

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE

WEDNESDAY 28 JUNE 2017
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 15 March 2017** 3 - 10
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 the relevant Scrutiny Committee. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee.
5. **Skanska Annual Report 2016/17** 11 - 50
6. **Technology Strategy and Digital Update** 51 - 60
7. **Review of 2016/2017 and Work Programme for 2017/2018** 61 - 88
8. **Forward Plan of Executive Decisions** 89 - 134



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:

Wednesday, 13 September 2017

Emergency Evacuation Procedure – Outside Normal Office Hours

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

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

Committee Members:

Councillors: J Peach (Chairman), C Harper (Vice Chairman), R Brown, M Cereste, D King, A Ellis, J A Fox, M Jamil, E Murphy, N Sandford, Vacancy

Substitutes: Councillors: R Ferris, D Fower, J Goodwin and S Lane

Co-opted Members:

Parish Councillor Keith Lievesley
Parish Councillor Richard Clarke

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

**MINUTES OF A MEETING OF THE GROWTH, ENVIRONMENT AND RESOURCES
SCRUTINY COMMITTEE
HELD IN THE BOURGES/VIERSEN ROOMS, TOWN HALL
ON 15 MARCH 2017**

Present: Councillors Peach (Chairman), C Harper (Vice Chairman),
R Brown, H Fuller, D King, M Sims, A Ellis, R Ferris, E Murphy,
N Sandford, J A Fox

Also Present: Richard Clarke, Parish Councillor Co-opted Member
Keith Lievesley, Parish Councillor Co-opted Member
Councillor Janet Goodwin, Cabinet Member for City Centre
Management, Culture and Tourism
Councillor Graham Casey, Cabinet Advisor to the Cabinet
Member for City Centre Management, Culture and Tourism
(Culture and Recreation)
Kevin Tighe, Chief Executive, Vivacity

Officers Present: Simon Machen, Corporate Director, Growth and Regeneration
Annette Joyce, Service Director, City Services and
Communications
Lisa Roberts, Head of Culture and Leisure
Anne Keogh, Housing and Strategic Planning Manager
Andy Tatt, Head of Peterborough Highway Services
Graeme Clark, Prevention and Enforcement Service Management
Jo Morley, Democratic Services Officer
Paulina Ford, Senior Democratic Services Officer

1. Apologies for Absence

Apologies were received from Councillor Cereste and Councillor Jamil. Councillor Ferris attended as substitute for Councillor Jamil, Councillor Fuller attended as substitute for Councillor Cereste.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

3. Minutes of Meetings held on 16 January 2017 and 8 February 2017

The minutes of the Growth, Environment and Resources Scrutiny Committee meeting held on 16 January were approved as an accurate record.

The minutes of the Joint Meeting of the Scrutiny Committees – Budget Phase 2 meeting held on 8 February 2017 were approved as an accurate record.

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

There were no requests for call-in to consider.

5. Portfolio Progress Report: Cabinet Member for City Centre Management, Culture and Tourism

The Cabinet Member for City Centre Management, Culture and Tourism introduced the report which provided an overview and progress of the key activities within the Portfolio.

The Cabinet Member for City Centre Management, Culture and Tourism accompanied by the Service Director City Services and Communications, Head of Culture and Leisure and the Chief Executive of Vivacity responded to comments and questions raised by Members. A summary of responses included:

