

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL  
SCRUTINY COMMITTEE**

**THURSDAY 8 SEPTEMBER 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 14 July 2016**

**3 - 8**

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

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

**5. Highway Asset Management Policy and Strategy**

**9 - 34**

**6. Establishment of a Scrutiny Task and Finish Group to Review the Amey Contract Street Cleansing Services**

**35 - 36**

**7. Forward Plan of Executive Decisions**

**37 - 62**

**8. Work Programme 2016/2017**

**63 - 66**



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Paulina Ford on 01733 452508 as soon as possible.

## 9. Date of Next Meeting

Tuesday, 25 October 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, S Lane and D Fower

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

### Emergency Evacuation Procedure – Outside Normal Office Hours

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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 14 JULY 2016**

**Present:** Councillors Peach (Chairman), C Harper (Vice Chairman), R Brown, M Cereste, M Sims, S Allen, A Ellis, N Khan MBE, M Jamil, N Sandford, JA Fox

**Also Present:** Councillor Elsey, Cabinet Member for Waste and Street Scene  
Jim Daughton, Business Director, Skanska  
Amanda Best, Serco Partnership Director  
Mark Sandhu, Head of Customer & Transactional Services, Serco

**Officers Present:** Andy Tatt, Head of Peterborough Highway Services  
James Collingridge, Amey Partnership Manager  
Vicky Palazon, Head of Finance (Business Operations & Development)  
Paulina Ford, Senior Democratic Services Officer

**1. Apologies for Absence**

Apologies were received from Councillor King and Councillor Allen attended as substitute.

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

There were no declarations of interest or whipping declarations.

**3. Minutes of Meetings held on 23 March 2016**

The minutes of the meeting held on 23 March 2016 were approved as an accurate record.

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

There were no requests for call-in to consider.

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

**Amey Annual Partnership Report**

The Cabinet Member for Waste and Street Scene introduced the section of the report which provided the Committee with an overview of the performance of Amey's contractual KPI's over the past financial year.

Discussions took place around the following areas:

- Transport
- Street Cleansing

- Fly Tipping
- Waste Collection
- Recycling

The Cabinet Member and Officers in attendance responded to comments and questions raised by Members. A summary of responses included:

- A lot of work was being done to boost recycling rates which included stickers on black bins which said no to recycling and food waste, education through attending school assemblies and roadshows to engage more with the public. Amey would also be employing a full time Education Officer to boost recycling across the city and part of the role would be to understand how best to communicate the information to different communities across the city.
- Recycling had been more successful in the first six months of the current year.
- There had been a continued reduction in missed bin collections and an increase in food waste tonnage collected in comparison with the same period last year.
- A penalty of up to £56,000 per annum had been included in the contract should Amey fail to meet their recycling targets. Also included in the contract were improvement notices and step-in clauses should failure to meet the target persist.
- Current Government legislation dictated the collection of partially sorted waste from householders. There were other types of technology available to collect partially sorted waste from black bins and the Cabinet Member advised that this could be investigated.
- Larger capacity recycling bins were being introduced to encourage more recycling and there was also the option to have a second green bin should householders require one.
- It was noted that the Citizens Panel Survey previously used to assess customer satisfaction regarding street cleansing was no longer in use. An online survey was now conducted instead but only 90 people had taken part which was too small to give an accurate representation of the population of the city.
- Fly tipping continued to be a problem and was on the increase nationally. Bulky waste collection was being reviewed and various initiatives were being looked into like implementation of community skips and removing the charge for bulky waste. Additional Gluttons had been purchased to allow for street cleansing around parked cars. People who had been caught fly tipping had been taken to court and fined. The courts had the power to give out fines of up to £50,000 however the actual fines given out were low.
- There had not been a marked increase in fly tipping since the brown bin and bulk waste charges were introduced as those who fly tip at the roadside were unlikely to use a skip or public recycling centres, much of which was trade waste. Permits for waste disposal were currently issued at Bayard Place and had to be collected. Alternative ways of issuing the permits were being considered to make obtaining a permit easier.
- Literature had been produced in various languages with pictures to educate people on how they should deal with their household waste.
- Members were concerned at the quality of street cleansing across the city and the reporting process. It was therefore proposed that a Task and Finish Group be established to review the street cleansing part of the Amey contract.
- The garden waste service had proved to be more successful in the first six weeks of the current year compared to the first three months of last year. More people had signed up to the service and additional bins had also been requested.
- An extensive survey of the tree stock had been carried out across Peterborough. Most trees had been planted at the same time and were of the same species which had meant that they had all matured at the same time. New trees were being planted all the time.
- A Cabinet Member Decision Notice was currently going through the approval process to increase grass cutting from 3 to 8 times per year which exceeded many other authorities regimes. This had been done in response to public request.

- The weeding regime on central reservations was different to the grass cutting regime. This required a lane closure which had to be booked in advance to ensure safety whilst work was in progress. Amey followed the Health and Safety Executive's advice with regard to the use of herbicides for weed control. The substance currently used had not been banned for use in the UK or Europe. If other cost effective methods were suggested Amey would investigate the use of these.

### **Serco Annual Partnership Report**

The report provided the Committee with an update on the performance of Serco during 2015/16. Discussion took place around the following areas:

- Call Centre
- Council Tax Collection

Officers in attendance responded to comments and questions raised by Members. A summary of responses included:

- Achievement of the in-year Council Tax and business rates collection rate targets were noted as being "Within Tolerance". The targets had been increased this year and collections were profiled each month to anticipate the amount to be collected. The council have provided additional funding to recruit 4 extra staff to assist with the collection of council tax this year. It was therefore anticipated that an improvement would be noticed by adopting a policy of supporting the "can't payers" and targeting the "won't payers".
- When phoning the call centre customers have to make a selection from various choices before reaching an operator. This was to ensure that the customer went through to the most appropriate operator with the correct skill set to assist with their enquiry. The initial message may seem long but it did provide options for the customer including signposting to the website for self-service rather than waiting in a queue.
- Historically all services in the call centre were open until 6.00pm but call centre opening hours had reduced for some services to closure at 5:30pm in line with demand. For essential services there was a message which directed the caller to a duty team. Any increase in opening hours would be subject to a cost benefit analysis.
- The business rate collection rate target had remained the same as last year at 97.8%.
- The annual indicator for the in-year Council Tax collection rate target had been revised down to 95.8%. The reduction in target was due to changes in Government Legislation in 2013 which affected approximately 11,000 families when the Council Tax Support Scheme was introduced. This affected working age customers who were in receipt of Council Tax benefit as it meant they would have to pay 30% of the Council Tax themselves.

### **ACTIONS AGREED**

The Committee noted the report and requested that the Head of Customer & Transactional Services provide the Committee with the council tax collection figures for the last three years.

### **Skanska Annual Partnership Report**

The Head of Peterborough Highway Services introduced the report which provided the Committee with the Peterborough Highway Services Annual Report for 2015/2016. Discussions took place around the following areas:

- Street Lighting
- Tree Damage
- CCTV

- KPIs
- Re-assessment of Targets throughout Projects
- Carbon Emissions Targets
- Litter
- Skips
- Staff Employment
- Highway Maintenance

The Head of Peterborough Highways and the Business Director, Skanska who was also in attendance responded to comments and questions raised by Members. A summary of responses included:

- 6,000 of the 24,000 street lights in the city had now been replaced with LED lighting. The next phase was a three year plan commencing in September beginning in the Central Ward and using the latest lighting technology. The replacement lighting in residential areas could be Wi-Fi enabled and the use of this technology was currently being investigated. There was also the capability of adding air quality measuring equipment at a later date.
- It was acknowledged that trees were considered an important feature of the city. Issues had arisen with some tree roots breaking up the pavement and making the surface uneven and becoming a trip hazard. Skanska worked closely with Amey on this aspect to provide a safe surface. Many existing trees were shallow rooted and when replacement became necessary they were replaced with deeper rooted trees. An alternative surface around the base of the tree itself was being trialled. This was an innovative product made from recycled tyres and was therefore more flexible than the traditional asphalt used. The most hazardous areas were being tackled first and Members were invited to propose streets they felt should be addressed.
- Members commented that there was a Council Trees and Woodland Strategy in place stating trees should only be removed in the interests of health and safety and this should be adhered to.
- The dead trees in Bourges Boulevard had already been identified as requiring replacement and a press release was due out shortly.
- KPI reference OP13, Defined cost within +/- 10% of target cost per scheme. The red indicators shown for September 2016 onwards did not mean that the target was failing. The way a contract and target was set was to agree a cost to complete the project. If the job was then brought in below cost then this was shown as outperforming the target. Should the specification change whilst the project was in progress the target was revisited to be more reflective of the work carried out.
- Carbon emissions continue to be targeted to achieve a saving of 5% year on year but the data illustrated within the report on pages 48/49 indicated that the previous year's performance appeared to show that carbon emissions were on the increase. These were manual calculations and it was anticipated that the new GIS equipment fitted to vehicles would remove the need for manual calculations and provide more accurate readings for future analysis. As activities increase by default so will the carbon emissions and the target would need to be adjusted to reflect this.
- It was not cost effective to fully re surface every road. The treatment used to resurface areas of road was to lay a very thin veneer over the top of the existing road surface to prolong the use of the carriageway and this had a life span of 5 – 10 years. Any defects in the dressing were usually evident within the first 12 months in which case the contractor was recalled to take remedial action. Decisions to use top dressing was an economical one based on the best use of resources. There were alternative repair solutions however these were more expensive and could not be used within the existing cost structure.
- Concrete roads still existed across the city laid in the 1930s and 1950s which were very expensive to repair and were the most problematic of roads in the city. To remove the concrete was extremely costly and also caused major disruption to residents. Repairs

continue to maintain safety levels and the contraction and expansion of joints were often needing repair, however as the road surface moved the concrete slabs settle. These were monitored and repaired as necessary.

