond. Building relationships is a value at the heart of all IFE activities and provides the ideal format for sharing best practice throughout the contract. In July we held our annual 5-a-side football tournament with teams from Skanska, PCC and various other partners. It was a fantastic evening with over 50 participants, many supporters, volunteers and over £100 raised for charity.



- 4.7 Similar community spirit was seen in September, when 20 keen walkers from Peterborough Highway Services tackled the Yorkshire 3 Peaks. On an unseasonably warm Saturday, the walk was a 25 mile endurance test taking on Pen-y-ghent (694m), Whernside (736m) and Ingleborough (723m) with participants finishing between 8-10 hours.

Accident Details

- 4.8 Between January and December 2015, there were no RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) incidents which required reporting to the Health and Safety Executive. There were a total of 61 occurrences and the top five were investigated by management. These are Utility strikes, Injuries, RTA's, Violence abuse and Damage. Amongst these were 1 lost time injury (1day) and 17 service strikes. There have also been 30 near misses reported. Near miss reporting is encouraged to identify trends and reduce the risk of an incident occurring.
- 4.9 The lost time injuries relate to staff who are injured and required to take a certain number of days to recover. The one lost time injury related to a site operative who was getting out of their vehicle when their foot slipped whilst stepping onto uneven ground (1 day lost time).
- 4.10 The service strikes occur when an operative strikes a utility cable under the highway. There has been a total of 17 service strikes, these have been mainly BT, Virgin Media and Water utilities. Due to the number of service strikes, extra training has been given on use of avoidance tools, using trial holes and markings across the site. Fortunately there were no injuries arising from the service strikes.
- 4.11 Near miss reporting by all Peterborough Highway Services staff is encouraged. In addition, Peterborough Highway Services request that all sub-contractors undergo a formal approval process before they can undertake work on the highway network.
- 4.12 When incidents do occur, a review is undertaken as to why the incident occurred and what actions can be undertaken to prevent it from occurring again. This information is communicated to all Peterborough Highway Services staff through regular staff briefings.

5. Improving the Way we Work

Introduction

- 5.1 During the first year of the contract, Peterborough Highway Services has actively sought to introduce a culture of business improvements, where employees are empowered and promote improvements to daily activities. During 2014, we have implemented a systems thinking approach to a number of projects/processes within Peterborough Highway Services. The systems thinking approach helps to create efficiencies within the contract by improving processes, removing waste and also creating a culture of innovation and continuous improvements

Systems Thinking

- 5.2 Systems thinking is a discipline that concerns an understanding of a process by examining the linkages and interactions between the components of that defined process. Systems thinking has been defined as an approach to problem solving by viewing problems as part of an overall system rather than reacting to a specific part or outcomes.
- 5.3 During the first six months of the contract, Skanska enrolled the management team and a number of representatives from across Peterborough Highway Services onto an Improvement Experience. This is a Skanska bespoke three day training programme introducing the concept of 'systems thinking' to the partnership.
- 5.4 As the contract has developed so too has a culture of open collaboration with issues discussed and solutions develop systemically. In addition to the more significant improvement projects a number of smaller initiatives have been led by members of staff to improve performance and develop the contract.

Project Identification

- 5.5 The Peterborough Highways Operation Team went through an exercise identifying different processes within Peterborough Highway Services which could be improved. The projects considered comprised of areas where there were existing problems with the process, and also areas where there was an opportunity to further enhance a process and create efficiencies.
- 5.6 A number of initiatives have been identified with the following projects representing the major focus over the past year

Asset Management

- 5.7 The principals of asset management of informed decisions, long term planning and strategic investment were identified as offering benefits to the contract by the Peterborough Highways Operations Team. Asset management principals are linked with potential efficiency savings of 5% against revenue according to HMEP statistics.
- 5.8 The need for asset management was also identified by the DfT as a priority for local authorities to maximise the benefit of investment in the asset. As such the incentive funds has been established with a proportion of funding (the incentive fund) to be based on an assessment against certain performance criteria linked to asset management.
- 5.9 Incentive fund funding over the next 5 years is linked to £1.6m in funding for Peterborough City Council making this a significant project for the contract.
- 5.10 By approaching the introduction of asset management in a systemic way the final processes and procedures should offer a more integrated solution maximising the benefits realised
- 5.11 Through the systems thinking project, an approach to address the incentive fund was developed

and the interlinking requirements better understood:

- Requirements of incentive fund explored, evidence requirements identified, links between questions mapped and priority evidence identified.
- Programme for activities to improve banding over assessment period created with action plans outlining what actions are to be taken to improve score for each assessment question.
- Policy and Strategy for delivery of asset management prepared for approval through the political process.
- Identified a number of strengths bought about by the nature of the contract offering a strong foundation on which to build.

5.12 Efforts associated with asset management have been focussed on some of the key requirements identified as cornerstones of asset management through the incentive fund. Once established these will form the foundations of further work detailed through action plans.

5.13 Due to the significant scope of the incentive fund assessment efforts have been prioritised to ensure that all efforts contribute toward an increase in banding during the next assessment period, whilst identifying longer term objectives requiring prioritised action due to lead times of requirement for historical evidence.

The work to date should enable PCC to move up a banding for the next assessment period in line with planned progress.

Defect Identification and Repair

5.14 The Defect Identification and Repair project considers the process undertaken to firstly identify defects on the highway network, secondly report these defects and set a timescale for repair, and finally programme and undertake the repair.

5.15 The current process for identifying a defect on the highway network is based on what has been done for several years, six highway inspectors are responsible for a given area within the city council area and undertake regular inspections to identify defects on the highway. Any defect identified can be classified as a Category 1 defect, which needs to be repaired within 24 hours, or as a Category 2 defect which can be assigned a timescale of 7, 14 or 28 days or 3 months depending on the nature of the defect.

5.16 Once the defect has been identified and recorded, the information is received by the highways depot to schedule the works for the gang to undertake.

5.17 Through the systems thinking approach, the following issues were identified with the process:

- The Category 1 defects, which need to be repaired within 24 hours, were not always being addressed
- The flow of work to the depot can come in peak and troughs as a result of when the highways inspectors undertake their inspections - if all the highway inspectors undertake their inspections at the same time, it can result in a spike in resources introducing inefficiencies
- The highway inspectors can sometimes experience difficulty in programming their monthly inspections due to other workload demands
- Not using the appropriate repair timescale for the defect identified, which can cause issues, for example a new sign may be assigned a 7-day timescale for repair, but it can take approximately 28 days to order due to manufacturing constraints
- Programming of work at the depot did not follow a process, and relied on individuals experience and 'know how' to ensure all work was undertaken within the assigned timescales

- 5.18 As a result of these issues, the following actions were identified in the development of a new process
- The Category 1 defects process to follow the process defined for emergency call outs
 - Dedicated time to undertake inspections, to ensure the flow of work is balanced and predictable
 - Training for staff to ensure they are assigning the correct timescales to defects identified
 - Review programming software or develop a new process to assist the highways depot to programme work.
- 5.19 The use of dedicated inspection days has allowed inspectors to meet 100% targets for inspections for the first time, repair of defects against target dates is much improved with the 95% target now being met.
- 5.20 Further work with the inspectors has been commissioned as a result of issues highlighted through the study phase of this project. This includes issues such as ad-hoc defect reports, dropped kerb applications and other administrative work undertaken by the inspectors detracting from their key function.
- 5.21 A number of processes related to scheduling are being further refined through small workshops, this covers some of the more focussed processes such as road space booking and specialist materials.

Annex 1 scheme development

- 5.22 A number of workshops have been held to understand and improve the process for the identification of schemes and the process for progressing these from initial concept through design to construction.
- 5.23 Initially this work focussed on developing a common understanding of the end to end process as no single person has the complete picture. This is not uncommon with processes spanning multiple functions and lengthy durations.
- 5.24 Having developed an understanding of the current process the team have developed a “to be” process, however transitioning between processes needs to be carefully managed and the impacts properly understood.
- 5.25 Further work will be required with some of the specialist functions to develop the detail of the process and quantify the short term investment required to deliver long term savings.

Environmental Performance

5.26 A key component in improving the way we work is consideration of our environmental impact on all activities undertaken. In 2015, Peterborough Highway Services has concentrated on developing our environmental strategy to determine our actions to improve our environmental performance throughout the life of the contract. In 2015 Peterborough Highways Services achieved a Green Star level of accreditation under the Investors in Environment scheme administered by Peterborough Environment City Trust (PECT).

Carbon

5.27 Over the past 12 months we have continued to monitor and record our direct carbon emissions on the Peterborough Highways contract. The overall aim is to achieve a 5% year on year reduction in emissions comparative to Year 1 baseline data measured against turnover. Figure 5.1 below shows tonnes of CO₂ per month.

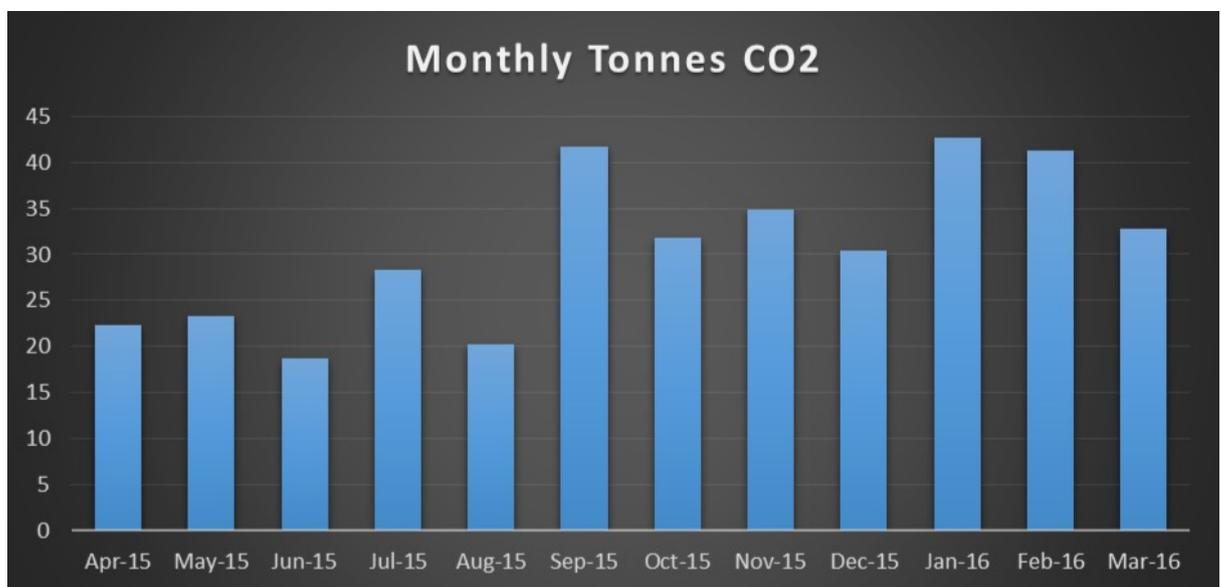


Fig 5.1 - Total Actual Carbon Emissions for 2015 – 2016 financial year: 356.35 Tonnes CO₂ (e)

5.28 Figure 5.2 shows the bulk of the contracts direct carbon emissions come from the use of fleet vehicles across the contract, with 45% of emissions from this aspect alone. The second most intensive emitter is the fuel used for Plant to undertake the works on the contract, which makes up 21% of emissions. Reducing the consumption of fuel in these areas is a difficult challenge due to the nature of works undertaken by the contract, however this is where the contract has been focusing efforts to improve over the past 12 months.