- City centre management was concerned with such things as business performance, the cleanliness of general areas of the city centre and the schedule of events planned for the City Centre. City Centre management aimed to make the City a better place to live, visit, work and do business in.
- The Culture and Tourism brief was about making events and resources available to more people, more often.
- There was an emerging Sports Strategy that would guide the future provision of sport and sporting facilities in the City.
- The Music Hub had been set up to deliver musical programmes across the city's schools and through extra-curricular activities. It had a very high level of school participation and had been very successful.
- Vivacity delivered services in the following areas; Art, Heritage, Library and Archive and Sport.
- The operations budget for Christmas lights was £100,400. This included erection and dismantling of lights, repairs and storage as well as the cost of the event and the publicity. The annual costs depended on quotes received from contractors each year.
- The Visitor Information Centre had been moved to a much more commercially favoured city centre location but unfortunately this necessitated a closure of the service for two weeks in July at peak visitor time. The Council was disappointed with the timeline but if they had not moved when they did they would have lost out on a very good commercial offer for their old premises.
- The Bronze Age site at Flag Fen and Moss Park gave the City a unique opportunity to attract more visitors. A marketing strategy would be developed around these attractions.
- Funding from British Cycling for a velodrome to be built at the Embankment had been put forward but very late in the day they had stipulated that a 1.8 metre fence needed to be built around it. This would have prevented anyone from walking across the Embankment and therefore the initiative could not be taken forward.
- The Council was developing an Active Lifestyle Strategy which would replace the current Sports Strategy and would include an investigation into the water based facilities that the City needed.
- Members commented that there had been evidence to support the building of an Olympic sized swimming pool in the City before the Regional Pool had been built. Peterborough Children's Swimming Club despite being small in size was in the top 10 swimming clubs in the country and was excelling. The Regional Pool that they were currently using was 2cm short of 25 metres and therefore could not be used to hold events.
- Members were informed that at the time the Council had not known that the earmarked site was a waste site that prevented them from putting the pool in the ground. Prohibitive costs meant that only a 25 metre pool was built.
- The Council had collaborated with the Portuguese community and supported the Portuguese festival that had previously been held in the City Centre. The event had now grown too large for the City Centre and had been relocated to the Peterborough Rugby Club.

- The Council now had a budget for the acquisition of North Westgate and was looking to drive commercial development in order to bring in revenue adopting the same approach that it had done with the Fletton Quays development. It was too early to say what shape that development would take.
- Promoters had not come forward with any plans to replace the Willow festival.
- The Council would look into the possibility of a traditional Christmas Market but wanted to be careful that the existing market and retail provision was not compromised and that they would not end up with the same offer as other local Christmas Markets.
- Vivacity, alongside other Council departments was stepping up to the challenge of increasing reading levels at KS2. There was a five year action plan in place which would be out for consultation in May which looked at extended library opening hours, improved reading schemes, a school library bus that would visit every primary school and ensuring that every child had a library card.
- Active Travel was an area within the Sports Strategy that looked at Walking, Cycling, Parks and other active green spaces. This covered all areas of the city including parishes and would therefore support and promote hiking and walking along the rural parish footpath network.
- Both rugby clubs in Peterborough (Lions RUFC and Peterborough RUFC) would be consulted with regard to the Sports Strategy and the funding for the two clubs would be unpicked and redistributed so that it was fair to both clubs.
- There was very little vacant office accommodation in the city centre as there was a shortage of office space and some existing stock was not fit for purpose and therefore was being redeveloped to provide additional housing.
- The Devolution deal meant that higher student numbers were anticipated and that more eating and drinking outlets would be needed for the city centre.
- Next year Peterborough Cathedral would be 900 years old and a group of stakeholders had already been meeting to look at how the city should be 'branded' in light of this fact.
- Vivacity delivered 1.8 million 'units' last year. A unit consisted of items such as a swim / a visit to the library/ a museum visit etc. many of which were free or low cost.
- The new mill development at Fletton Quays arose from the Cultural Strategy that was in place and would look to provide a multi-disciplinary creative and digital hub for the city. The arts organisation Metal which was supported by the Arts Council who had designated Peterborough as one of their strategic cities would make the Mill their new home and be the anchor tenant. The Council would no longer have to subsidise Metal as going forward they would be self-sustaining. The Council was aware that the new Mill site needed to attract new audiences rather than draw them away from existing sites such as the Key and the Embankment.
- The Peterborough Music Makers website featured an anti-clash diary where organisations advertise their events so that audiences could attend as many performances as possible and become cross-fertilised.
- The planning application for the Broadway Theatre had been refused but the applicants had come back with several modifications which would go back to Planning for consideration. The Council recognised that Broadway was an iconic venue but it was unable to intervene with the Planning process at this point in time.
- The Tour series cycling event would not be returning this year as there was no budget.
- There would be a Commercial Manager Post advertised shortly and part of the remit of the role would be responsible for seeking sponsorship for a lot of events in the city.