- The staff employment targets mentioned on page 53 illustrates the targets that were prepared at tender submission. The recruitment strategy was currently being reviewed for the coming year in line with current commitments to avoid over staffing.
- In the last two years the budget set aside for repair of potholes in residential areas had been reduced. This priority was to maintain safety rather than to leave a tidy job which might mean the repair looks unsightly. This was being monitored and any feedback on the quality of repair was welcome. Classified roads were assessed and repaired using capital funding.

The Chairman sought approval from the Committee to the formation of a Task and Finish Group to review the Amey contract for street cleansing services. The Committee unanimously agreed.

The Chairman sought nominations to the Task and Finish Group and the following Councillors put their names forward: Councillor Khan, Councillor Judy Fox and Councillor Peach. The Senior Democratic Services Officer advised the Committee that she would write to Group Secretaries to seek further nominations.

## **ACTIONS**

The Committee noted the report.

The Committee also requested that the Head of Peterborough Highways research the use of new technology with regard to street light columns and in particular the use of Wi-Fi and find out how this is being used across the country in other authorities. The Head of Peterborough Highways to report back to the Committee with his findings at a future meeting.

## **RECOMMENDATIONS**

The Committee recommend that:

1. A cross party Task and Finish Group be established to review the Amey contract for street cleansing services and that the Senior Democratic Services Officer write to Group Secretaries to seek nominations to the group.
2. That Amey note the concern of the Committee regarding the lack of prosecutions for fly tipping and the general street litter in Peterborough. The Committee recommends that Amey pay particular attention to this and where evidence can be gathered take appropriate action to prosecute and report back to this Scrutiny Committee on what action has been taken at a future meeting.
3. That Amey revisit the use of communal skips to alleviate fly tipping and consider other appropriate remedies.

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

The Senior Democratic Services Officer introduced the report which provided the Committee with a review of work undertaken during 2015/16 and sought approval of the draft work programme for 2016/2017.

## **ACTIONS AGREED**

The Committee noted the review of last year and agreed the work programme for 2016/2017.

The Senior Democratic Services Officer advised the Members that there had been a request from Officers to change the date of the November meeting so that reports brought to the Committee could feed into the November Cabinet meeting. The Committee therefore agreed to change the date of the November meeting to Tuesday 25 October 2016.

### **7. Forward Plan of Executive Decisions**

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

## **ACTIONS AGREED**

The Committee noted the Forward Plan of Executive Decisions and requested further information regarding the following Executive Decision:

- Market Position Statement – KEY/08AUG16/01

### **8. Date of Next Meeting**

Date of next meeting Thursday 8 September 2016.

The meeting began at 7.00pm and ended at 8.55pm

CHAIRMAN

<b>SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 5</b>
<b>8 SEPTEMBER 2016</b>	<b>Public Report</b>

<b>Report of the Director of Growth and Regeneration</b>		
<b>Contact Officer</b>	Kevin Ekins, Asset and Contract Performance Manager (Peterborough Highway Services)	Tel. 01733 453448

## **HIGHWAY ASSET MANAGEMENT POLICY AND STRATEGY**

### **1. PURPOSE**

- 1.1 This report is to update the Committee on the Council's proposed Highway Asset Management Policy and Strategy.

### **2. RECOMMENDATIONS**

- 2.1 It is recommended that the Committee note and comment on the content of the report appended prior to adoption.

### **3. LINKS TO THE CORPORATE PRIORITIES AND RELEVANT CABINET PORTFOLIO**

- 3.1 The Highway Asset Management Policy and Strategy contributes directly and indirectly to all of the corporate priorities but primarily helps to drive growth, regeneration and economic development.
- 3.2 The Highway Asset Management Policy and Strategy falls under the portfolio of the Cabinet Member for Growth, Planning, Housing and Economic Development.

### **4. BACKGROUND**

- 4.1 The highway network is vital to a prospering and growing Peterborough. Highway assets include an array of components ranging from road markings and 'cats eyes' to traffic signals, street lighting and bridges.

In December 2014, the Secretary of State for Transport announced that £6 billion of capital funding would be made available between 2015/16 and 2020/21 for local highways maintenance. Since then Government also announced, in November 2015, a further £250 million for a dedicated Pothole Action Fund. From this funding, £578 million has been set aside for an Incentive Fund scheme. This scheme seeks to reward councils who demonstrate that they are delivering value for money in carrying out cost effective improvements.

In order to determine how the funds will be allocated from 2016/17, each local highway authority in England (excluding London) is required to compile a report answering 22 questions with 3 assessment bands. These reports are then assessed by Government to determine the level of funding awarded to individual authorities who are effectively competing against each other. The funding is linked to a top slice of existing funding and as such the best scenario for Peterborough is that we are able to maintain existing levels of funding, less any additional costs.

One of the key requirements (covered by 2 of the questions) of the Incentive Fund is that the Council has a Highway Asset Management Policy and Strategy. Appendix 1 is the proposed Policy and Strategy.

The purpose of the Highway Asset Management Policy and Strategy is to provide a clear position detailing how the Council will maintain the highway network to ensure that it is adequate to support the growth of the city and specifically to meet the Council's Strategic Priorities.

Key aspects of the Highway Asset Management Policy and Strategy include:

- Acknowledgement that effective asset management is critical to the delivery of its services and the realisation of the Council's long term vision and strategy;
- Asset management principles enable informed decisions to be made about investment and maintenance funding, assist in the targeting of resources to where they can be most effective, and enables the identification and management of the risks associated with statutory duties to manage and maintain public infrastructure;
- To promote a strategic and forward thinking approach to managing the highway network to give confidence to decision makers to take current and future planned maintenance decisions.

This document is constructed around the key principles of asset management including Data Collection / Asset Inventory, Levels of Service, Lifecycle Planning, Scheme Selection, Materials, Performance Monitoring, Emergency Works, Resilience and Communication in line with the Incentive Fund Guidance.

## **5. KEY ISSUES**

- 5.1 One of the cornerstone requirements of the Incentive Fund is to have an Asset Management Policy and Strategy adopted locally. Failure to develop and adopt this document is likely to result in the Council losing up to £1,642,000 over 5 years towards the delivery of highway maintenance.

## **6. IMPLICATIONS**

### **6.1 Financial Implications**

The main implications will be from not doing this in terms of loss of funding which as stated above could be up to £1,642,000 over 5 years. There are some costs in meeting some of the other requirements of the Incentive Fund such as data collection, footway surveys, customer surveys and ICT infrastructure. These are approximately £180,000 and the funding has been allocated corporately and registered as a project. The Policy and Strategy in themselves create no additional costs.

### Legal Implications

Legal implications are contained within the report.

### Equalities Implications

The strategy complies with equalities and Human Rights duties under the relevant Acts

## **7. CONSULTATION**

- 7.1 The draft Policy and Strategy is available online and consultation is being undertaken with key stakeholders (such as Highways England, public transport operators, emergency services) and members of the public. A verbal report on the consultation responses will be provided to the Committee at the Scrutiny meeting on 8 September 2016 to note and comment.

## **8. NEXT STEPS**

- 8.1 Adoption through a Cabinet Members Decision Notice and publication of the Asset Management Policy and Strategy. The Department for Transport states that the document must

be published on the Council's website. It is only after the Policy and Strategy has been implemented for some time that the Council will be able to demonstrate, through performance measurement amongst other aspects, that it is achieving these outcomes or putting improvement plans in place in order to achieve these outcomes. Once the Council can demonstrate these measures then it is likely we will achieve the top tier of scoring for this part of the Incentive Fund as well as delivering other benefits and efficiencies.