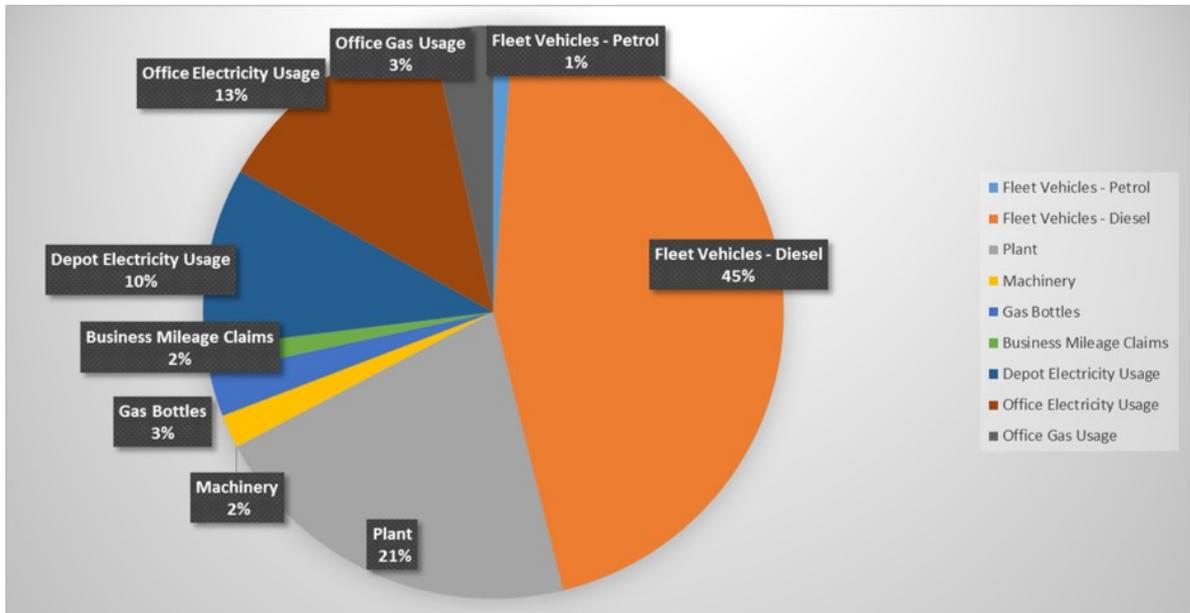


Fig 5.2 - Breakdown of carbon emission contributors

Two methods have been used in an attempt to reduce our fuel consumption this year:

- New efficient EURO6 fleet vehicles have been introduced on the contract, delivering better fuel economy and cleaner exhaust emissions. As well as reducing our impact on climate change, the EURO6 fleet helps work towards cleaner air emissions within the city of Peterborough, delivering health benefits for all residents.
- Maintenance planning: the team responsible for deploying maintenance gangs across the city have been actively grouping works together wherever possible to minimise miles travelled for the contract.

5.29 Taking all the data into account and “normalising” the data to remove any perceived emission reductions from undertaking less/more gritting runs in a single year, results in a figure against turnover for this year (2015/16) of 2.74 tonnes of carbon emitted per £100,000 spend.

5.30 There has been a significant drop from the 3.19 tonnes/100k reported in the 2014/15 results and represents a 14% reduction in carbon emissions for this year, significantly better than the 5% target. A new target for the 2016/17 business year will be agreed shortly and the contract will continue to strive towards the overall target of 37% within the life of the contract.

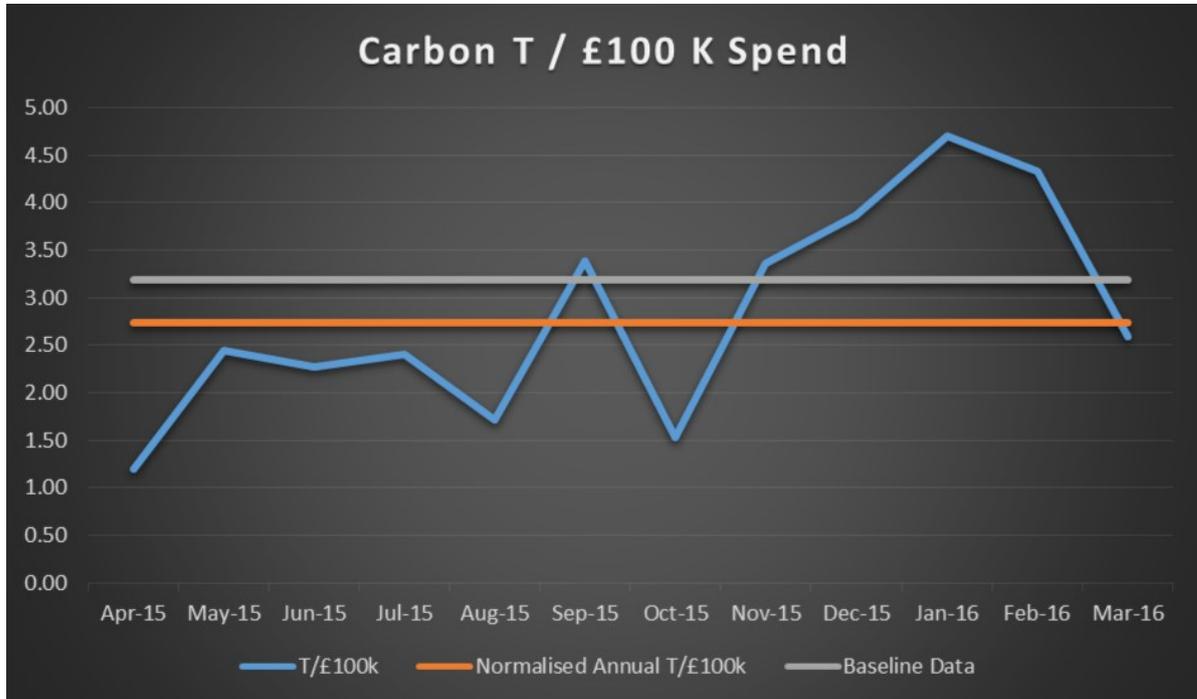


Fig 5.3 - Tonnes of CO₂ emitted per £100k spent

Water

5.31 Potable water consumption has been continually monitored throughout this year and shows an overall reduction in actual use from over 19 thousand litres in 2014/15 to just over 13 thousand litres in 2015/16. However once the reduced winter maintenance is taken into account, the consumption has remained relatively constant. The delivery of the water saving measures has been hampered by the delay of developing the new depot from 2015 to 2016. It would not have been economically viable to implement measures at the old depot with only 12 months before demobilisation. Going into this year, the contract is looking into water reduction technologies that can be integrated into maintenance works.

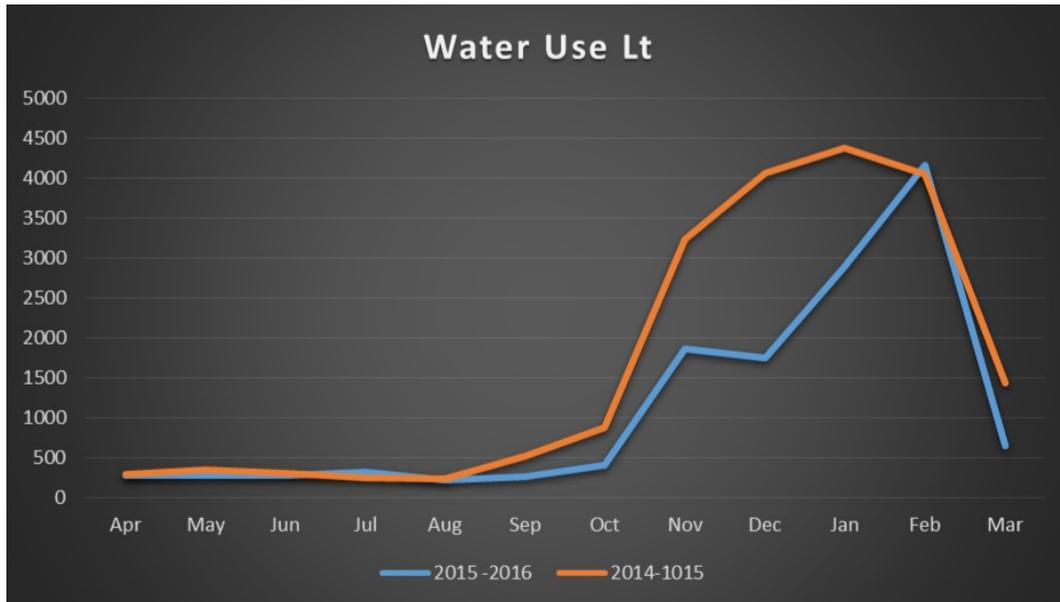


Fig 5.4 - Litres of water used

Waste

5.32 Waste continues to be managed successfully on the contract, with 97% of waste diverted from landfill over the past 12 months.