The Chairman thanked the Cabinet Member for City Centre Management, Culture and Tourism for presenting her report.

ACTIONS AGREED

1. The Committee noted the report and requested that the Service Director, City Services and Communications provide the following information to the Committee:
 - Visitor numbers to the City
 - A briefing note on the branding of Peterborough 900 which is being undertaken by the Cathedral and other stakeholders
 - List of events that are held in Peterborough
2. The Committee also agreed that the following items be brought to the Committee at a future meeting:
 - The Sports Strategy
 - The Culture Strategy
 - An update on the progress of achieving an Olympic Swimming Pool for the City and
 - An update on the progress of the Broadway Theatre planning application

6. Update on the Peterborough Housing Strategy 2016 to 2021

The Housing and Strategic Planning Manager introduced the report which provided the Committee with an overview of the outcome of the public consultation on the draft Housing Strategy. The purpose of the report was to seek comments from the Committee on the final version of the Peterborough Housing Strategy 2016 to 2021 prior to its consideration by Cabinet and Council.

The Housing and Strategic Planning Manager responded to comments and questions raised by Members. A summary of responses included:

- Some of the responses from the Public consultation were more Planning focussed but these had been redirected to that department.
- The reference in the strategy to the Shared Lives Scheme would be removed as the take-up had been very low and the decision had been taken not to expand the scheme and instead to re-direct efforts elsewhere.
- References to Zero Carbon housing will not be included in the emerging Local Plan because the Code for Sustainable Homes has been superseded by Building regulations. Achieving Zero Carbon housing would not be financially viable and ultimately the costs for it would come from the affordable housing allocation.
- Many Registered Providers were concerned that the Right to Buy programme for their tenants which would come into effect in 2018 would lose them money. Registered Providers also felt that this could mean that the housing stock which was sold would not be replaced in the same location by a property of the same size type or tenure.
- The Peterborough Housing Strategy was a continually evolving strategy because of the changes that occurred at a national level and as such it was unlikely that Councils would ever get to the stage where there was a fixed picture.
- Starter homes as a product had not been discarded but there was no longer a requirement to have 20% of schemes of a certain size as starter homes. The new proposed requirement for developers that has yet to be enacted, is that 10% of all homes on a new development should be an 'affordable home ownership' product.
- 29% of all new houses built in Peterborough over the last five years had met the statutory definition of affordable housing. This was a high percentage when compared to other Councils.

- £70 million of the £170 million grant allocated as a result of Devolution had been ring fenced for Cambridge City housing, however the Council had bid into the process and Peterborough would still get housing delivery out of the remainder of this grant.
- It was noted that while the issue of homelessness forms a key strand of Priority Two within the Housing Strategy, there is also a separate Homeless Strategy which provides a more in depth analysis of the issues and actions identified for Peterborough.
- Although Developers complained that they were making very little profit, they were not being excused their contractual obligations to provide affordable housing, although alternative options had been agreed. For example, in regards to the hospital site the Council received two acres of land for a new primary school which was then discounted from their 30% affordable homes requirement.
- The Housing Strategy was set as a high level over-arching strategy that remained in place for five years but that was reviewed regularly. There were other strategies that sat underneath the overall Housing Strategy that gave a greater level of detail into specific areas such as the Homeless Strategy.
- Medesham Homes is the name of the new housing joint venture with Cross Keys homes and the first 200 homes would be coming through the pipeline shortly.

RECOMMENDATION

The Committee endorse the Peterborough Housing Strategy 2016 to 2021 and recommend to Cabinet for approval and adoption by Council with the inclusion of the following amendments as tabled by The Housing and Strategic Planning Manager at the meeting:

- 1) Additional text to be added to priority 4 on page 16 of the Housing Strategy on the housing needs of people who are offenders or who misuse drugs and alcohol. This to be as follows:

Adults with chaotic lifestyles due to offending and drug and alcohol misuse

Peterborough's residents like all cities, include people that experience a combination of problems such as drug and alcohol misuse, mental health problems and offending. These issues can lead to difficulty in maintaining accommodation and significantly increases the risk of becoming homeless.