## **9. BACKGROUND DOCUMENTS**

- 9.1 Department for transport Guidance on the Incentive Fund:  
<https://www.gov.uk/government/publications/highways-maintenance-funding-incentive-element>

## **10. APPENDICES**

- 10.1 Appendix 1 - Asset Management Policy and Strategy

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# Peterborough Highway Services

## Highway Asset Management Policy and Strategy



June 2016

Prepared by Peterborough Highway Services

## Introduction and context

This document presents Peterborough's Highway Asset Management Policy and Strategy which sets out how, alongside complimentary policies such as the Local Transport Plan, we will continue to develop and improve local transport. Peterborough is one of the UK's fastest growing cities (Centre for Cities, Cities Outlook Report 2014) and has a commitment in place to create the UK's Environment Capital, it is therefore vital that we have a transport system that supports the city today and in the future.

Peterborough's Core Strategy, adopted in 2011, sets a target to build 25,500 new homes and 20,000 new jobs by 2026. The Council is committed to growing the right way and becoming an exemplar of sustainable growth. The Council is in the process of developing a new Local Plan for the period 2015-2036, the new Local Plan will set out the aspiration to build 23,907 homes and 22,024 jobs. Good access attracts investment and growth, and so it is essential that the highway network is maintained effectively to ensure that good access to and within the city can continue to nurture economic growth whilst supporting the city to achieve its other strategic aims.

Peterborough recognises that it has the potential to be a truly sustainable city. A city which has a thriving local economy, strong communities and a sustainable way of life. A city where our residents are healthy, happy and prosperous. A city regarded as the UK's Environment Capital. This is why in 2008 the city adopted the target of 'Creating the UK's Environment Capital', building on the city's long standing status as one of four UK Environment Cities.



Peterborough's transport links are a key strength for the city. Peterborough is 78 miles from London via the A1 (M), and less than 20 miles from the A14, which links the east coast ports of Felixstowe and Harwich with the Midlands.

Peterborough is on the East Coast Main Line (ECML) railway which links London with Leeds, York, the North-East and Scotland. The east-west railway links Peterborough with Norwich, Great Yarmouth, Leicester, Birmingham, Nottingham, Sheffield, Manchester and Liverpool. In addition to the rail links, express coach services link Peterborough to other major cities and buses connect

Peterborough to towns and villages in neighbouring areas.

Peterborough has an excellent Principal Road Network, a key element of this being the Parkway Network around the city. Built during the New Town phase of development this network represents an excellent asset to the area as it removes many trips that would otherwise involve travelling through the central area of the city and as a consequence reduces journey times around Peterborough.

The New Town development also introduced a comprehensive network of segregated cycleways and footways serving the new townships of Ravensthorpe, Bretton, The Ortons, Paston, Gunthorpe and Werrington. The Ortons and Werrington also have segregated bus routes along key sections of the route into and out of the City Centre.



## Background

The highway network is vital to a prospering and growing Peterborough. Highway assets include a huge array of components ranging from road markings and 'cats eyes' to traffic signals, street lighting and bridges. For the purpose of this document, the following main asset groups are discussed and all of the individual asset components sit within these main asset groups:

- Carriageways, 83 km of 'A' roads, 56 km of 'B' roads, 158 km of 'C' roads and 608 km of unclassified roads;
- Footways & cycleways, 1,157 km of footways and 450 km of cycleways;
- Structures, 366 including bridges, culverts and retaining walls;
- Approximately 24,000 street lights;
- Traffic Signals, 114 sets;



The gross replacement cost (GRC) of the highway asset has been calculated to be £5.6 bn (2015). We recognise that it is essential that the highway asset is carefully managed to ensure that Peterborough can continue to prosper and grow.

## Strategic Aims

The purpose of the Highway Asset Management Policy and Strategy is to provide a clear position on how the Council will maintain the highway network to ensure that it is adequate to support the growth of the city and specifically to meet the Council's Strategic Priorities, which are:

- **Drive growth, regeneration and economic development:** Effective asset management is crucial to ensure that Peterborough's highway network is in a condition that is capable of supporting the city's growth agenda.
- **Improve educational attainment and skills:** A well maintained highway network preserves good access to educational facilities, ensuring that all residents have the opportunity to reach these services.
- **Safeguard vulnerable children and adults:** A well maintained highway network ensures that vulnerable children and adults remain reachable by support services, and have access to opportunities across the city.
- **Implement the Environment Capital agenda:** Effective asset management will enable the Council to make the network sustainable for future generations through well informed lifecycle planning decisions, carefully managed and spent maintenance budgets, and the use of durable and carefully sourced materials.
- **Support Peterborough's culture and leisure trust Vivacity:** A well maintained highway network ensures that residents can access and continue to enjoy Peterborough's cultural and leisure venues operated by Vivacity, helping them to grow and remain viable for the future.
- **Keep all our communities safe, cohesive and healthy:** Accessibility by and to emergency services will be maintained as a result of a carefully managed highway network that promotes resilience. Good transport links throughout the city will sustain a cohesive Peterborough, ensuring that all residents have good access to the same opportunities.
- **Achieve the best health and wellbeing for the city:** A well maintained network of footways, cycleways and bus routes will also ensure that residents continue to have access to safe and healthy travel choices, and will promote the use of sustainable travel, which in turn will improve residents quality of life, reduce strain on the existing road network and nurture a culture of sustainable living.

# Purpose of Asset Management

**POLICY OBJECTIVE:** The Council will embrace the principles of asset management to give a strategic and forward thinking approach to managing the highway network and provide confidence to decision makers to enable current and future planned maintenance decisions to be made.

Managing our highway network is a critical challenge that requires careful consideration of the need to balance the management of an ageing network and high public expectations with less available funding and an increased pressure on local government services. However, we recognise that highway asset management helps Peterborough make the best use of limited resources now and in the future by:

- Focusing on outcomes that help to prioritise future funding decisions;
- Replacing inefficient and expensive short-term repairs, which allow more defects to develop, with longer term and less costly repairs (research show that reactive repairs are four times more costly than preventative treatments);
- Helping to make the best use of public money, and;
- Providing a clear evidence base to justify the need for future or new investment in highways management, such as through prudential borrowing.

The highway network is one of Peterborough's most valuable assets. It is vital to the economic, social and environmental well-being of the area, and asset management provides an established and coherent approach to managing the Council's asset over the long term. It allows asset managers to make the case for highway investment and in doing so supports decision-makers in reconciling short-term pressures and long-term priorities.

This document is constructed around the key principles of asset management, each of which is discussed in the following pages.



## Data Collection and Asset Inventory

**POLICY OBJECTIVE:** The Council will invest in a robust data collection programme for each asset to fill existing gaps in data which will provide sufficient information in future years to enable lifecycle planning to be undertaken for each of the main asset groups, allowing levels of service to be set with confidence.

An up to date and thorough understanding of the condition of the network is essential to making informed decisions. A programme of robust data collection and analysis ensures that a carefully managed risk based approach can be applied to the maintenance of the highway network, allowing the resources available to be put to the best use.



Peterborough has a comprehensive data collection and asset survey regime for each of its individual assets. These are specifically designed to carefully monitor the condition of the highway network, and to ensure that fully informed asset management decisions can be made. Details on the primary data collection methods and techniques for each of the main asset groups are summarised in the tables on the following pages. This table also documents the type of Asset Inventory Register used.

Highways assets are stored and managed within the Pitney Bowes Confirm system. Inspectors work remotely using hand held devices to record the condition of the highway assets and report defects. They are able to send work orders directly into the management systems which enables the asset condition to be regularly updated and for defects to be reported and repaired efficiently. Other systems are used to manage other assets and the Council has a number of other data collection systems. There are known gaps in the highway asset data on the high speed road network. A project is currently underway to capture the missing information using a LIDAR survey. The street lighting data is being updated as part of a LED replacement programme.

Additional surveys are also being undertaken to ensure that there is sufficient data to implement effective lifecycle planning across all of the main asset groups, beginning with carriageway assets.

The data collection procedures and frequencies will be reviewed on a regular basis to ensure that they make the best use of available survey equipment and technology, and are providing all of the information that is required in the most efficient way.