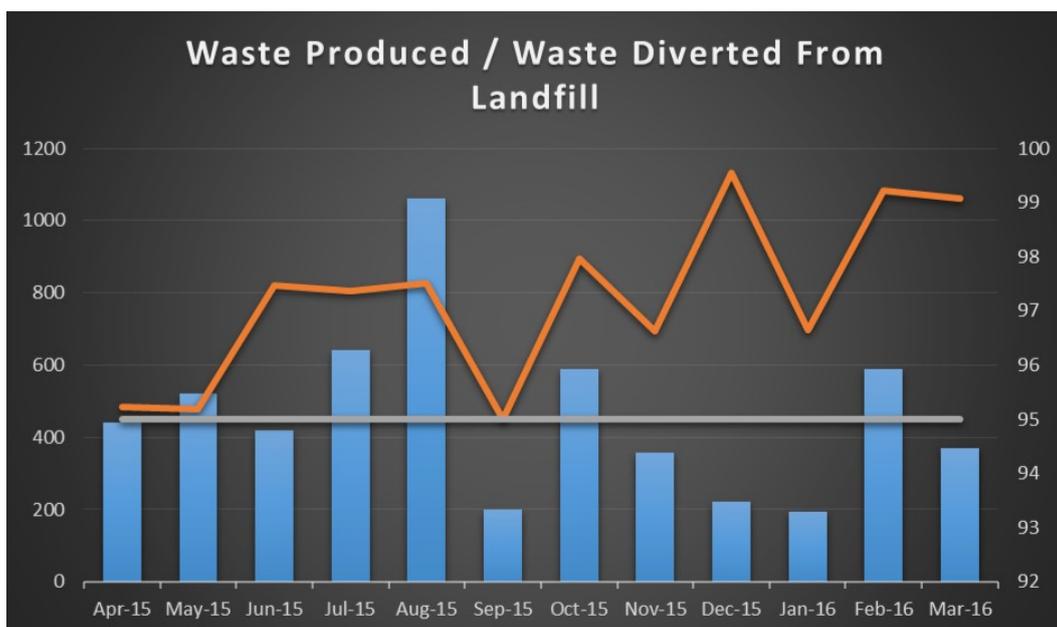


Fig 5.5 – Waste produced/waste diverted from landfill

Sub Contract

5.33 Peterborough Highway Services monitors the amount of spend on subcontract procurement across the contract with the aim of delivering over 50% of spend on SMEs within the LEP area. Over the past 12 months Peterborough Highway Services has achieved 63% of spend within the LEP region. This is a huge improvement from 47% reported last year and over the 50% added value target.

Materials

5.34 Sustainable procurement of materials from the local economy is just as important for the region as subcontract spend. This year Peterborough Highway Services achieved 81% spend of materials provision from within the LEP area, up from 47% last year and over the 80% added value target.

Transport

5.35 Across the contract we monitor the total business miles driven within the city, in addition to this we also monitor the trips with single occupancy. This data shows us that only 10% of the trips made within the city were single occupancy. The majority of the single occupancy trips were made by a limited number of contract staff using company vehicles. Over the next 12 months these individuals will have personal travel plans prepared.

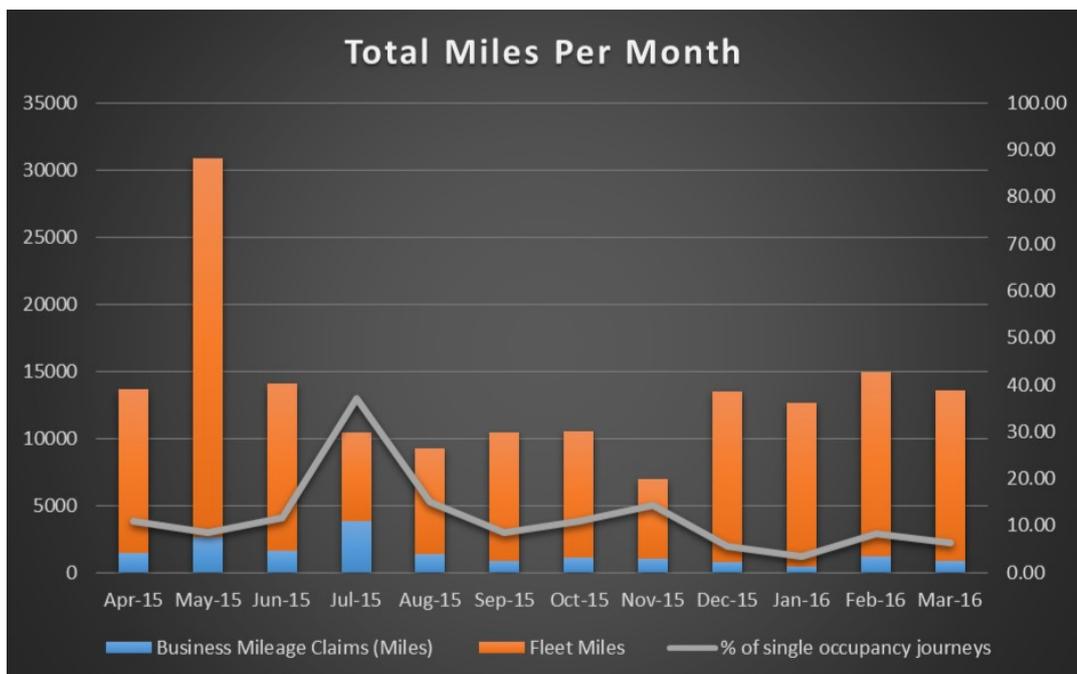


Fig 5.6 - Total miles travelled within the contract

Employment

- 5.36 Employment of graduates, apprentices, technicians and work place students is still being monitored across the contract in line with original added value agreement. New targets in line with the scale of the contract are currently being agreed to better represent the turnover of staff and scale of the contract.

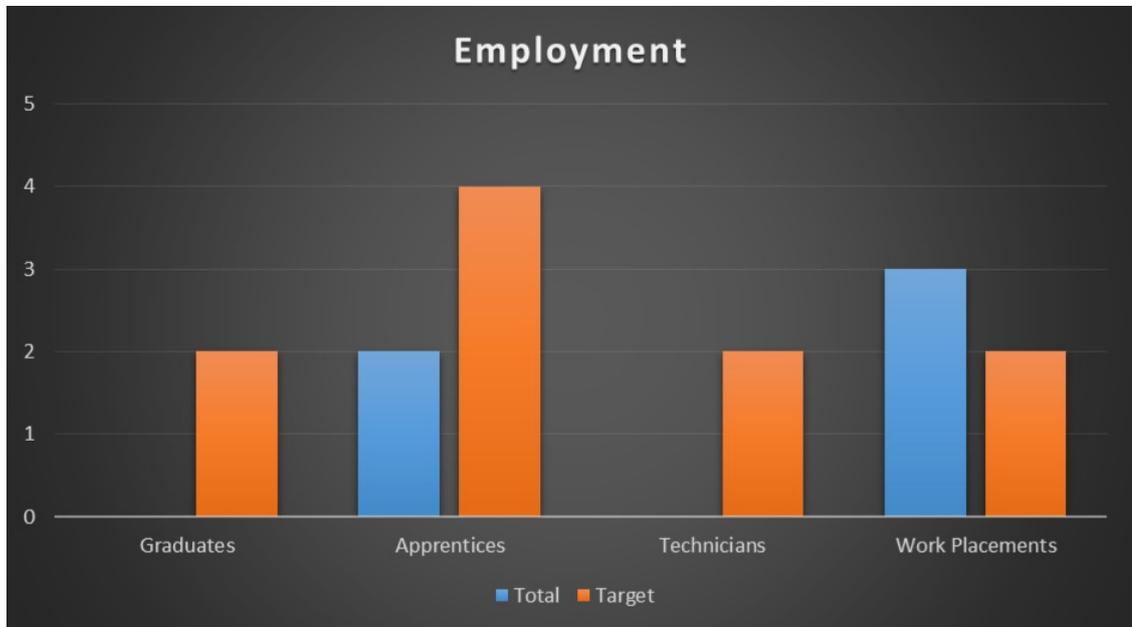


Fig 5.7 - Number of staff employed against each target

6. Efficiency Savings

Introduction

- 6.1 Reporting to the Peterborough Highways Operations Team are a number of Performance Groups that focus on key areas for the partnership. One of these areas is the contract efficiencies. The Efficiency Group consists of representatives from across the partnership and meets monthly. The group captures efficiencies introduced since the previous meeting and plans target areas for future improvement. Every quarter, the group is expanded to include a wider number of employees from the partnership to assist in the culture of contract efficiencies. These efficiencies are identified on the contract efficiency route map that determines where the potential savings can be generated and then records actual savings achieved against this target. The route map is owned by the Operations Team and monitored during the monthly management meetings and presented to the Supervisory Board in the quarterly Board Reports.
- 6.2 During the last year the group have been focusing on 5 key projects:
- 3rd party income generation/opportunities
 - Provision of an alternative cheaper solution for a salt barn
 - Re-location to a new depot where Peterborough City Council own the land
 - Systems thinking review of asset information to ensure we reach level one for the incentive fund with plans to achieve level two by next year
 - A systems thinking project is looking at the whole end to end process around street lighting. A separate team are also preparing a business case for an LED replacement project.
- 6.3 In the last financial year we have generated £642,049 of efficiencies, broken down as detailed in table 6.1 below:

Road Map Item	Cashable	Cost Avoidance	Notes
Co-ordination of Programme	£33,852	£442,960	Utilising the traffic management of other PCC partners (e.g. Amey & Balfour Beatty) & stakeholders (e.g. Anglian Water) in order to avoid the need to utilise chargeable Skanska traffic management. £443K is cost avoidance for structures traffic management where Skanska have either utilised other partners/stakeholders TM or borne the cost themselves
Contract integration - operatives	£35,797		Savings made through sharing a surfacing crew with Cambs CC to ensure they are fully utilised
Integrated contract management	£33,948		Savings made through sharing Skanska support staff with Cambs CC to ensure they are fully utilised
3 rd party works	£40,569		Completing works for other customers – be it public or private sector customers - % fee returned to PCC

Increase in turnover	£22,094		1% rebate for every additional million through the contract above the £10m threshold
Systems thinking projects		£26,218	Systems thinking – project and business process improvement approach. Delivered efficiencies in the way the emergency response process is delivered
Infrastructure renewals – new products		£5,387	The use of new products to extend the life of gully gratings
Abnormal load management	£1,224		Savings made through sharing Skanska support staff with Cambs CC to ensure they are fully utilised
Total	£167,484	£474,565	

Table 6.1 – efficiencies generated

- 6.4 For the coming year we are forecasting efficiencies of circa £14k per month with increases in April for the annual turnover greater than £10m refund, and the one off efficiency for the salt barn in June.