The Council provides funding to Peterborough NACRO (National Association for the Care and Resettlement of Offenders) to provide housing related support to prolific and persistent offenders and those at risk of becoming persistent offenders due to drink, drug or substance misuse. They support individuals in maintaining their tenancy as well as re-engaging in education, training and employment. As part of this role, NACRO has established a successful working partnership with local registered providers that enables them to work with their tenants who have been given a short custodial sentence, to maintain their tenancies to return to after completing their sentence. NACRO has also formed links with a bank of private landlords operating in the City and work closely with them to address the issue of finding and maintaining accommodation.

NACRO recognises the importance of a flexible approach to providing their services. They provide outreach service at Peterborough Aspire Drug Treatment Service, Council offices, the library and local coffee shops in an effort to engage with an often hard to reach client group.

- 2) Update the strategies and policies listed in the diagram under the heading Local Context on page 7 of the housing strategy to reflect very recently adopted documents.

Remove the Aids and Adaptations Policy and Repairs Assistance Policy and replace them with the Housing Renewals Policy 2017-19 and update the Empty Homes Strategy 2012-15 with the dates of the newly adopted strategy which spans 2017-19

- 3) Remove bullet point 6 under the actions for priority 4 on page 18 to reflect the decision that the initiative relating to expansion of the Shared Lives Scheme will no longer be pursued.

7. Report of the Verge Parking Working Group

The Head of Peterborough Highway Services introduced the report which provided the Committee with an update on the progress made by the Verge Parking Working Group (VPWG) following a request to re-establish this group at Full Council following a motion from Councillor Murphy on 13 July 2016.

The Head of Peterborough Highway Services accompanied by the Prevention and Enforcement Service Manager responded to comments and questions raised by Members. A summary of responses included:

- The Traffic Regulation Order (TRO) covered the whole unitary area including parishes. In order to be activated at a local level the Council required evidence that the verge and pavement parking TRO was desired by a sufficient number of affected residents.
- Parking Charge Notices (PCN) could be issued and covered all council land and Highways. PCN's could not be issued however for a moving traffic offence e.g. driving over a verge to get to a drive.
- Members expressed concern that a response rate of 50% of properties affected and then a 70% level of those who responded being in favour of an introduction of a verge and pavement parking ban for their area was an extremely high threshold for activation.
- Persistent offenders could not be prosecuted without a Traffic Regulation Order being in place.
- Some wards had planted trees to prevent cars being parked on verges. This policy improved the environment as well as maintaining the grass verges.
- The Council were talking to the legal team to see what enforcement solutions were available to them in order to tackle the problem of large vehicles that were parked for a long period of time on verges and used for advertising purposes.
- The costs associated with putting the Traffic Regulation Order in place were approximately £1000 which covered the blanket order and the administration around it, for example the petitions that came in. Additional costs such as overtime would be incurred by the PES team who would need to enforce it. The revenue from the PCN's (Penalty Charge Notices) issued would help to subsidise these costs.

RECOMMENDATION

The Committee endorse the Verge and Pavement Parking Policy Document as attached at Appendix A of the report for approval to the Cabinet Member for Communities and Environment Capital with the following additional recommendations:

1. That the '*response rate of 50% of properties affected or above is achieved*' is changed to '***the percentage response rate of properties affected is lowered***' (this level to be considered further by officers and subject to Legal Advice) and that "***once that percentage is achieved enforcement would then be based on a simple majority of those who responded.***"
2. That any budget requirements associated with implementing the policy be given priority.
3. That consideration be given to innovative ways of protecting the grass verges.

4. That the creation of other types of parking areas be looked into. This to be considered by the 2018/19 Cross Party budget working group.

8. 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.

9. Draft Work Programme 2017 - 2018

Members considered the Committee's Work Programme for 2017/18 and agreed to wait for the Annual Work Programming meeting to decide which items should be brought before the committee for the new municipal year.