Data Collection and Asset Inventory

Asset Group	Asset Type	Survey Type	Description	Frequency	Framework / Guidance	Purpose	Inventory Type
Carriageways	Principal Road Network	SCANNER Condition Survey	Detailed scanner survey of road profile from a moving vehicle	Annually	UKPMS	DfT reporting / long term programme development	UKPMS
		SCRIM Survey	Provides data on skid resistance values	Annually	HD 28/15	DfT reporting / identify safety schemes	UKPMS
	Non-Principal Road Network (B & C Roads)	SCANNER Condition Survey	Detailed scanner survey of road profile from a moving vehicle	Annually	UKPMS	DfT reporting / long term programme development	UKPMS
	Non-Principal Road Network (Unc Roads)	CVI Condition Survey	Visual Inspection	25% of unclassified network annually	UKPMS	DfT reporting / long term programme development	UKPMS
	Local Street Gazetteer (LSG)	Maintenance of gazetteer	Updating gazetteer with new streets and updated attributes	Monthly	BS7666, DTF7.1 and DTF8.1 (by Oct 2016)	Maintain Street Gazetteer for recording of other assets / condition and use by utility companies for street works	Confirm
	All Types	Highway Safety Inspections	Visual Inspection	Monthly / Quarterly / Annually	Well Maintained Highways Code of Practice	Carriageway Safety Surveys plus limited condition data	Confirm
	Gullies, Traffic Signs, Bollards, Anti-Skid, Speed Humps, Safety Fencing	Asset Data Capture	Detailed data capture of asset data including accurate location and photo	Ongoing data capture	HMEP Highways Infrastructure Asset Management Guidance	Asset management / Whole government accounts	Confirm / Mapinfo
	Highway Adoption Records	Data Capture	Detailed data capture of Highway Adoption records as polygons. This provides us with area m2 measurements.	Ongoing data capture	Legal Highway Adoptions	Electronic record of adopted highway	Mapinfo (viewable in Mapinfo Proviewer and Confirm)

# Peterborough Highway Services

Asset Group	Asset Type	Survey Type	Description	Frequency	Framework / Guidance	Purpose	Inventory Type
Footway	All Types	Footway Safety Inspections	Visual Inspection	Monthly / Quarterly / Annually	Well Maintained Highways Code of Practice	Footway Safety Surveys	Confirm
	All Types	Footway Network Inspections (FNS)	Visual Inspection	25% of footway network annually	UKPMS	Footway Condition Surveys	UKPMS
	Street Nameplates, Bollards, Gullies, Traffic Signs, Pedestrian Guardrail, Street Furniture, Traffic Calming, Grit bins, Anti-Skid	Asset Data Capture	Detailed data capture of asset data including accurate location and photo	Ongoing data capture	HMEP Highways Infrastructure Asset Management Guidance	Asset Management / Whole government accounts	Confirm / Mapinfo
	Highway Adoption Records	Data Capture	Detailed data capture of Highway Adoption records as polygons. This provides us with area m2 measurements.	Ongoing data capture	Legal Highway Adoptions	Electronic record of Adopted Highway	Mapinfo (viewable in Mapinfo Proviewer and Confirm)
Cycleway	All Types	Cycleway Safety Inspections	Visual Inspection	Monthly / Quarterly / Annually	Well Maintained Highways Code of Practice	Cycleway Safety Surveys	Confirm
	Street Nameplates, Bollards, Gullies, Traffic Signs, Pedestrian Guardrail, Street Furniture, Traffic Calming, Grit bins, Anti-Skid	Asset Data Capture	Detailed data capture of asset data including accurate location and photo	Ongoing data capture	HMEP Highways Infrastructure Asset Management Guidance	Asset Management / Whole government accounts	Confirm / Mapinfo
	Highway Adoption Records	Data Capture	Detailed data capture of Highway Adoption records as polygons. This provides us with area m2 measurements.	Ongoing data capture	Legal Highway Adoptions	Electronic record of Adopted Highway	Mapinfo (viewable in Mapinfo Proviewer and Confirm)

# Peterborough Highway Services

Asset Group	Asset Type	Survey Type	Description	Frequency	Framework / Guidance	Purpose	Inventory Type
Street Lighting	Electrical	ELI OHMS Testing	Resistance and High value readings	6 Years	TR22	Identify risk associated with electric shock and compliance	Spreadsheet / Mayrise
	Structural	Dip Stick Testing	Hot Swag Loss and deterioration	3-6 Years	TR22	Identify defects, track deterioration and inform scheme selection and compliance	Spreadsheet / Mayrise
Structures	Highway Structures	Principal Inspections	Detailed, Hands-on, Inspection	Every 6 - 12 years dependant on risk profile of bridge.	BD 63. Management of Highway Structures Code of Practice.	Identify defects, track deterioration and inform scheme selection.	Spreadsheet
		General Inspections	Visual Inspection	Every 2 years	BD 63. Management of Highway Structures Code of Practice.	Identify defects, track deterioration and inform scheme selection.	Spreadsheet
		Structural Assessments	Analysis of capacity of structure	Following major changes to loading, condition or nature of structure.	Design Manual for Roads and Bridge (BD21, BA16, BD 44, BD 101, BD 86, BD 61, BD 44, BD 56, BD 48, BA 39, BA 55, etc.)	To determine structural capacity of bridge and safe working loads	Spreadsheet
Traffic Signals	Traffic Signals and associated equipment	Periodic Inspections	Detailed data capture of asset including, visual inspection & fully equipment inventory	Yearly	Design Manual for Roads and Bridges Vol 8 Part 2 TD24/97	Identify defects, track deterioration and inform scheme selection.	Asset Management System Imtrac

## Levels of Service

**POLICY OBJECTIVE:** The Council will define and set Levels of Service for each of the main asset groups. These Levels of Service will determine how each of the asset groups will be maintained and to what condition. Levels of Service will be agreed through the relevant governance procedures and reviewed on an annual basis.

Levels of Service are a series of statements that define the standard to which the asset will be maintained against the level of funding that is available, and provide a clear statement detailing the council's maintenance aspirations against which they can be measured.

Once a Level of Service has been set for an asset, lifecycle planning is used to determine the resources that will be required to maintain the asset in the condition stated within the Level of Service, and to identify the optimum times for repair and replacement within the assets lifecycle.

The following Levels of Service are used within highway asset management in Peterborough:

- **Statutory (Minimum)** – Meeting the minimum statutory and legislative requirements;
- **Existing** – A continuation based on current funding levels;
- **Steady State** – To maintain the current condition, performance and value of the asset and prevent any deterioration;
- **Requested Service** – Based on consumer expectations and / or stakeholder aspirations;
- **Optimum Service** – Is the economically optimal level of service determined in the life cycle planning, and;
- **Attainable Service** – Re-interprets the optimum service based on available resources and funding.

The selected Level of Service will vary by asset, and each of the asset groups will have its own asset specific definition for each Level of Service. Levels of Service are critical for managing customer expectation, particularly where funding is restricted, and provide a direct link between the objectives of the Policy and Strategy and the results of scheme delivery.



## Lifecycle Planning

**POLICY OBJECTIVE:** The Council will establish lifecycle planning for each of the main asset groups to provide a robust understanding of how existing condition, deterioration rates and future funding levels will impact on the long term condition of the assets. The lifecycle planning process will provide a solid foundation and evidence base for smart based decision making and Levels of Service to be set with confidence.

Lifecycle planning is the process used to relate the Levels of Service, current condition and future maintenance and budget requirements for an asset or group of assets. A detailed lifecycle maintenance plan will chart an assets life from creation to expiration, setting out the best options for maintaining it over the course of its life.

When considered alongside defined outcomes (Levels of Service), lifecycle planning enables funding requirements to be clearly identified and maintenance works to be properly planned for in the most effective period of the assets life. Where funding is constrained, or unavailable, lifecycle planning enables the resulting degradation of the asset to be quantified and the impact on its lifespan to be understood.

Effective lifecycle planning has also been seen to assist authorities in moving away from the traditional 'worst first' approach, instead targeting investment at assets which represent the greatest risk or where treatment would deliver the optimum benefit against the Council's Strategic Objectives.

Detailed lifecycle plans are currently being developed for each of Peterborough's highway assets.

## Scheme Selection

**POLICY OBJECTIVE:** The Council will make planned maintenance decisions based on the data collection process: Lifecycle planning of the assets and the agreed Levels of Service.

The process for identifying planned maintenance works varies for each of the main asset groups, but is always based on information gathered as part of the data collection process, lifecycle planning of the asset and the set Levels of Service.

Once schemes have been prioritised and selected, they are added to the Council's forward works programme and scheduled in for a designated financial year when funding can be allocated for the work. The forward works programmes are carefully designed to minimise disruption and maximise efficiency by consolidating maintenance works for multiple asset types into the same package of works where appropriate.

The forward works programme for each of the main asset groups is published on the Council's website - [www.peterborough.gov.uk](http://www.peterborough.gov.uk)

## Materials

**POLICY OBJECTIVE:** A key component of asset management is sustainability. To ensure that our schemes are truly sustainable, the Council will work from a core pallet of trusted materials.

Materials will be selected on the merit of their durability, ease of sourcing, whole life costs and supplier location. This will not only assist with optimising the asset lifespan, but it will also create a consistent and neat appearance across our network.