Delivering to other authorities/third party work

- 6.5 During 2015, Peterborough Highways Services have undertaken work for other local authorities who have contracts with Skanska, and also for third parties within Peterborough. This work has included the following:
- Undertaking street lighting design work for other local authorities
 - Transport planning studies for other local authorities
 - Transport planning advice for private developers in Peterborough

Co-ordination of Programme

- 6.6 When implementing a scheme or undertaking inspections, traffic management is often needed to enable the work to be undertaken and protect the workforce. Traffic management can be very expensive, and often forms a significant part of the costs for a scheme.
- 6.7 A number of efficiency savings realised are due to the co-ordination of our delivery programme to ensure any schemes requiring traffic management in the same area are undertaken at the same time. Co-ordination of our delivery programme has also been undertaken with other contractors (such as Amey) so we are able to deliver schemes using traffic management provided by them, which in turn results in an efficiency saving.

7. Contract Performance

Introduction

- 7.1 The performance of the Peterborough Highways Contract is monitored through a series of Key Performance Indicators (KPIs) and customer feedback surveys.
- 7.2 The performance of the contract is reviewed by the Peterborough Highways Strategic Board. Regular reviews of contract delivery are undertaken by the Peterborough Highways Operation Team in order to monitor progress, capture lessons learned and support continuous improvement of the process.

Key Performance Indicators

- 7.3 Prior to the commencement of the contract a series of 27 KPIs were established, to be monitored and reported on a monthly basis. These KPIs were split into four categories, Operational Delivery Customer Service, Commercial and Financial, and Added Value. The current set of contract KPIs in Table 7.1, note that this list is currently under review.
- 7.4 Targets have been set for each of the KPI's and these are reviewed annually. The KPI dashboard operates a Green / Amber / Red system, which represents:
- Green – The KPI is at, or exceeding the target;
 - Amber – The KPI has dropped beneath the target for the first month;
 - Red – The KPI is beneath the target for the second month or longer.
- 7.5 The performance against each of the KPIs between April 2015 and March 2016 is detailed in **Appendix 1**. In 2015/16, performance on the majority of KPIs has remained consistent or has improved, with consistent good performance on the following KPIs
- OP2 – Percentage of emergency work instructions closed within agreed timescales
 - CF1 – Percentage of accounts approved and paid within agreed period
- 7.6 OP4 (percentage of CAT 2 instructions closed within agreed timescales) had been the most challenging to achieve in 2014. However a number of measures have been put in place, including a restructure of roles and responsibilities at the depot which along with the system thinking project improvements ensured that the target of 95% continues to be met.
- 7.7 Performance against OP3 (percentage of CAT1 instructions closed within agreed timescales) had fluctuated between the high 70s and low 90s during 2014. The improvements identified through the systems thinking project sought to further improve the performance against this KPI. Since the back end of 2015 the target has been met 100%.
- 7.8 In a similar manner to the Efficiency Group, A KPI group was established to record, monitor and review the KPIs. The group reports directly to the Peterborough Highways Operations Team and consists of representatives from across the partnership.
- 7.9 The current contract KPIs are shown in Figure 7.1 below.

Domain	Reference	KPI
Operational Delivery	OP12	% of schemes delivered to the agreed programme
	OP13	Defined cost within percentage of target cost per scheme
	OP2	Percentage of emergency work instructions closed within agreed timescale
	OP3	Percentage of CAT1 instructions closed within agreed timescale

	OP4	Percentage of CAT2 instructions closed within agreed timescale
	OP5	Winter Maintenance - Precautionary treatment runs completed within the durations scheduled
	OP10	Volume of remedial works (right first time)
	OP11	Certainty in cost - Audit failures. Audit failures in Open Book Costing Mechanism (OBCM) % of incidents where audit discovers an error
Health and Safety	OP6	Lost time incident frequency rate (LTIFR) To measure the employee time lost following an incident per 100,000 hours worked
	OP7	Accident Frequency Rate (AFR) to measure the number of reportable accidents per 100,000 person hours worked. Reportable accidents are those as defined in
	OP8	Number of near misses reported
	OP9	Number of service strikes
Customer Services	CS1	Number of automated responses to requests raised by the public
	CS2	Number of public requests for information reported to within 10 days
	CS3	Number of satisfaction surveys completed for (a) client (b) Members and (c) the public
	CS4	Satisfaction scores for (a) Client, (b) Members and (c) the public
	CS5	Number of commendations minus number of complaints
Commercial and Financial	CF1	% of accounts approved and paid within agreed period
	CF3	% of cashable efficiencies compared to turnover
	CF5	Value from other revenue streams
Added Value	AV1	Carbon Management Plan – reduce carbon
	AV2	Water Management Plan – reduce portable water use
	AV3	Diversion of waste from landfill
	AV4	Sustainable and Local Procurement
	AV5	Employment / Engagement of local SMEs
	AV6	Travel Plan - single occupancy car journeys
	AV7	Recruitment Numbers

Table 7.1 – current contract KPI's

Customer Feedback Surveys

7.10 The performance of the contract and Peterborough Highways staff is also measured through a series of feedback surveys. These are undertaken with the following groups:

- The Client – feedback surveys are conducted with Peterborough City Council staff to gauge satisfaction and identify opportunities for improvement;
- Council Members – regular meetings are conducted with the Cabinet Member for Planning Services, Housing and Rural Communities, Councillor Hiller to provide the opportunity to discuss the contract and provide feedback.
- Members of the Public – Peterborough Highway Services will leave feedback cards with local residents following completion of a scheme. These cards provide the public with the opportunity to comment on all aspect of the scheme, including the standard of the work, the safety of the site and the way in which the staff conducted themselves.

8. Innovation & Good News Stories

Introduction

- 8.1 During 2015/16, Peterborough Highway Services has had success in winning a number of awards and worked on a number of projects within the local community.

Winning Awards

- 8.2 The Peterborough Highways Services team were shortlisted for the CIHT sustainability award, for projects, policy initiatives or strategies delivered by the highways and transportation industry that can demonstrate a contribution to sustainable working and living in the UK, achieved through the development and implementation of the 'One Planet Living' action plan developed by Skanska especially for this contract, supporting Peterborough City Councils goal of becoming the UK Environment Capital.
- 8.3 Peterborough Highway Services just missed out on the main award but received a Commendation for our submission, although we were highly praised by the judges' comments; "The judges wish to commend the holistic approach taken to environmental issues with which highway contractors have to deal. It fits well with Peterborough's broader environmental ambitions, and gives an indication of how important it is for highway authorities to set the bar high when contracting highway services. The Skanska example should provide a model for other councils and contractors to follow. The working framework is impressive, and the judges appreciated a thoughtful and well-presented submission."
- 8.4 Jonathan Barlow, Transport Planner for the Peterborough Highway Services contract, won an Annual Chartered Institute for Highways and Transportation (CIHT) regional award at the beginning of May 2015.
- 8.5 Peterborough Highway Services won a Silver Award at the International Green Apple Awards. As one of the industry's leading green contractors, Skanska is using its Peterborough Highway Services partnership with the council as an exemplar of green technologies and sustainable techniques. In the first year alone, Skanska exceeded its target of diverting 95% of waste from landfill. In addition the organisation is working towards achieving a zero carbon economy with an annual reduction target of 5% of direct emissions. Skanska will also use a GPS system in all of its fleet to encourage efficient fuel consumption and better green driving techniques.

Working with the Local Community

- 8.6 Skanska and a number of their key supply chain partners sponsored the Peterborough Eco Education Awards which aims to raise awareness and encourage schools across the city to develop projects that improve the environment. The scheme runs over a number of months and culminates in an award ceremony where each school presents their project and they are judged with associated awards given out. Skanska and their partners provided financial funds and several staff members attended the awards ceremony and acted as judges for the event.
- 8.7 In November 2015, representatives from Peterborough Highway Services attended the Circular City 'Smart Supper' along with a number of other organisations from across Peterborough.
- 8.8 The event, included groups of young people from Arthur Mellows Village College and Thomas Deacon Academy who presented their ideas for a circular city. Three teams presented ideas ranging from reusing construction waste, creating bio-fuels from urban mining and manufacturing high end designer clothes from charity shop cast offs. The winning team, Green Construction from Arthur Mellows Village College, will be provided with business support from Peterborough Highways Services to help develop their idea of working with housing developers, recycling waste

building materials and re-using it to build green areas across the city.

PHS Running Club

- 8.9 The Peterborough Highway Services Running Club was successfully launched in the summer of 2015 and is still growing strong. The club meet after work twice a week, and has up to 20 runners attend during the summer months. The club helps members of the contract to stay fit and healthy, and is a great opportunity for staff to bond outside of work. All abilities are represented and there have been some fantastic personal success stories already, including members who had never run before completing a 5 kilometre route.
- 8.10 Members from the running club complete in local races and represented Peterborough Highway Services in last year's Great Eastern Run.



9. Summary

- 9.1 Peterborough Highway Services, a partnership between Peterborough City Council and Skanska. Commenced on 1st October 2013. Peterborough Highway Services is responsible for improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges. This report provides a summary of the performance of the contract between January and December 2015.
- 9.2 Over the past year, Peterborough Highway Services has delivered:
- 666 emergency call outs (where highway or street lighting needs to be attended to within a maximum of 2 hours)
 - 375 Category 1 defects (which need to be repaired within 24 hours)
 - 10,716 Category 2 defects (which need to be repaired within 7, 14 or 28 days or 3 months depending on the nature of the defect and the timescale given on the order raised)
 - 45 winter service gritting runs
- 9.3 Peterborough Highway Services is also actively involved in the design and delivery of major highway schemes, including Bourges Boulevard Phase 2, Fletton Quays and Junction 20.
- 9.4 The Swedish Pot Hole Machine (The Dragon) was used successfully By Peterborough Highways Services and will return for a further six weeks in 2016/17.
- 9.5 Health and Safety is an important part of the culture within Peterborough Highway Services. The partnership has adopted Skanska's Injury Free Environment (IFE) approach for managing health and safety within the contract. All staff work under the principle of IFE and it is mandatory for all new employees and supply chain partners to attend an IFE induction. In 2015/16, there were no RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) incidents which required reporting to the Health and Safety Executive. However there were 1 lost time injury, 17 service strikes and 30 near misses reported.
- 9.6 Environmental impact and performance forms a key component of the Peterborough Highway Services contract. During 2015, our environmental strategy was implemented and Peterborough Highways Services were recognised at a number of awards including gaining Green Star accreditation at Investors in Environment.
- 9.7 Reporting to the Peterborough Highways Operations Team are a number of Performance Groups that focus on key areas for the partnership. The Efficiency Group captures efficiencies introduced since the previous meeting and plans target areas for future improvement. There are a number of areas that the group have seen success on during the year. In 2015/16, the Efficiency Group have tracked and logged a total saving of £642,049.
- 9.8 This includes:
- £40,569 as a fee on third party work delivered by Skanska
 - £476,812 of cost savings have been generated via the co-ordination of traffic management with other providers
 - £22,094 of credits in the monthly application
- 9.9 The performance of the Peterborough Highways Contract is monitored through a series of Key Performance Indicators (KPIs). The KPIs are split into four categories, Operational Delivery, Customer Service, Commercial and Financial and Added Value.
- 9.10 In 2015/16, performance on the majority of KPIs has remained consistent or has improved, with consistent good performance on the following KPIs
- OP2 – Percentage of emergency work instructions closed within agreed timescales

- CF1 – Percentage of accounts approved and paid within agreed period
- 9.11 Peterborough Highways Services has been successful in winning a number of awards in 2015, including a Silver Award at the International Green Apple Awards. This was awarded to Peterborough Highways Services for its exemplar of green technologies and sustainable techniques.
- 9.12 Peterborough Highway Services has worked closely with the local community by supporting local initiatives and working with local partners, this has included sponsorship of the Peterborough Eco Education Awards by Skanska and a number of their key supply chain partners. In addition staff have supported events held by The Skills Service and the 'Smart' Supper held as part of Peterborough Circular City Week in November 2015. The event involved groups of young people from schools in Peterborough presenting their ideas for a Circular City. Since the event Peterborough Highway Services are working with the winning group to develop their ideas further without charge.