The meeting began at 7.00pm and ended at 9.29pm

CHAIRMAN

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 5
28 JUNE 2017	PUBLIC REPORT

Report of:	Simon Machen, Corporate Director of Growth and Regeneration	
Cabinet Member(s) responsible:	Councillor Peter Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development	
Contact Officer(s):	Andy Tatt, Head of Peterborough Highway Services	Tel. 01733 453469

SKANSKA ANNUAL REPORT 2016/17

R E C O M M E N D A T I O N S	
FROM: Simon Machen, Corporate Director of Growth and Regeneration	Deadline date: N/A
<p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Review and comment on the report. 	

1. ORIGIN OF REPORT

- 1.1 Following a Scrutiny meeting on the 13th June 2016 it was decided that the overall contract performance of the Peterborough Highway Services contract with Skanska should be scrutinised on an annual basis. The 2016/17 report also contains an update on the implementation of the LED Street Lighting programme.

2. PURPOSE AND REASON FOR REPORT

- 2.1 This is the opportunity for the committee to hear the contractual performance, Key Performance Indicators (KPI's), for the Peterborough Highway Services contract with Skanska.
- 2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions determined by Council - Transport, Highways and Road Traffic and Partnerships and Shared Services.
- 2.3 The Peterborough Highway Services contract with Skanska contributes to all of the priorities in the Sustainable Community Strategy:

Creating opportunities – tackling inequalities;
 Creating strong and supportive communities;
 Creating the UK's environmental capital;
 Delivering substantial and truly sustainable growth.

3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
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4. **BACKGROUND AND KEY ISSUES**

- 4.1 Peterborough Highway Services is a partnership between Peterborough City Council and Skanska. The contract was awarded on 15th August 2013 and the contract started on 1st October 2013. Peterborough Highway Services is responsible for improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges.
- 4.2 The partnership operates a simple governance structure comprising the Peterborough Highways Strategic Board (PHSB) and the Peterborough Highways Operations Team (PHOT). The purpose of the Strategic Board is to provide strategic direction and monitor the performance of the contract. The Operations Team are responsible for leading and managing all aspects of service delivery and performance, influence and inform strategic direction and direct delivery teams.
- 4.3 The report contained at appendix A covers the 12 month period from April 2016 to March 2017. Key highlights include:
- The new highways depot and salt barn were successfully launched in 2016. The Swedish Pot Hole Machine (The Dragon) was used successfully By Peterborough Highways Services and will return for a further six weeks in 2017/18.
 - In the 2016/17 financial year, circa £26m worth of work will have been delivered through the contract, meaning an efficiency of over £160k will be returned to Peterborough City Council in April 2017.
 - In March 2017, Peterborough Highway Services alongside Serco (Peterborough City Council's procurement provider) won a GO Award. The contract was singled out by the judges not only for delivering savings of £1.85m, but also for its strong management of environmental impacts, including successful delivery of a commitment to reduce carbon emissions by 15% over the first three years of the contract.
- 4.4 In addition to the highlights detailed above the report at appendix A includes an update on the LED Street Lighting programme. The project commenced in October 2016 delivering LED lantern conversions only, column and private cable network replacement will begin in July 2017 with Nene Parkway. The project will deliver the wards sequentially starting with the "can do areas" of North, Park and Central wards. To date, circa 2000 units to date and with new supply chain on board the project is gathering pace.

5. **CONSULTATION**

- 5.1 This report provides an overview of the performance of the Peterborough Highway Services contract with Skanska and as such no consultation is required.

6. **ANTICIPATED OUTCOMES OR IMPACT**

- 6.1 In is anticipated that the comments received from the Growth, Environment and Resources Scrutiny Committee will be fed into the governance process of the Peterborough Highway Services contract with Skanska and acted upon accordingly.

7. **REASON FOR THE RECOMMENDATION**

- 7.1 The Peterborough Highway Services contract with Skanska is due to continue until 30th September 2023. As such any comments received from the Growth, Environment and Resources Scrutiny Committee will be fed into the relevant officers with the aim of improving service delivery and value for money whilst directly contributing to achieving the Council's strategic priorities.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 The alternative option is to not present this report to the Growth, Environment and Resources Scrutiny Committee. This was rejected because input from this group, with the aim of improving service delivery and value for money, is welcomed by the Peterborough Highway Services contract.