The material pallet will be reviewed regularly to ensure that wholesale costs and supplier availability remain competitive, and to review and consider new materials and technologies as they become available.

## Performance Monitoring

**POLICY OBJECTIVE:** A suite of key performance indicators will be developed to assess how successfully asset management is being applied to local highway maintenance.

The performance indicators will be devised to assess four key areas, these are:

- Sustainability;
- Serviceability;
- Safety, and;
- Stakeholder Satisfaction.

The key performance indicators will be discussed as an agenda item in the council's regular Strategic Board meetings, attended by the Council's Director responsible for highways, the Council's portfolio holder for highways and senior managers from the organisations responsible for various highway asset management activities. The meeting will review performance and use the results to amend the Policy and Strategy and develop action plans as required. Results from the performance monitoring will also be included in an annual report documenting the Council's highway asset management performance, making them publicly available.

In addition to the key performance indicators, the Council's asset management practitioners meet regularly with other local authorities through structured frameworks such as the Midlands Highway Alliance (MHA) to benchmark performance and discuss best practice.

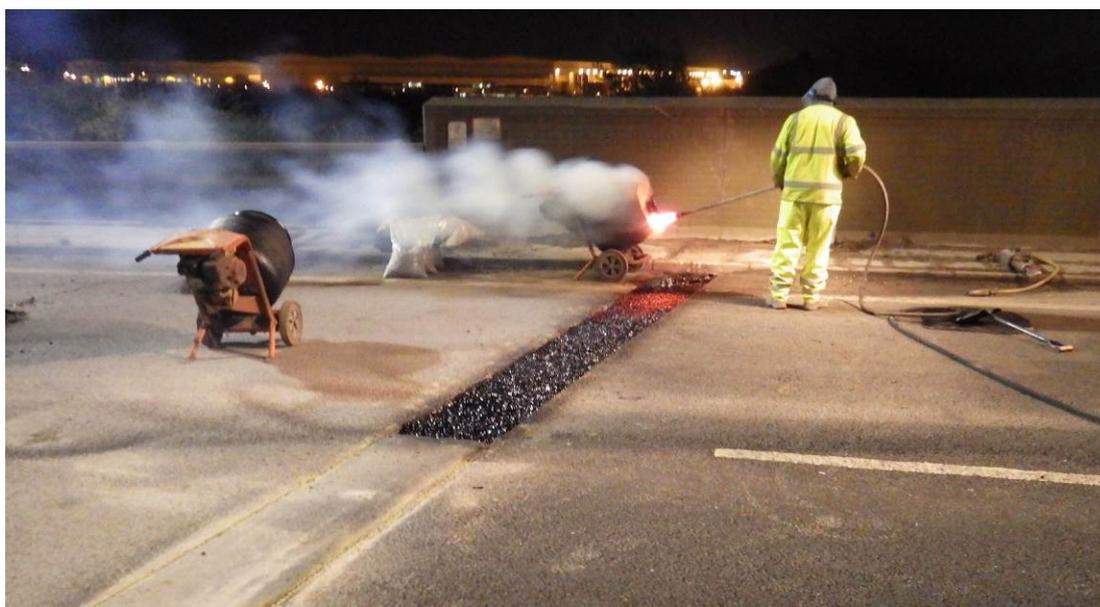
# Emergency Works and Network Resilience

**POLICY OBJECTIVE:** The Council will further develop a resilient network to plan for a range of highly disruptive events. The resilient network will be maintained to the required Level of Service to maintain access to the essential areas of the city should such an event occur.

## *Resilient Network*

The Council is currently in the process of formalising a strategic resilient network capable of operating in the event of major disruption from events such as flooding or terrorism. The resilient network will take consideration of established networks such as road hierarchy and the winter maintenance network and will comprise the core routes that provide access to services such as emergency healthcare, food and water supplies and essential utilities.

The resilient network will be factored into, and prioritised, in maintenance decisions to ensure that it remains in a condition to serve its function in the event of major disruption. The Council will liaise with key stakeholders when developing the network to ensure that all of the critical functions are included.



## Winter Maintenance

**POLICY OBJECTIVE:** The Council will ensure so far as is reasonable practicable, that safe passage along the key highway network will not be endangered by snow or ice.

As the highway authority for the Peterborough area, the Council has a duty under Section 41 of the Highways Act to “ensure so far as is reasonable practicable, that safe passage along a highway is not endangered by snow or ice”. There is also an additional duty under Section 150 of the act to remove obstructions, including snow from the highway.



Winter Service may be divided into two main types:

- **Precautionary** - This describes action taken by the Council to prevent the formation of a hazard such as frost or ice, and;
- **Reactive** - This describes action taken to remove a hazard that has already formed such as accumulations of snow or ice that have formed on the network.

The Council is responsible for over 904km of highway, as a result it is not practicable to treat the whole network. Therefore the Council has adopted a reasoned policy to determine what streets will be treated as part of the precautionary winter service programme.

## Winter Gritting Routes (2015)



The selection criteria for determining what sections of the network receive precautionary treatment are as follows:

- Principal roads ( A roads that are not Trunk Roads);
- Roads carrying the heaviest commuter traffic;
- Roads linking centres of population;
- “B” and “C” class roads;
- Roads that link to treated routes within adjacent authorities;
- Heavily trafficked city centre pedestrian areas and footways;
- Pedestrian/Cycle routes passing over/under bridges/subways with steep inclines, and;
- Bus routes with a service interval 10 minutes or less.

Full details of the Winter Service provided by the Council can be found in the Winter Service Operational Plan, which is held by the Council and reviewed annually. The gritting routes are also available to view on the Council’s interactive mapping tool – ‘Hawkeye’, which is hosted on the Peterborough City Council website.

## Strategy Review

**POLICY OBJECTIVE:** The Council will review the Asset Management Policy and Strategy and all component elements on an annual basis. This review will include consultation with key stakeholders.

This document will be reviewed annually and refreshed when necessary to reflect changes in best practice and opportunities for improvement. Part of the review process will include an Asset Management Review Group comprising of asset management representatives that will meet on a monthly basis to review all areas of asset management. Smaller sub groups will also be formed to review the different aspects of asset management in more detail.

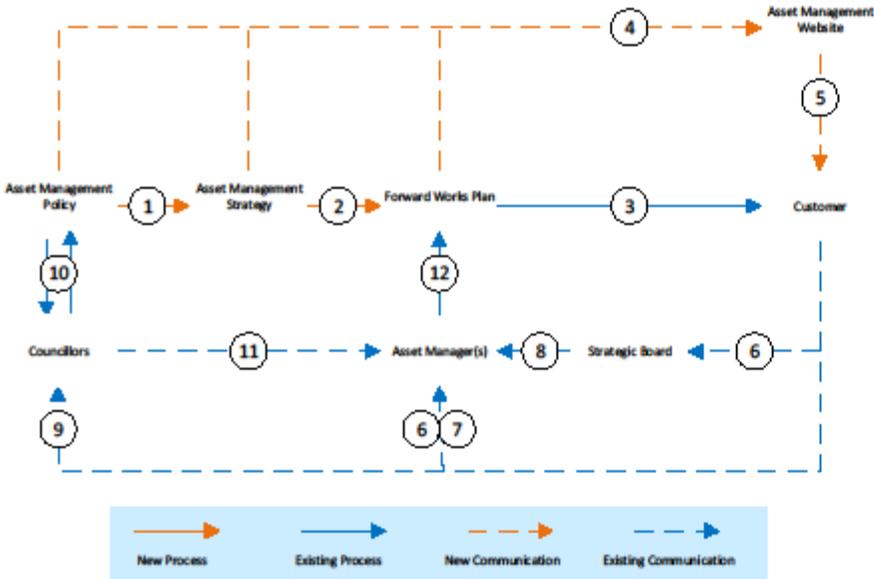
These sub groups will feed into the Review Group and the results of these findings will be presented to the Strategic Board on an annual basis for consideration. All groups will consider the work undertaken in Peterborough, a review of all the relevant data, a review of national legislation and best practice. If a change in the document is required then the relevant consultation and governance procedures will be followed.

## Consultation and Engagement

**POLICY OBJECTIVE:** The Council will ensure that key stakeholders and members of the public have easily accessible and direct channels of communication to report issues and provide input into the management of the highway asset, and to be kept informed about highway maintenance works and key decisions.

The maintenance of the highway network is ultimately for the benefit of the customer – the residents and local businesses that use it. Making informed decisions to ensure that the network is appropriately maintained for the customer is central to asset management practice, and has been considered throughout the development of the Highway Asset Management Policy and Strategy. Successful asset management is dependent on ongoing communication and feedback between asset managers, key stakeholders and the customer. This process is illustrated by the highways asset management communication Strategy, which is shown in the figure beneath.