Peterborough Highway Services

Appendix 1 – KPI Performance April 2015 – March 2016

Measures OP1 TO OP13					2016/17													
Domain	Scorecard	KPI Ref.	KPI description	Target	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16		
Operations	Programme Delivery	OP1	Number of cyclic maintenance activities completed against programme	95%						10/10	13/13	15/14	15/14	15/14	16/15			
		OP12	Number of Schemes completed against programme	95%							17/15	21/19	23/21	24/23	27/23			
		*OP13	Defined cost within +/- 10% of target cost per scheme	95%	NA	NA	100%	100%	91%	79%	79%	70%	71%	60%	58%	59%		
			Number of target cost schemes completed	In month	0	0	6	3	2	3	0	6	1	9	6	5		
			Number of target cost schemes completed outside +/- 10% of original target cost	In month	0	0	0	0	1	2	0	3	0	6	3	2		
			Number of target cost schemes completed	Cumulative	0	0	6	9	11	14	14	20	21	30	36	41		
			Number of target cost schemes completed outside +/- 10% of original target cost	Cumulative	0	0	0	0	1	3	3	6	6	12	15	17		
	Operational Delivery	OP2	Percentage of emergency work instructions attended to within agreed timescales	100%	100%	100%	100%	100%	100%	100%	100%	100%	97%	100%	100%	99%	100%	
			Number of emergency work instructions	In month	34	41	41	55	42	42	57	76	64	66	72	79		
			Number of emergency work instructions attended to within agreed timescales (Highways – 2 hours/ Street Lighting – 1 hour)	In month	34	41	41	55	42	42	57	74	64	66	71	79		
			Average time to arrive at site	In month	45 min	38 min	40 min	36 min	36 min	37 min	37 min	41 min	36 min	46 min	38 min	40 min		
		OP3 [a]	Percentage of Highways CAT 1 work instructions completed within agreed timescale	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
			Number of Highways CAT 1 24 hour work instructions	In month	20	21	25	19	16	20	23	16	17	24	17	29		
			Number of Highways CAT 1 24 hour work instructions completed within agreed timescale (24 hours)	In month	20	21	25	19	16	20	23	16	17	24	17	29		
		*OP3 [b]	Percentage of Street Lighting CAT 1 work instructions completed within agreed timescale	100%	94%	78%	100%	100%	58%	86%	100%	100%	100%	100%	100%	100%	100%	100%
			Number of Street Lighting CAT 1 work instructions ('Urgent' priority code)	In month	16	18	7	9	12	7	15	5	11	20	11	8		
			Number of Street Lighting CAT 1 work instructions completed within agreed timescale (by end of next day)	In month	15	14	7	9	7	6	15	5	11	20	11	8		
		OP4 [a]	Percentage of Highways CAT 2 work instructions completed within agreed timescale	95%	97%	95%	95%	95%	95%	95%	95%	95%	91%	95%	87%	95%	95%	95%
			Number of Highways CAT 2 work instructions (7 day, 14 day, 28 day & 3 month)	In month	610	908	528	659	652	498	642	717	683	399	477	581		
			Number of Highways CAT 2 work instructions completed within agreed timescale	In month	593	863	499	628	618	476	610	652	649	347	455	551		
		OP4 [b]	Percentage of Street Lighting CAT 2 work instructions completed within agreed timescale	95%	95%	93%	96%	99%	97%	97%	89%	99%	98%	99%	96%	97%		
			Number of Street Lighting CAT 2 work instructions ('Routine Maintenance' priority code)	In month	128	208	238	220	326	304	406	389	416	381	396	502		
			Number of Street Lighting CAT 2 work instructions completed within agreed timescale (7 days)	In month	122	194	228	217	316	295	361	385	409	379	380	489		
		OP5	Winter Maintenance – precautionary treatment runs completed within the agreed timescale	98%	No runs	NA	NA	NA	NA	NA	NA	No runs	100%	100%	95%	100%	100%	100%
			Number of gritting runs	In month	0	NA	NA	NA	NA	NA	0	15	5	75	85	45		
			Number of gritting runs completed within agreed timescale (2 hours)	In month	0	NA	NA	NA	NA	NA	0	15	5	71	85	45		
OP10	Percentage of work passing inspection																	
OP11	Actual costs within tolerance of pre-measure																	
Health and Safety	OP6	Lost Time Injury Frequency Rate (LTIFR) To measure the number of employee Lost Time Injuries per 1,000,000 hours worked over a rolling twelve month period	Report only	13.80	12.64	8.10	7.79	7.49	7.50	3.62	3.52	3.55	3.52	3.5	3.27			

Peterborough Highway Services

	No. of Lost Time Injuries (Skanska)	In month	0	0	0	1	0	0	0	0	0	0	0	0	0
	No. of Lost Time Injuries (supply chain)	In month	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. of hours worked (Skanska)	In month	19970	19726	11299	19244	22443	14501	14317	18894	15989	17117	13398	13588	
	No. of hours worked (supply chain)	In month	8162	8921	7124	6636	7230	6614	9662	5981	4485	4591	8682	26903	
OP7	Accident Frequency rate (AFR) To measure the number of reportable accidents per 1,000,000 hours worked over a rolling twelve month period. Reportable accidents are those as defined in RIDDOR regulations prepared by the HSE	Report only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OP8	Number of Near Misses reported	Report only	0	0	0	0	0	0	0	0	0	0	0	0	3
OP9	Number of Service Strikes	Report only	2	3	2	2	0	2	1	0	0	0	0	0	0

OP13

During the period of April 2015 and March 2016, 24 of the 41 No. Target Cost Schemes were completed within +/-10% of the original Target Cost. The remaining 17 No. Target Cost Schemes were all completed greater than -10% below the original Target Cost, on average 19% less. Efficiencies and savings were delivered through:

- Subcontractor negotiation
- Changes to programme/ early completion
- Reuse of construction materials
- Reduced supervision costs
- Reduced Traffic Management costs
- Direct procurement of materials

OP3(b)

Between April and September 2015, there was some variation in the performance of the Street Lighting CAT 1 metric. The small monthly numbers of these orders resulted in the fluctuation of performance that can be seen. Since October 2015 performance has stabilised and consistently remained at 100% completion on time.

Measures CS1 to CS5					2015/16												
Domain	Score card	KPI ref.	KPI Description	Target	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-16	Jan-16	Feb-16	Mar-16	
Customer Service	Customer Service	CS3	Number of satisfaction surveys completed for [a] Client, [b] Members and [c] Public (returned)	Report only	1	8	16	9	25	11	0	5	0	0	0	0	
		CS4 [a]	Satisfaction scores for Client		84%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		CS4 [b] & [c]	Satisfaction scores for [b] Members and [c] Public	85%		96%	95%	95%	96%	91%	Nil return	91%	Nil return				
			Number of excellent responses	In month		28	70	22	88	26	0	17	0	0	0	0	0
			Number of good responses	In month		22	23	25	52	29	0	12	0	0	0	0	0
			Number of satisfactory responses	In month		4	13	8	20	15	0	3	0	0	0	0	0
			Number of poor responses	In month		2	5	2	5	7	0	2	0	0	0	0	0
			Number of very poor responses	In month		0	0	1	2	0	0	1	0	0	0	0	0
		CS5	Number of commendations received minus number of complaints received	Positive score		7	2	4	-1	-1	0	2	-1	-3	-1	1	2
			Number of commendations received	In month		7	2	7	4	0	3	3	1	0	3	7	7
	Number of complaints received	In month		0	0	3	5	1	3	1	2	3	4	6	5		

Peterborough Highway Services

Measures CF1, CF3 & CF5					2015/16												
Domain	Score card	KPI ref.	KPI description	Target	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	
Commercial and Financial	Commercial and Financial	CF1	Percentage of accounts approved within agreed period	Report only	100%	95%	100%	97%	96%	100%	98%	100%	100%	96%	98%	100%	
			Number of payment applications	In month	339	238	227	212	196	212	296	232	255	252	290	445	
			Number of approved applications	In month	346	226	237	206	188	220	290	236	262	243	283	473	
		CF3	Percentage of cashable efficiencies compared to turnover (in current financial year)	Report only	1.4%	1.5%	1.5%	1.5%	1.4%	1.3%	1.2%	1.3%	1.3%	1.3%	1.3%	1.2%	
			Turnover	In month	£2,019,188	£1,060,635	£914,226	£1,325,859	£1,329,231	£1,376,658	£1,446,147	£1,160,166	£876,648	£955,433	£1,048,816	£1,411,285	
			Efficiencies	In month	£28,150	£17,399	£14,855	£22,029	£12,420	£9,686	£12,619	£23,028	£10,209	£9,063	£14,143	£12,505	
			Turnover	Cumulative	£2,019,188	£3,079,823	£3,944,049	£5,319,908	£6,649,139	£8,025,797	£9,471,944	£10,632,110	£11,508,758	£12,464,191	£13,513,007	£14,924,292	
			Efficiencies	Cumulative	£28,150	£45,549	£60,404	£82,433	£94,853	£104,539	£117,158	£140,186	£150,395	£159,458	£173,601	£186,106	
			CF5	Value from other revenue streams	Report only	£103,855	£47,982	£60,744	£107,636	£283,395	£49,136	£195,164	£108,588	£33,166	£51,386	£160,295	£100,083
				Green Claims	In month	£58,596	£35,855	£18,460	£13,525	£5,439	£10,161	£38,636	£14,010	£13,660	£10,745	£122,435	£15,637
			Third parties	In month	£45,259	£12,097	£42,284	£94,111	£277,956	£38,975	£156,528	£94,578	£19,506	£40,641	£37,860	£84,446	