9. IMPLICATIONS

Financial Implications

- 9.1 This report is intended to provide an overview of the performance of the Peterborough Highway Services contract with Skanska, As such there are no financial implications arising as a direct result of this report.

Legal Implications

- 9.2 This report is intended to provide an overview of the performance of the Peterborough Highway Services contract with Skanska, As such there are no legal implications arising as a direct result of this report.

Equalities Implications

- 9.3 This report is intended to provide an overview of the performance of the Peterborough Highway Services contract with Skanska, As such there are no equalities implications arising as a direct result of this report. .

Rural Implications

- 9.4 This report is intended to provide an overview of the performance of the Peterborough Highway Services contract with Skanska, As such there are no rural implications arising as a direct result of this report.

10. BACKGROUND DOCUMENTS

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

- 10.1 N/A

11. APPENDICES

- 11.1 Appendix A - Peterborough Highway Services annual report.
Appendix B - PHS 2016-2017 KPI Scorecard.

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Peterborough Highway Services

Annual Report 2016/17



June 2017

Prepared by Peterborough Highway Services

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Fig 5.2 - Breakdown of carbon emission contributors

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

Fig 5.4 - Litres of water used

Fig 5.5 – Waste produced/waste diverted from landfill

Fig 5.6 - Total miles travelled within the contract

Fig 5.7 – Community Engagement Hours

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Table 6.1 – Efficiencies Generated

Table 7.1 – Current Contract KPI's

Appendices

Appendix B - KPI Performance April 2016-March 2017

1. Introduction

- 1.1 Peterborough Highway Services is a partnership between Peterborough City Council and Skanska. The contract was awarded on 15th August 2013 and the contract started on 1st October 2013. Peterborough Highway Services is responsible for improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges.
- 1.2 The Peterborough Highway Services contract is now into its fourth year, and the partnership between Peterborough City Council and Skanska is now well embedded within the way that Peterborough Highways Services works.
- 1.3 The partnership had an ambition to move to a shared depot facility at Dodson House, this was explored in 2015 and a planning application was submitted towards the end of last year with a view to moving operations there in 2016. The application was successful and the new depot became operational in May 2016. The shared depot accommodates both office and depot staff and will leave a legacy for Peterborough City Council.
- 1.4 The partnership operates a simple governance structure comprising the Peterborough Highways Strategic Board (PHSB) and the Peterborough Highways Operations Team (PHOT). The purpose of the Strategic Board is to provide strategic direction and monitor the performance of the contract. The Operations Team are responsible for leading and managing all aspects of service delivery and performance, influence and inform strategic direction and direct delivery teams.
- 1.5 This report covers the 12 month period from 1st April 2016 to 31st March 2017.

2. Maintenance Activities

- 2.1 During 2016/17, Peterborough Highway Services completed highway and structures maintenance projects and undertook 51 winter service gritting runs.
- 2.2 In addition, to improve the operation and performance of the highway maintenance delivery and the Winter Service, a number of improvements have been implemented along with a trial of innovative products.

Maintenance Schemes

- 2.3 During 2016/17, Peterborough Highways Services responded to
 - 845 emergency call outs, where the highway or street lighting attended to within a maximum of 2 hours
 - 400 Category 1 (CAT1) defects which need to be repaired within 24 hours, of which 212 were highways related and 188 were for street lighting
 - 9,949 Category 2 (CAT2) defects which need to be repaired within 7, 14 or 28 days or 3 months depending on the nature of the defect and the timescale given on the order raised. Of these, 6,989 were highways and 2,960 were for street lighting

New Highways Depot

- 2.4 From the early days of the Peterborough Highway Services partnership, there was an ambition to move to a shared depot facility at Dodson House. This was explored in 2015 and a planning application was submitted towards the end of 2015 with a view to moving operations there in 2016. The application was successful and the new depot became operational in May 2016. The shared depot accommodates both office and depot staff and will leave a legacy for Peterborough City Council.
- 2.5 The new depot provides savings and income of £41k and £15k respectively plus utility bills, through monthly savings on the lease cost and business rates.