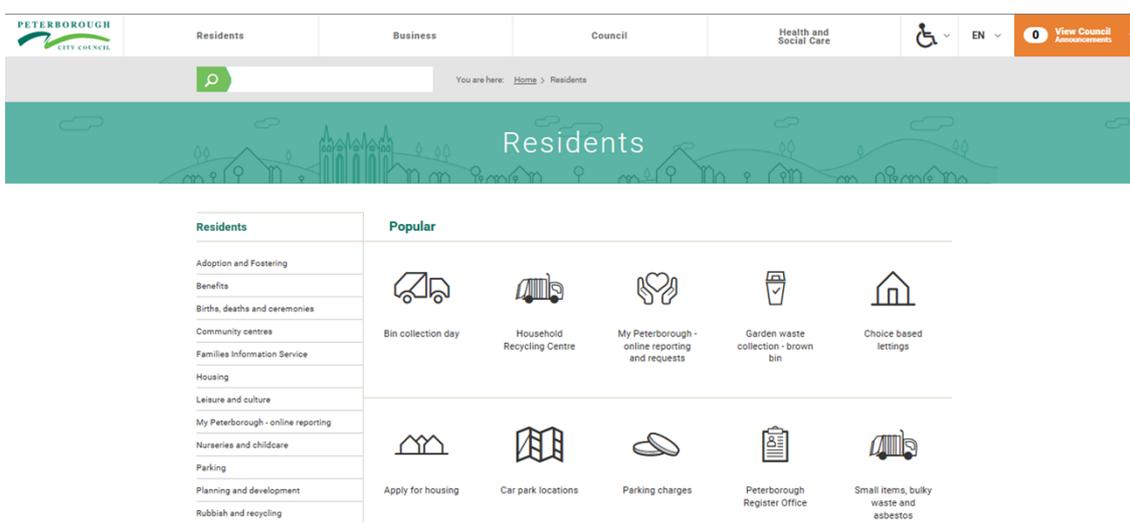
## PHS Asset Management Communications Strategy



1	The Highway Asset Management Policy sets the Objectives for the Asset Management Strategy
2	The Highway Asset Management Strategy details the councils approach to highway asset management, including setting Levels of Service and Lifecycle Planning which determines the Forward Works Plan
3	The Forward Works Plan is the schedule of maintenance works identified for the coming year/s, and documents what schemes Peterborough City Council will deliver
4	The Highway Asset Management Policy, Strategy and Forward Works Plan will be available on the Council's website, and in an accessible format to all customers
5	Information from the Forward Works Plan, as well as the Highway Asset Management Policy and Strategy will be proactively communicated through social media, different platforms will each serve a unique purpose, these are: <b>Website: to be used as a repository for information</b> <b>Twitter: to broadcast information</b> <b>Facebook: as a Q&amp;A forum</b>
6	Customer satisfaction is measured annually through National Highway and Transport (NHT) surveys, the results from these are analysed and used by both the Strategic Board and Asset Manager/s to inform decision making
7	Customers are also able to feed back to the Asset Manager/s through Scheme Feedback cards and through Peterborough Direct via telephone, email or in person at consultations
8	The Strategic Board use the results from the NHT surveys, as well as other forms of customer feedback, to provide direction to the Asset Manager/s
9	Members of the Public can also provide feedback through their local Councillors
10	The Highways Asset Management Policy (and Strategy) are reviewed and approved through the councils democratic processes
11	Councillors provide feedback directly to the Asset Manager/s, either in person or through established council channels
12	The Asset Manager/s uses customer feedback, alongside the approved scheme selection and prioritisation processes to inform decision making about future maintenance schemes

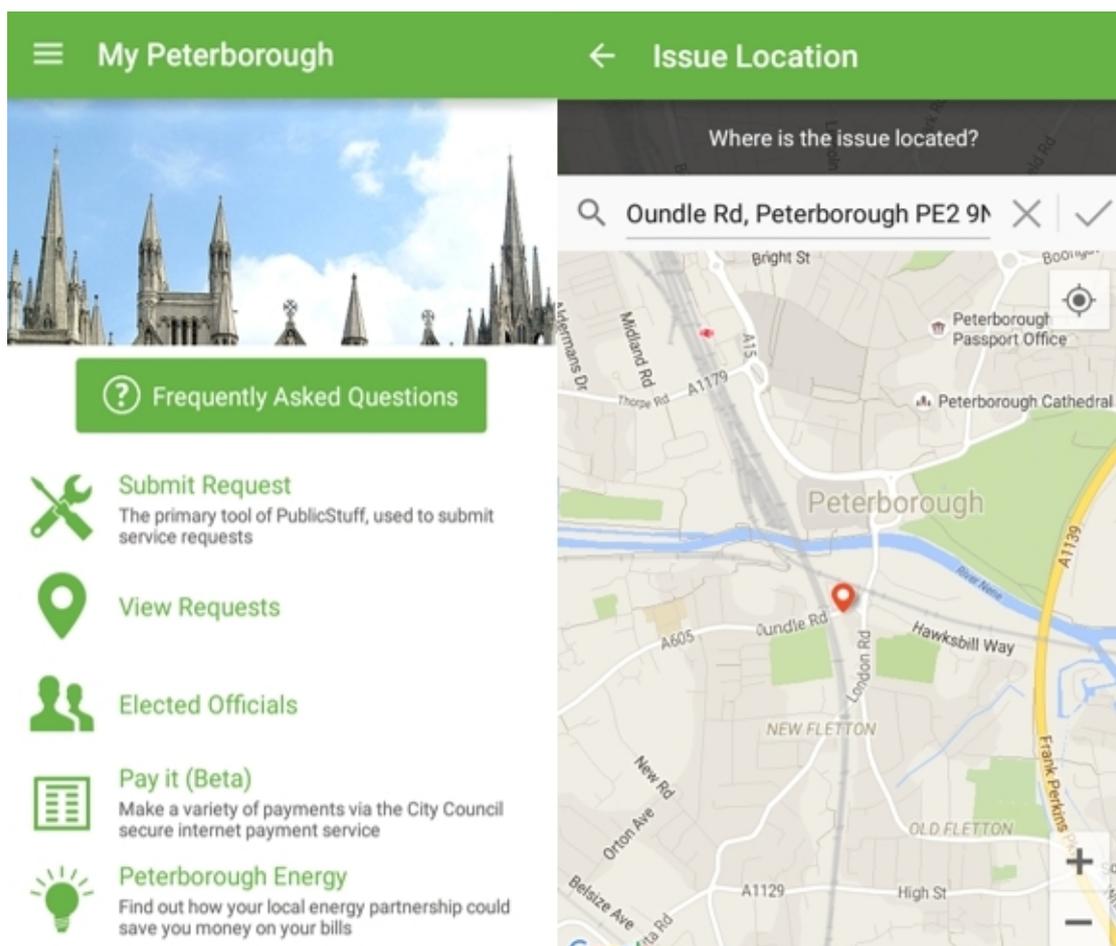
The Policy and Strategy will incorporate feedback from the National Highways and Transportation (NHT) surveys and other forms of customer feedback. Results from the NHT surveys are also monitored as a key performance measure to ensure that the management of the highway continues to serve user needs.

The Highway Asset Management Policy and Strategy are publicly available on the Council's website ([www.peterborough.gov.uk](http://www.peterborough.gov.uk)), as well as performance monitoring results, identified programmes of work and contact details to enable customers to engage with the Council about the maintenance of the highway network.



The website will also feature several short and informative videos about some of the Council's key highway maintenance activities, such as winter gritting and pothole repair. These videos will explain how the Council make maintenance decisions and how the works are undertaken. The purpose of these videos will be to proactively engage with members of the public with information to better convey the issues that the Council faces, and how it addresses these.

Highway users can report faults using the 'MyPeterborough' App which can be downloaded onto smartphones and tablets, and enables faults and defects with the highway network to be reported directly through to the asset management team along with key information such as the location of the fault and photographs of the issue.



In addition to 'MyPeterborough', feedback on the condition of the highway network and the quality of the work undertaken, can be provided through the Council's website or via telephone by calling Peterborough Direct (01733 747474).

As well as customers contacting the Council, the Council will proactively update users on the progress of works to maintain the network. Forward works plans will be available on the Council's website and social media platforms will be used to notify businesses and residents of upcoming roadworks and disruption, so that they can plan their journeys accordingly.

If a change in the Policy and Strategy is required, key stakeholders will be given the opportunity to review, provide feedback and comment as part of the review process. A summary of all the responses will be created and published online. The relevant governance procedures will be followed when amending this document, which will include sign-off from the Strategic Board and potential call-in for a Scrutiny Committee, before eventual adoption through a Cabinet Member Decision Notice.