Measures AV1 to AV7					2015/16											
Domain	Scorecard	KPI ref.	KPI description	Target	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Added Value	Carbon	AV1	Carbon Reduction (Tonnes carbon per £100,000 spend)	5% in year 2	1.11	2.20	2.04	2.14	1.53	3.03	1.36	3.00	3.47	4.46	3.94	2.32
			Baseline emissions	In month	27.25	27.07	28.55	34.00	32.77	32.83	30.11	33.63	35.44	46.66	44.47	40.46
			Predicted emissions	In month	27.00	27.00	28.00	34.00	32.00	32.00	30.00	33.00	35.00	46.00	44.00	40.00
			Actual emissions	In month	22.4	23.33	18.66	28.33	20.31	41.69	19.72	34.83	30.40	42.62	41.32	32.75
			Contract spend	In month	£2,019,188	£1,060,635	£914,226	£1,325,859	£1,329,231	£1,376,658	£1,446,147	£1,160,166	£876,648	£955,433	£1,048,816	£1,411,285
	Water	AV2	Water Management Plan (m3 usage per £100,000 spend)	None	13.62	26.40	29.42	24.06	16.63	19.03	27.59	120.16	198.71	197.19	166.66	45.77
			Baseline consumption	In month	294	342	304	252	229	520	61	3234	4062	4383	434	1430
			Actual consumption	In month	275	280	269	319	221	262	399	1394	1742	1884	1748	646
			Contract spend	In month	£2,019,188	£1,060,635	£914,226	£1,325,859	£1,329,231	£1,376,658	£1,446,147	£1,160,166	£876,648	£955,433	£1,048,816	£1,411,285
	Waste	AV3	Diversion of waste from landfill (as a percentage of total waste produced over a rolling twelve month period)	95% rolling 12 months	95.2%	95.2%	97.5%	97.4%	97.5%	95.0%	98.0%	96.6%	99.6%	96.6%	99.2%	99.1%
			Waste produced	In month	440.00	520.00	420.00	640.00	1060.00	200.00	590.00	356.00	223.00	195.00	588.00	370.00
			Waste diverted from landfill	In month	419.00	495.00	409.40	623.20	1033.60	190.00	578.00	344.00	222.00	188.46	583.40	366.60
	Procurement	*AV4	Sustainable and local procurement (percentage of total spend)	80% Financial year	41%	56%	59%	62%	76%	82%	83%	82%	81%	81%	80%	81%
			LEP spend	In month	£47,250	£55,623	£74,585	£85,276	£283,228	£323,503	£186,615	£92,594	£63,685	£84,454	£55,629	£46,279
			Total spend	In month	£115,597	£67,161	£118,891	£124,681	£291,993	£336,197	£212,877	£129,644	£92,209	£102,149	£92,260	£53,157
			LEP spend	Cumulative	£47,250	£102,873	£177,458	£262,734	£545,962	£869,465	£1,056,080	£1,148,674	£1,212,359	£1,296,813	£1,352,442	£1,398,721
			Total spend	Cumulative	£115,597	£182,758	£301,649	£426,330	£718,323	£1,054,520	£1,267,397	£1,489,250	£1,591,399	£1,683,659	£1,683,659	£1,736,816
	Suppliers	AV5	Employment/engagement of local and medium enterprises (percentage of total spend)	50% Financial year	68%	57%	58%	59%	56%	59%	59%	59%	61%	62%	62%	63%
			SME spend	In month	£523,844	£922,719	£405,051	£225,965	£559,529	£543,237	£284,556	£503,305	£497,551	£410,592	£137,131	£276,520
			Total spend	In month	£768,182	£1,788,743	£645,472	£345,325	£1,146,217	£698,320	£438,210	£857,829	£664,142	£465,418	£255,353	£389,744
			SME spend	Cumulative	£523,844	£1,446,563	£1,851,614	£2,077,579	£2,637,108	£3,180,345	£3,464,901	£3,968,206	£4,465,757	£4,876,349	£5,013,480	£5,290,000
			Total spend	Cumulative	£768,182	£2,556,926	£3,202,397	£3,547,722	£4,693,939	£5,392,259	£5,830,469	£6,688,298	£7,352,440	£7,817,858	£8,073,211	£8,462,955
	Sustainable transport	AV6	Travel Plan (percentage of single occupancy journeys)	30% life of contract	12.20%	9.32%	13.33%	58.86%	17.83%	9.43%	12.2%	16.76%	6.04%	3.57%	9.03%	6.75%
			Baseline number of journeys	In month	1837	1347	2496	2315	3056	1255	18948	18975	18581	2641	1762	1035
			Number of journeys	In month	12191	28209	12413	6548	7889	9555	9391	5944	12752	12179	13733	12747

Peterborough Highway Services

			Number of single occupancy journeys	In month	1487	2630	1655	3854	1407	901	1154	996	770	435	1240	860
	Economy & CSR	AV7	Recruitment numbers	To be agreed	0	0	0	0	0	0	0	2	0	0	0	0

AV4

As an annual measure the first five months of our LEP spend in the financial year appeared to be lower than where it should be. However, as the year progressed and more data was collated, performance levels averaged out above the annual target of 80%.

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
TASK AND FINISH GROUP**

**Amey Contract Street Cleansing Services
Terms of Reference**

Purpose of the Task and Finish Group

To look at the current street cleansing levels across the city and assess if they meet the current demand this will include: -

1. To look at the current street cleansing levels across the city to assess if they are appropriate to the specific area.
2. To assess whether the appropriate machinery is being used for each location.
3. To work with officers to address local issues including communication break downs that hinder effective cleansing such as parked cars when mechanically sweeping the roads.
4. To look at ways to get more effective community engagement to bring pride back to their local areas and educate residents to use the litter bins provided.
5. To report back to the Sustainable Growth and Environment Capital Committee in October on the progress of the group with any recommendation.

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 6
14 JULY 2016	Public Report

Report of the Director of Governance

Contact Officer – Paulina Ford, Senior Democratic Services Officer

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

REVIEW OF 2015/2016 AND WORK PROGRAMME FOR 2016/2017

1. PURPOSE

- 1.1 To provide the Committee with a review of the work undertaken during 2015/16 by the Sustainable Growth and Environment Capital Scrutiny Committee and to approve the draft work programme for 2016/17.

2. RECOMMENDATIONS

- 2.1 That the Committee considers the 2015/2016 year in review and makes recommendations on the future monitoring of these items where necessary.
- 2.2 That the Committee determines its priorities, and approves the draft work programme attached at Appendix 2.

3. REVIEW OF 2015/16

- 3.1 The Sustainable Growth and Environment Capital Scrutiny Committee was established by Council at its annual meeting on 23 May 2012. During the year 2015/2016, the Committee considered the following issues:

Information / Update

- Review of 2014/15 and Future Work Programme
- Growth and Regeneration Directorate Overview

Monitoring / Calling to Account

- Establishment of Task and Finish Group to review Housing Strategy
- PCC Biodiversity Strategy 2014/2015 Annual Report
- Street Lighting Replacement Programme
- Amey Annual Partnership report
- Major Highway Schemes and Contract Reports
- Serco Partnership Performance Report 2014/2015
- Update On Peterborough City Council's 2014/15 Carbon Emissions As Submitted Under Different Reporting Requirements
- Portfolio Progress Report from the Cabinet Member for Communities and Environment Capital including Environment Capital Annual Report
- Progress Report from the Cabinet Member for Digital, Waste and Street Scene
- Housing Strategy Review Task And Finish Group Report
- Progress Report from the Cabinet Member for Growth, Planning, Housing and Economic Development
- Peterborough Investment Partnership- Strategic Overview
- Opportunity Peterborough – Annual Report
- Local Enterprise Partnership – Outcomes and Objectives

Policy / Plans / Consultation

- Local Transport Plan
- Peterborough Preliminary Draft of Local Plan
- Revised Peterborough Statement of Community Involvement (SCI)
- Local Transport Plan Programme of Works 2015/16
- Joint Scrutiny of the Budget 2016/17 and Medium Term Financial Plan – Phase One
- Joint Scrutiny of the Budget 2016/76 and Medium Term Financial Plan – Phase Two

One Call-In Meeting was held to consider the call-in of the following decision:

- 23 March 2016 - Call-In of Executive Decision Council Office Consolidation – MAR16/CAB/16 – NOT CALLED IN

The following Task and Finish Group was formed during 2015-2016.

- Task and Finish Group to Review Peterborough Housing Strategy – Formed 10 June 2015

3.2 For the information of the Committee, copies of the recommendations made during the year by the Committee are attached at Appendix 1.

4. WORK PROGRAMME 2016/17

4.1 In accordance with the Constitution, the Committee is responsible for setting its own work programme in line with the Council's key priorities and the Committee's remit.

4.2 The Committee's remit is:

<p>To review and scrutinise the delivery of the Sustainable Community Strategy priorities of truly sustainable growth and of creating the UK's environmental capital.</p> <p>To review and scrutinise the delivery of the underpinning Sustainable Community Strategy theme of value for money. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of the Single Delivery Plan.</p>
<p>Hold the Executive to account for the discharge of functions in the following ways:</p> <ul style="list-style-type: none">• by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer. by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan• by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
<p>To review and scrutinise the planning, decisions, policy development, service provision and performance relating to the following service areas:</p> <ul style="list-style-type: none">• Business Efficiency• Growth• Planning and Development• Regeneration• Strategic Resources• Environment, Transport & Engineering• Waste Strategy & Management

To exercise the powers of overview and scrutiny with regard to the Council's corporate functions.
To receive and consider the Executive's annual budget proposals and make recommendations.
To exercise the powers of overview and scrutiny with regard to over-arching policy framework documents, seeking the view of other scrutiny committees where appropriate. This will include the Corporate Plan; Sustainable Community Strategy and Single Delivery Plan.
To review and scrutinise the Council's performance in relation to budgetary management.
To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues in relation to the terms of reference of the committee.
Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.
Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Committee on a time-limited basis.
To consider any appeals from petition organisers who are not satisfied with the outcome of the Council's consideration of their petition.