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<b>SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 6</b>
<b>8 SEPTEMBER 2016</b>	<b>Public Report</b>

<b>Report of the Corporate Director of Resources</b>		
<b>Contact Officers</b>	James Collingridge, Amey Partnership Manager	<b>Tel: 864736</b>

## **ESTABLISHMENT OF A SCRUTINY TASK AND FINISH GROUP TO REVIEW THE AMEY CONTRACT STREET CLEANSING SERVICES**

### **1. PURPOSE**

- 1.1 The purpose of this report is for the Committee to consider and agree the Terms of Reference and membership of a Task and Finish Group.

### **2. RECOMMENDATIONS**

- 2.1 That the Committee:
- a) approve the Terms of Reference for the Task and Finish Group.
  - b) approve the Membership of the Task and Finish Group.

### **3. BACKGROUND**

- 3.1 At a meeting of the Sustainable Growth and Environment Capital Scrutiny Committee on 14 July 2016 a recommendation was made and unanimously agreed to establish a cross party Task and Finish Group to look at the current street cleansing levels across the city and assess if they meet the current demand.

### **4 PURPOSE AND TERMS OF REFERENCE**

- 4.1 The purpose and terms of reference for the Task and Finish Group are as follows:

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.

#### 4.2 **Responsibilities of the Task and Finish Group**

Working within the terms of reference the group will be required to analyse those areas of the city where street cleansing is of concern. This will include looking at the current frequency and what machinery is used to facilitate the cleansing, the group will then need to ascertain if they feel an increased level of cleansing or a different approach to cleaning is required. If it is decided that an increase is needed the group will be required to analyse if current higher frequency areas can be reduced to accommodate the increase.

#### 5. **MEMBERSHIP OF THE TASK AND FINISH GROUP**

Membership of the group will consist of elected Members from across the political groups to ensure cross party representation.

Nominations from all Groups have been sought for membership to the Task and Finish Group and the following nominations have been received:

- Councillor Keith Sharp - Liberal
- Councillor Judy Fox - Werrington First
- Councillor John Peach - Conservative
- Councillor Nazim Khan - Labour
- Councillor Simon Barkham - Liberal Democrat
- Councillor John Okonkowski - UKIP

The group will be supported by James Collingridge, Amey Partnership Manager. The group will also involve Kieron King Account Manager for Amey Peterborough as a key stakeholder to ensure a balance of views and expertise are available for meeting the terms of reference.

The Task and Finish Group will be disbanded once the review is concluded and a final report providing the outcome of the review with any recommendations is presented to the Sustainable Growth and Environment Capital Scrutiny Committee for consideration at its meeting on 25 October 2016.

#### 6. **NEXT STEPS**

If the Terms of Reference and membership of the Task and Finish Group are agreed by the Committee then the first meeting of the Task and Finish Group will be arranged to scope the review.

#### 7. **BACKGROUND DOCUMENTS**

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

- Minutes of the Sustainable Growth and Environment Capital Scrutiny Committee meeting held on 14 July.

<b>SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 7</b>
<b>8 SEPTEMBER 2016</b>	<b>Public Report</b>

## **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 19 September 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

## **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](mailto: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](mailto: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](http://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 19 SEPTEMBER 2016

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<p>41</p> <p><b>1. Governance Arrangements for the Community Infrastructure Levy - KEY/19SEPT16/01</b> To approve the governance arrangements for the Community Infrastructure Levy (CIL) – IDS 2016.</p>	<b>Cabinet</b>	<b>7 November 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Anne Keogh Housing and Strategic Planning Manager Tel: 01733 863815 Anne.keogh@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p><b>2. Community Supported Living Services – KEY/19SEPT16/02</b> To approve the award of the contract for Community Supported Living Services for adults with complex learning disabilities.</p>	<b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>January 2017</b>	Scrutiny Commission for Health Issues	Engagement with service users, family members, carers and current provider.	Nigel Harvey-Whitten Head of Commissioning (Mental Health and Integrated Learning Disabilities) Tel: 01733 452509 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.

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

<p>42</p> <p>3.</p>	<p><b>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11</b>            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><b>Councillor David Seaton            Cabinet Member for Resources</b></p>	<p><b>September 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward Councillors, relevant internal departments &amp; 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>
4. <b>Print Managed Services - KEY/13JUN14/01</b> To enable Council officers to be able to print, copy and scan.	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>September 2016</b>	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.
43 5. <b>Real Time Passenger Information – KEY/10JUL15/02</b> To approve the expansion and maintenance contract.	<b>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing &amp; Economic Development</b>	<b>September 2016</b>	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.
6. <b>Delivery of the Council's Capital Receipt Programme through the sale of Welland House, Dogsthorpe – KEY/24JUL15/01</b> To authorise the sale of Welland House, Dogsthorpe – (non-key)	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>September 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p>7. <b>Sale of the Lindens, Lincoln Road – KEY/24JUL15/04</b> 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><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>September 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p><b>8. Sale of Bretton Court, Bretton North – KEY/24JUL15/05</b> 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><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>September 2016</b></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><b>9. Draft Housing Strategy – KEY/21SEPT15/03</b> For Cabinet to approve the Strategy for public consultation.</p>	<p><b>Cabinet</b></p>	<p><b>7 November 2016</b></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>

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<b>10. Passenger Transport Services AMEY – KEY/27NOV15/01</b> To approve the award of six routes to Amey under the existing contract arrangements.	<b>Councillor John Holdich</b> <b>Leader of the Council and Cabinet Member for Education, Skills and University</b>	<b>September 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Sara Thompson Team Manager, Passenger Transport Operations Tel: 01733 317452 Sara.thompson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><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></b>
<b>11. Intelligent Transport Systems Infrastructure – KEY/11DEC15/01</b> To introduce the use of Variable Message Signs (VMS) on the road network to provide real-time driver information.	<b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing and Economic Development</b>	<b>September 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Peter Tebb Network and Traffic Manager Tel: 01733 453519 Peter.tebb@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><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></b>

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<b>12. Direct Payment Support Service – KEY/11DEC15/02</b> To approve the direct payment support service.	<b>Councillor Wayne Fitzgerald</b> <b>Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>October 2016</b>	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.  <b><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></b>
<b>13. Offtake Arrangements for Power from the Energy Recovery Facility – KEY/25DEC15/01</b> To approve putting into place arrangements for the sale of heat and/or electricity from the Energy Recovery Facility.	<b>Councillor Gavin Eley</b> <b>Cabinet Member for Waste and Street Scene</b>	<b>September 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><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></b>

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<b>14. Review of Emergency Stopping Places – KEY/25JAN16/02</b> For Cabinet to review existing and proposed emergency stopping places.	<b>Cabinet</b>	<b>7 November 2016</b>	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.
<b>15. Provision of Non Social Care Temporary Agency Workers – KEY/25JAN16/04</b> To approve the provision of temporary agency workers.	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>September 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	James Fordham Recruitment and Retention Officer Tel: 01733 864581 James.fordham@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>16. Provision of Permanency Services – KEY/21MAR16/01</b> To approve the award of the Provision of Permanency Services contract.	<b>Cabinet</b>	<b>26 September 2016</b>	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Lou Williams Service Director Children's Services and Safeguarding Tel: 01733 864139 Lou.williams@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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<b>17. Personal Care and Support (Homecare) in Peterborough – KEY/02MAY16/01</b> To approve the awarding of a contract to an external provider following a competitive tender exercise.	<b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>May 2017</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders	Karen Hodsdon Senior Category Manager Karen.hodsdon@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>18. Independent Advocacy Services in Cambridgeshire and Peterborough – KEY/02MAY16/02</b> To approve the awarding of a contract to an external provider following a competitive tender exercise.	<b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>September 2016</b>	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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19.	<b>Peterborough City Council Construction Framework – KEY/30MAY16/01</b> Approval of Peterborough City Council Construction Framework	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>September 2016</b>	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>
20.	<b>Procurement Services – KEY/27JUN16/01</b> To approve updates to the Procurement Services provided by Serco.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>September 2016</b>	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.

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<p><b>21. A1139 Junction 17-2 Widening Scheme – KEY/27JUN16/02</b> To approve the final accounts for the A1139 Jct 17-2 widening scheme.</p>	<p><b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>September 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>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</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><b>22. Amendment of Existing Loan Arrangements to Empower – KEY/05JUL16/01</b> To agree the amendment to existing arrangements to Empower.</p>	<p><b>Cabinet</b></p>	<p><b>26 September 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>John Harrison Corporate Director Resources John.harrison@peterborough.gov.uk Tel: 01733 452520</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>23. Business Advice Charging Policy – KEY/25JUL16/01</b> To approve the charging policy.</p>	<p><b>Councillor Irene Walsh</b> <b>Cabinet Member for Communities and Environment Capital</b></p>	<p><b>September 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Peter Gell Head of Regulatory Services Tel: 01733 453419 Peter.gell@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><b>KEY DECISION REQUIRED</b></i>	<i><b>DECISION MAKER</b></i>	<i><b>DATE DECISION EXPECTED</b></i>	<i><b>RELEVANT SCRUTINY COMMITTEE</b></i>	<i><b>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b></i>
24. <b>Market Position Statement – KEY/08AUG16/01</b> To approve the market position statement.	<b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Social Care and Health</b>	<b>September 2016</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Oliver Hayward Assistant Director of People Commissioning and Commercial Operations Oliver.hayward@peter borough.gov.uk Tel: 01733 863708	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
25. <b>Local Plan - KEY/22AUG16/01</b> To approve the Plan for public consultation in December 2016.	<b>Cabinet</b>	<b>7 November 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Gemma Wildman Principal Planner Tel: 01733 863824 Gemma.wildman@pet erborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
26. <b>Integrated Healthy Lifestyles Service - KEY/05SEPT/01</b> To award a contract for the Integrated Healthy Lifestyles Service in Peterborough.	<b>Councillor Diane Lamb Cabinet Member for Public Health</b>	<b>November 2016</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Julian Base Head of Health Strategy Tel: 01733 207180 Julian.base@peterboro ugh.gov.uk  Oliver Hayward Assistant Director: People Commissioning and Commercial Operations Tel: 01733 863910 Oliver.hayward@peter borough.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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28. <b>Award of Contract for Construction and Operation of Fengate Household Recycling Centre – KEY/05SEPT16/02</b> To approve the award of contract for construction and operation of Fengate Household Recycling Centre.	<b>Councillor Gavin Eley</b> <b>Cabinet Member for Waste and Street Scene</b>	<b>February 2017</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

**PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE**

**KEY DECISIONS TO BE TAKEN IN PRIVATE**

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
<p>1. <b>Potential Energy Joint Venture – KEY/07MAR16/04</b> For Cabinet to consider and approve a potential energy joint venture.</p>	<p><b>Cabinet</b></p>	<p><b>26 September 2016</b></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>
1. <b>Opportunity Peterborough Business Plan 2016/17 –</b> For Cabinet to endorse the Opportunity Peterborough 2016/17 business plan.	<b>Cabinet</b>	<b>26 September 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steve Bowyer Chief Executive Opportunity Peterborough Tel: 01733 317489 Steve.bowyer@opportunitypeterborough.co.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

**PREVIOUSLY ADVERTISED DECISIONS**

2. <b>Request for Public Consultation for Public Space Protection Orders –</b> To authorise the commencement of public consultation for public space protection orders.	<b>Councillor Irene Walsh Cabinet Member for Communities and Environment Capital</b>	<b>August 2016</b>	Strong and Supportive Communities	Police, Fire Service, internal PCC departments.	Laura Kelsey Anti-Social Behaviour Co-ordinator Tel: 01733 453563 Larua.kelsey@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
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<i><b>DECISION REQUIRED</b></i>	<i><b>DECISION MAKER</b></i>	<i><b>DATE DECISION EXPECTED</b></i>	<i><b>RELEVANT SCRUTINY COMMITTEE</b></i>	<i><b>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b></i>
<b>3. Section 113 Agreement for the role of Monitoring Officer at Rutland County Council</b> – To approve a Section 113 agreement with Rutland County Council, to allow for the Director of Governance to fulfil the role of Acting Monitoring Officer at Rutland County Council.	<b>Councillor David Seaton, Cabinet Members for Resources</b>	<b>August 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Philippa Turvey Senior Democratic Services Officer Tel: 01733 452560 Philippa.turvey@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>4. Food Safety Service Plan</b> – To approve the service plan.	<b>Councillor Irene Walsh            Cabinet Member for Communities and Environment Capital</b>	<b>August 2016</b>	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.

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<b>5. Transforming Care Plan</b> – To approve the Plan which has been produced by the Transforming Care Partnership and as required by DOH by July 2016.	<b>Councillor Wayne Fitzgerald</b> <b>Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>August 2016</b>	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.
<b>6. Child Poverty Strategy</b> To approve the Child Poverty Strategy.	<b>Cabinet</b>	<b>26 September 2016</b>	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.
<b>7. To Adopt the Highway Asset Management Policy and Strategy</b> To approve the adoption of the Highway Asset Management Policy and Strategy.	<b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing and Economic Development</b>	<b>August 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Lewis Banks, Principal Transport Planning Officer Tel: 01733 317465 Lewis.banks@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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8. <b>Empty Homes Strategy</b> – To approve the Empty Homes Strategy.	<b>Councillor Irene Walsh Cabinet Member for Communities and Environment Capital</b>	<b>September 2016</b>	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.
9. <b>Vivacity Funding</b> – 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.	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>August 2016</b>	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.

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<b>10. Vivacity Premier Fitness Invest to Save Scheme -</b> To authorise investment in developing Vivacity Premier Fitness on an invest to save basis	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>August 2016</b>	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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Meeting Date	Item	Indicative Timings	NOTES
<p><b>14 July 2016</b>  <i>Draft Report 22 June</i>  <i>Final Report 4 July</i></p>	<p><b>Review of KPIs of Major Contract Groups and Review of Street Scene – Proposal to Set up a Task &amp; Finish Group</b></p> <p><b>Contact Officer: John Harrison/James Collingridge/Steven Pilsworth/Andy Tatt</b></p>		
	<p><b>Review of 2015/16 and Future Work Programme 2016/2017</b></p> <p>To review the work undertaken during 2015/16 and to consider the future work programme of the Committee.</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
	<p><b>Forward Plan of Executive Decisions</b></p> <p>That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p>		
<p><b>8 September 2016</b>  <i>Draft Report 16 Aug</i>  <i>Final Report 26 Aug</i></p>	<p><b>Highway Asset Management Policy and Strategy</b></p> <p>The Committee to comment on the proposed Highway Asset Management Policy and Strategy prior to adoption.</p> <p><b>Contact Officer: Andy Tatt</b></p>		
	<p><b>Establishment Of A Scrutiny Task And Finish Group To Review Amey Contract Street Cleansing Services</b></p> <p>The purpose of this report is for the Committee to consider and agree the Terms of Reference and membership of a Task and Finish Group.</p> <p><b>Contact Officer: Paulina Ford/James Collingridge</b></p>		
	<p><b>Forward Plan of Executive Decisions</b></p> <p>That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p>		

Meeting Date	Item	Indicative Timings	NOTES
	<p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p> <p><b>Work Programme 2016/2017</b> To consider the Work Programme for 2016/2017.</p>		
<p><b>25 October 2016</b> <b>Moved from 10 November</b> <i>Draft Report 6 Oct</i> <i>Final Report 13 Oct</i></p>	<p><b>Local Plan 2<sup>nd</sup> draft and sites</b></p> <p><b>Contact Officer: Gemma Wildman</b></p>		
	<p><b>IDS and update on CIL Governance</b></p> <p><b>Contact Officer: Phil Hylton/Ed Dade</b></p>		
	<p><b>Draft Housing Strategy</b></p> <p><b>Contact Officer: Anne Keogh and Caroline Hannon</b></p>		
	<p><b>Feedback from Task &amp; Finish group on KPI &amp; Street Scene</b></p> <p><b>Contact Officer: James Collingridge</b></p>		
	<p><b>Forward Plan of Executive Decisions</b></p> <p>That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
	<p><b>Work Programme 2016/2017</b> To consider the Work Programme for 2016/2017</p>		

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

Meeting Date	Item	Indicative Timings	NOTES
<b>8 February 2017</b> <b>(Joint Meeting of the Scrutiny Committees and Commissions)</b>	<b>Budget 2017/18 and Medium Term Financial Strategy to 2026/27 Phase Two</b> To scrutinise the Executive's proposals for the Budget 2017/18 and Medium Term Financial Plan 2026/27. <b>Contact Officer: John Harrison/Steven Pilsworth</b>		
<b>23 March 2017</b> <i>Draft Report 1 March</i> <i>Final Report 13 March</i>	<b>Proposed Submission Local Plan</b>  <b>Contact Officer: Gemma Wildman</b>		
	<b>Final Housing Strategy</b>  <b>Contact Officer: Caroline Hannon/Anne Keogh</b>		
	<b>Green Infrastructure/Bio diversity Strategy</b>  <b>Contact Officer: James Fisher/Darren Sharpe</b>		
	<b>Active Lifestyle Strategy</b>  <b>Contact Officer: Lisa Roberts</b>		
	<b>Forward Plan of Executive Decisions</b> That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. <b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b>		