4.3 A draft work programme which shows the items identified for scrutiny at the work programming session held on 13 June is attached at Appendix 2.

5. BACKGROUND DOCUMENTS

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

5.1 Minutes of the Sustainable Growth and Environment Capital Scrutiny Committee held on 10 June, 16 July, 15 September, 12 November 2015 and 6 January, 25 January, 23 March 2016.

6. Appendices

6.1 Appendix 1 - Responses to recommendations made during 2015/2016
Appendix 2 – Draft Work Programme 2016/17

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MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
10 June 2015			
Establishment of Task and Finish Group to Review Peterborough Housing Strategy	<ol style="list-style-type: none"> 1. The Committee endorsed the establishment of the Task and Finish Group to review the Peterborough Housing Strategy and agreed the Terms of Reference and Membership of the Task and Finish Group. 2. The Committee also recommended that the Task and Finish Group take in to consideration when reviewing the Housing Strategy that the Armed Forces Covenant was being fully implemented with regard to the provision of special access to private housing schemes for Armed Forces personnel. 	Task and Finish Group	Task and Finish Group set up and held first meeting on 14 July 2015. Task and Finish Group presented an interim report to the Committee on 25 January 2016.
16 July 2015			
Peterborough City Council's Biodiversity Strategy Progress Report	<p>The Committee recommends that the Wildlife Officer:</p> <ol style="list-style-type: none"> a) Look at better ways of communicating to the public about biodiversity and its benefits; and how Amey can communicate to the public which areas have been set aside for biodiversity and which areas have a 	James Fisher	<ol style="list-style-type: none"> a) This will be raised with the Amey Partnership Manager to agree best approach to communicating and identifying biodiversity areas in advance of 2016 season.

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>management regime in place.</p> <p>b) That the Wildlife Officer contacts councillors in order to identify other areas across the city that would be suitable to become biodiversity areas.</p> <p>c) That the council as part of its general landscape management through Amey should seek to identify any areas of Japanese Knotweed and ensure the appropriate action is taken.</p>		<p>b) This has been raised with the Amey Partnership Manager who also supports the idea of contacting Councillors to identify/ modify biodiversity areas. It has been suggested that Councillors be approached via the Members bulletin asking them to come forward with suggestions.</p> <p>c) This issue will be raised with Amey and highlight the importance of taking appropriate action to tackle Japanese Knotweed at the earliest opportunity.</p>
15 September 2015			
Amey Annual Partnership Report	The Committee recommend that the Director of Governance look at how the Committees concerns regarding low penalties being imposed with regard to fly tipping offences by the courts could be raised with the local Magistrates courts.	Kim Sawyer	<p>Response from the Assistance Director of Legal and Democratic Services:</p> <p>We will liaise with the Magistrates Court users forum to take this concern forward. We will also liaise with other local authorities to obtain their views to see whether we can provide a unified approach.</p>
12 November 2015			
Portfolio Progress Report from the Cabinet Member for Communities & Environment Capital including Environment Capital Annual Report	The Committee recommended that the Cabinet Member for Communities & Environment Capital investigate the use of council land for food growing and to encourage allotment growers	Cabinet Member for Communities and Environment	Allotments cannot be used to produce crops for sale but they can be used to give away. There are community gardens in the city that do this currently and we have many spare allotment plots that we would be happy to be used for such

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	and farmers to make available food not in demand by shops and supermarkets.	Capital	purposes.
Peterborough Preliminary Draft Local Plan	The Committee noted the report and recommended that the Principal Planning Officer take into consideration all comments raised by the Committee for inclusion in the Draft Local Plan.	Gemma Wildman	The Principal Planning Officer took into consideration all comments made at the meeting and took the following action with regard to the Draft Local Plan: <ul style="list-style-type: none"> a) The Cardea Local Centre was added to the Preliminary draft Local Plan. b) Disability Groups were consulted on the draft Local Plan. c) The Transport Policy within the Local Plan was checked to ensure it was consistent with the 4th Local Transport Plan. d) The draft Local Plan had included mention of cemetery sites but no sites were suggested as part of the consultation.
6 January 2016			
Review of the Fourth Local Transport Plan	The Committee recommended that: <ul style="list-style-type: none"> 1) Air quality is monitored in the Fourth Local Transport Plan in a manner that is easy to understand and would allow Peterborough to be compared to other cities; and 2) The long term aspiration to support the addition of further stations along the Stamford and Spalding train lines be included within the Fourth Local Transport Plan and the council will 		The following changes were made to the Local Transport Plan (LTP4): <ul style="list-style-type: none"> a) Air quality monitoring – in the previous plan air quality was not included within the monitoring section, but it will now be reviewed along with other targets and indicators within Section 12 (page 117) of the plan. 14 sites are monitored within the local authority area including Thorney, Walton and Stanground to name a few.

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>pursue these aspirations with the relevant rail authorities.</p>		<p>b) Further stations along the Stamford and Spalding train lines – the rail strategy in the plan was amended (Section 8, page 76) to include the following statement:</p> <p>c) To support the addition of further stations along the Stamford and Spalding train lines with the relevant rail authorities subject to these (a) being supported by Cabinet and (b) only where they do not take priority over existing proposals for the rail network.</p> <p>d) Both of the above changes were approved by the Cabinet, however for the rail recommendation Cabinet clarified it to ensure that it is (a) supported by Cabinet and (b) only where this policy does not take priority over existing proposals for the rail network.</p>
25 January 2016			
<p>Task and Finish Group Report – Review of Peterborough Strategic Housing Strategy</p>	<p>The Committee noted the report and made the following recommendations: The Task and Finish Group to continue into the next municipal year and if possible with the same membership.</p> <p>That the Task and Finish Group’s housing figures as suggested in the</p>	<p>Senior Democratic Services Officer</p>	<p>New Committee to decide if they want to continue with the Task and Finish Group as per the recommendation.</p>

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	interim report be noted: i/ Affordable Rent Housing 40% ii/ Affordable to Buy Housing 35% iii/ Health Housing 8% Iv/ Executive Housing 12% v/Prestige Housing 5%		
Portfolio Progress Report from the Cabinet Member for Growth, Planning, Housing and Economic Development	The Committee recommended that Cabinet examine the ways in which Parish Councils and local communities can be given a greater amount of support in the creation of neighbourhood plans.	Cllr Hiller	Cllr Hiller provided the following response: We are now and always have been receptive and will offer technical support, general advice and signposting to Parish Councils and properly constituted neighbourhood groups seeking advice regarding the creation of neighbourhood plans.
23 March 2016			
Opportunity Peterborough Update Report	The Committee agreed that Opportunity Peterborough continued to deliver good value for money and endorsed the work that they did for the city and recommended that the Council continue to support Opportunity Peterborough through the continuation of funding.	Cabinet Member for Resources	
Local Enterprise Partnership	The Committee supported the work of the Local Enterprise Partnership and recommended that the Local Enterprise Partnership focus on the Birmingham to Stanstead rail line as a priority.	Neil Darwin	Update on actions taken to follow.

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
Alternative Governance Arrangements	The Committee noted the report and recommended that a comprehensive review of the impact in the reduction in number of Scrutiny Committees be undertaken within twelve months.	Alternative Governance Working Group	Following the outcome of the Elections in May 2016 a motion was put forward by the Leader, Councillor Holdich at Full Council on 23 May 2016 to continue with the current Scrutiny Committee arrangements and not move to the new Hybrid model agreed in January 2016. It was also proposed that a cross party working group be formed to undertake a further review and look at a new model as he believed the number of Scrutiny Committees under the proposed Hybrid model to be insufficient

Meeting Date	Item	Indicative Timings	NOTES
14 July 2016 <i>Draft Report 22 June</i> <i>Final Report 4 July</i>	Review of KPIs of Major Contract Groups and Review of Street Scene – Proposal to Set up a Task & Finish Group Contact Officer: John Harrison/James Collingridge/Steven Pilsworth/Andy Tatt		
	Review of 2015/16 and Future Work Programme 2016/2017 To review the work undertaken during 2015/16 and to consider the future work programme of the Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.		
8 September 2016 <i>Draft Report 16 Aug</i> <i>Final Report 26 Aug</i>	Adoption of Highway Management Policy and Strategy Contact Officer: Andy Tatt		
	Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Work Programme 2016/2017 To consider the Work Programme for 2016/2017.		

Meeting Date	Item	Indicative Timings	NOTES	
10 November 2016 Anticipating date to change to early October <i>Draft Report 19 Oct</i> <i>Final Report 31 Oct</i>	Local Plan 2nd draft and sites Contact Officer: Gemma Wildman			
	IDS and update on CIL Governance Contact Officer: Phil Hylton/Ed Dade			
	Draft Housing Strategy Contact Officer: Anne Keogh and Caroline Hannon			
	Feedback from Task & Finish group on KPI & Street Scene Contact Officer:			
	Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer			
	Work Programme 2016/2017 To consider the Work Programme for 2016/2017			
	16 November 2016 (Joint Meeting of the Scrutiny Committees and Commissions)	Budget 2017/18 and Medium Term Financial Strategy to 2026/27 Phase One To scrutinise the Executive's proposals for the Budget 2017/18 and Medium Term Financial Plan 2026/27. Contact Officer: John Harrison/Steven Pilsworth		

Meeting Date	Item	Indicative Timings	NOTES
16 January 2017 <i>Draft Report 15 Dec</i> <i>Final Report 4 Jan</i>	Local Transport Plan Programme of Works 2017/18 To consider the Local Transport Plan Programme of Works for 2017/2018. Contact Officer: Lewis Banks / Andy Tatt Status Report and proposed action plan to increase recycling Contact Officer: Richard Pearn Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer Work Programme 2016/2017 To consider the Work Programme for 2016/2017		
8 February 2017 (Joint Meeting of the Scrutiny Committees and Commissions)	Budget 2017/18 and Medium Term Financial Strategy to 2026/27 Phase Two To scrutinise the Executive's proposals for the Budget 2017/18 and Medium Term Financial Plan 2026/27. Contact Officer: John Harrison/Steven Pilsworth		
23 March 2017 <i>Draft Report 1 March</i> <i>Final Report 13 March</i>	Proposed Submission Local Plan Contact Officer: Gemma Wildman		

Meeting Date	Item	Indicative Timings	NOTES
	Final Housing Strategy Contact Officer: Caroline Hannon/Anne Keogh		
	Green Infrastructure/Bio diversity Strategy Contact Officer: James Fisher/Darren Sharpe		
	Active Lifestyle Strategy Contact Officer: Lisa Roberts		
	Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer		

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 7
14 JULY 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 Sustainable Growth and Environment Capital Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

2. RECOMMENDATIONS

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

3. BACKGROUND

- 3.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The 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 Executive decisions to be taken after 25 July 2016.
- 3.2 The information in the Forward Plan of Executive Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these Executive decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the Executive decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 3.4 As the Forward Plan is published fortnightly any version of the Forward Plan published after dispatch of this agenda will be tabled at the meeting.

4. CONSULTATION

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

5. BACKGROUND DOCUMENTS

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

None

6. APPENDICES

Appendix 1 – Forward Plan of Executive Decisions

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

PUBLISHED: 24 JUNE 2016

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 Gemma George, Democratic Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268. For each decision a public report will be available from the Governance Team one week before the decision is taken.

PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE

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

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

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

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

You are entitled to view any documents listed on the Plan, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Gemma George, Democratic Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268.

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

PART 1 – FORWARD PLAN OF KEY DECISIONS

KEY DECISIONS FROM 25 JULY 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>
1. Business Advice Charging Policy – KEY/25JUL16/01 To approve the charging policy.	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	August 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.

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
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PREVIOUSLY ADVERTISED DECISIONS

1.	<p>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11 To authorise the Chief Executive, in consultation with the Solicitor to the Council, 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>August 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward Councillors, relevant internal departments & external stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
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<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>
2. Award of Contract for Build of a Waste Transfer Station - KEY/18APR14/02 To award a contract for the build of a waste transfer station.	Councillor Gavin Eley Cabinet Member for Waste and Street Scene	July 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
3. Print Managed Services - KEY/13JUN14/01 To enable Council officers to be able to print, copy and scan.	Councillor David Seaton Cabinet Member for Resources	July 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Vicki Palazon Financial Services Manager – Planning and Reporting Tel: 01733 864104 Vicki.palazon@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
4. 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	August 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.

<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>5. 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 – (non-key)</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>July 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>6. Sale of the Lindens, Lincoln Road – KEY/24JUL15/04 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>September 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>

<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>7. 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>July 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>
<p>8. Draft Housing Strategy – KEY/21SEPT15/03 For Cabinet to approve the Strategy for public consultation.</p>	<p>Cabinet</p>	<p>September 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Anne Keogh Housing and Strategic Planning Manager Anne.keogh1@peterborough.gov.uk Tel: 01733 863815</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
<p>9. Passenger Transport Services AMEY – KEY/27NOV15/01 To approve the award of six routes to Amey under the existing contract arrangements.</p>	<p>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</p>	<p>July 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Sara Thompson Team Manager, Passenger Transport Operations Tel: 01733 317452 Sara.thompson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <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>10. 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.</p>	<p>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>July 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Peter Tebb Network and Traffic Manager Tel: 01733 453519 Peter.tebb@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>

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>11. Direct Payment Support Service – KEY/11DEC15/02 To approve the direct payment support service.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>July 2016</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Redmond Head of Commissioning – Older People, Physical Disability, Sensory Impairment, HIV and Carers Richard.redmond@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>12. 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.</p>	<p>Councillor Gavin Elsey Cabinet Member for Waste and Street Scene</p>	<p>July 2016</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>

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<p>94</p> <p>13. Delegation of Authority under the ASB, Crime and Policing Act 2014 to Registered Social Landlords – KEY/25DEC15/02 To authorise Peterborough City Council to designate authority to registered social landlords to enforce Part 4 Sections 43-48 of the Anti-social Behaviour, Crime and Policing Act 2014.</p>	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	July 2016	Strong and Supportive Communities	Relevant internal and external stakeholders including social landlords through the Peterborough Registered Social Landlord Forum	Laura Kelsey Anti-Social Behaviour Co-ordinator Tel: 01733 453563 Laura.kelsey@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
14. Review of Emergency Stopping Places – KEY/25JAN16/02 For Cabinet to review existing and proposed emergency stopping places.	Cabinet	September 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.

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<p>15. Provision of Non Social Care Temporary Agency Workers – KEY/25JAN16/04 To approve the provision of temporary agency workers.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>July 2016</p>	<p>Strong and Supportive Communities</p>	<p>Relevant internal and external stakeholders.</p>	<p>James Fordham Recruitment and Retention Officer Tel: 01733 864581 James.fordham@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>16. Provision of Permanency Services – KEY/21MAR16/01 To approve the award of the Provision of Permanency Services contract.</p>	<p>Councillor Sam Smith Cabinet Member for Children’s Services</p>	<p>July 2016</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Lou Williams Service Director Children’s Services and Safeguarding Tel: 01733 864139 Lou.williams@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. Traffic Signals Maintenance and Supply Contract – KEY/21MAR16/03 To jointly procure a Traffic Signal Maintenance and Supply and Installation Contract with Cambridgeshire County Council, Central Bedfordshire, Bedford Borough, Luton and Peterborough City Council (5 authorities) through a NEC 3 contract with a Single Supplier Framework with call off contract for 5 plus 3 years.</p>	<p>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>July 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Peter Tebb Network and Traffic Manger Tel: 01733 453519 Peter.tebb@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. Increased Number of Connectivity/Access Points (CityFibre) Within the Managed ICT Contract – KEY/21MAR16/04 To approve the number of connectivity/access points within the ICT contract.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>July 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Godfrey Assistant Director Digital Tel: 01733 317989 Richard.godfrey@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. Transfer of Housing Needs Staff to Serco – KEY/29MAR16/01 To approve the transfer of Housing Needs Staff to Serco as part of the Council's Customer Experience Front Door Programme.</p>	<p>Councillor David Seaton Cabinet Member for Resources in consultation with Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>July 2016</p>	<p>Strong and Supportive Communities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraphs 1&3, information relating an individual and to the financial or business affairs of any particular person (including the authority holding that information).</i></p>
<p>20. 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.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>December 2016</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders</p>	<p>Karen Hodsdon Senior Category Manager Karen.hodsdon@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. Independent Advocacy Services in Cambridgeshire and Peterborough – KEY/02MAY/02 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	August 2016	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Richard Redmond Head of Commissioning – Older People, Physical Disability, Sensory Impairment, HIV and Carers Richard.redmond@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
22. Peterborough City Council Construction Framework – KEY/30MAY16/01 Approval of Peterborough City Council Construction Framework	Councillor David Seaton Cabinet Member for Resources	August 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>
23. Provision of Social Care Temporary Agency Staff – KEY/13JUN16/01 To approve the provision of Social Care temporary agency staff.	Councillor David Seaton Cabinet Member for Resources	July 2016	Scrutiny Committee for Health Issues	Relevant internal and external stakeholders	James Fordham Recruitment and Retention Manager 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.

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24. Procurement Services – KEY/27JUN16/01 To approve updates to the Procurement Services provided by Serco.	Councillor David Seaton Cabinet Member for Resources	July 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Service Director Financial Services 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.
25. A1139 Junction 17-2 Widening Scheme – KEY/27JUN16/02 To approve the final accounts for the A1139 Jct 17-2 widening scheme.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development	July 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Andy Tatt Head of Peterborough Highway Services Tel: 01733 453469 Andy.tatt@peterborough.gov.uk Peter Garnham Highway Service Delivery Manager Tel: 01733 453458 Peter.garnham@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>
26. Farm Estate Action Plan – KEY/27JUN16/03 To approve the Council Farm Estate Action Plan.	Cabinet	25 July 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Jo Gresty Farms Manager Tel: 01733 384605 Jo.gresty@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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27. East Anglia Devolution Agreement Governance Review – KEY/27JUN16/04 To agree to undertake a Governance Review.	Cabinet	27 June 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
28. East Anglia Devolution Agreement Scheme for Consultation – KEY/27JUN16/05 To agree to prepare and publish a scheme for consultation to establish a combined authority.	Cabinet	27 June 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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29.	Amendment of Existing Loan Arrangements to Empower – KEY/05JUL16/01 To agree the amendment to existing arrangements to Empower.	Cabinet	July 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources John.harrison@peterborough.gov.uk Tel: 01733 452520	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

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER
<p>1. Creating a Housing Delivery Company and the Reallocation of Corporate Affordable Housing Funds – KEY/31MAY16/02 For Cabinet to agree to the establishment of a new joint venture for the delivery of all types and tenure of housing and related accommodation and review corporate affordable housing funding allocations processes.</p>	<p>Cabinet</p>	<p>July 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Machen Corporate Director for Growth and Regeneration Tel: 01733 453475 Simon.machen@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>2. Potential Energy Joint Venture – KEY/07MAR16/04 For Cabinet to consider and approve a potential energy joint venture.</p>	<p>Cabinet</p>	<p>September 2016</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>
103	1. Food Safety Service Plan – To approve the service plan.	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	August 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.
	2. Safer Peterborough Partnership Plan – To approve the Safer Peterborough Partnership Plan and recommend its adoption by Full Council.	Cabinet	July 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	Gary Goose Head of Community Services Tel: 01733 863901 Gary.goose@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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3. Transforming Care Plan – To approve the Plan which has been produced by the Transforming Care Partnership and as required by DOH by July 2016.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	July 2016	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Nigel Harvey-Whitten Interim Head of Mental Health and Learning Disability Commissioning Tel: 01733 452474 Nigel.harvey-whitten@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
4. Contract for Personal Care and Support Transfer - Agreement to assign the contract for personal care and support from Housing and Care 21 to Carewatch Care Services Limited	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	July 2016	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Richard Redmond Head of Commissioning – Older People, Physical Disability, Sensory Impairment, HIV and Carers Richard.redmond@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.	Child Poverty Strategy To approve the Child Poverty Strategy.	Cabinet	September 2016	Creating Opportunities and Tackling Inequalities	Consultation to take place in June 2016 with voluntary and community sector partners.	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.
6.	To Adopt the Highway Asset Management Policy and Strategy To approve the adoption of the Highway Asset Management Policy and Strategy.	Councillor Peter Hiler Cabinet Member for Growth, Planning, Housing and Economic Development	July 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.
7.	Empty Homes Strategy – To approve the Empty Homes Strategy.	Councillor Peter Hiler Cabinet Member for Growth, Planning, Housing and Economic Development	September 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.

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8.	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	July 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.
9.	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	July 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>

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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