New Salt Barn at Highways Depot

- 2.6 As part of the new highways depot, a new salt barn was successfully launched in September 2016. The salt barn, which holds 3,500 tonnes of salt was procured from Sweden at a saving of £71,000 compared to a similar UK design. The salt barn is a large canvas construction with minimum 30 year life span and was constructed in about a week.

Winter Service

- 2.7 Peterborough Highway Services has the responsibility to provide the Winter Service for the Peterborough City Council area. The Winter Service is provided by six purpose built gritters which operate on 5 different routes across the city area and car parks. Amey provides the Winter Service in the city centre on behalf of Peterborough Highway Services. As highlighted above, in 2016/17, 51 precautionary treatment runs were undertaken.
- 2.8 The brine tank reinstalled at the new depot site has enabled PHS to continue to carryout pre-wetted operations. The benefit of pre-wetted operations is it accelerates the traditional processes that occur with dry salt. In addition, it means less salt is used in the gritting process and therefore is better for the environment.
- 2.9 The winter service fleet consists of 5 vehicles, purchased in 2015/16:
- 2 x 26t dedicated Mercedes Arocs Gritters
 - 3 x 18t Quick Change Body Gritters and Tipper
 - 1 x 7.5t Multispread Gritter for the car parks within Peterborough
- 2.10 The benefit of the changeable 18t bodies is that the Lorries are used for the full year rather than just the gritting season and so the overall number of vehicles in the fleet can be reduced.



Winter Service Fleet

Innovation

- 2.11 Peterborough Highway Services continued to drive innovation during 2016/17 and actively trialled new products and materials to make maintenance activities more efficient.

Swedish Pot Hole Machine – ‘The Dragon’

- 2.12 In 2014 representatives of Peterborough Highway Services attended a Skanska maintenance event in Oxfordshire, examining alternative approaches to winter maintenance and pothole repair. The event was an opportunity to share working practices with teams from other countries Skanska

operate.

- 2.13 Teams from Sweden and Poland delivered presentations explaining how activities are carried out in their respective countries. As a result, Peterborough Highway Services were able to trial a pothole repair machine 'The Dragon' which is used in Sweden. This approach reflects Peterborough City Council's approach to asset management and preventative maintenance. In 2016/17, Peterborough Highways Services were allocated six weeks to use the 'Dragon'.
- 2.14 The 'Dragon' was in Peterborough for 3 weeks in June 2016 and again for 3 weeks in October 2016. During both of these visits the 'Dragon' completed 25 repairs. The scheme has proved so successful that the machine is again programmed to be in Peterborough for six weeks this financial year.



Dragon Patcher

'GritCam'

- 2.15 PHS have used innovation through the development of 'Gritcam'. Gritcam utilises precautionary gritting treatments to capture asset data and in particular the reflectivity of Road Markings, Studs and Signs. An HD quality camera has been fitted to the dashboard of a 26ton gritter to record the route being travelled on each precautionary treatment.
- 2.16 The precautionary gritting routes are carried out in the normal way and the dashcam which is angled to capture as much of the highway asset as possible records the route using GPS data to log the precise location and is time and date stamped. This information is then utilised by the inspectors to primarily assess the reflectivity of the Road Markings, Studs and Signs.
- 2.17 Incorporating the night time reflectivity survey within the gritting operation brings about a number of benefits:
- Cost savings
 - Reducing risk exposure to Highway inspectors
 - Increased use of Technology

Cost Savings

- 2.18 The camera removes the need to have two highway inspectors out on the network at night. The footage taken is interrogated in the safety and comfort of the office the following day and any defects noted and works orders raised.
- 2.19 The savings made by the two inspectors not having to carry out the visual night time inspection equates to approximately £142.10 per hour. In total, taking in to account the vehicle and five gritting routes this returns a saving of approximately £2,500.

Safety

- 2.20 Incorporating the night time reflectivity survey within the gritting operation takes out the risks associated with night working and driving for the highway inspectors. The video recordings taken by “Gritcam” can be viewed by an inspector from the safety of the office.
- 2.21 The video recordings also provide Peterborough Highway Services with valuable data should there be any incidents with the gritter whilst it is completing precautionary treatments.

Technology

- 2.22 The HD quality cameras produce excellent footage which has wider benefits than just reflectivity. The video recordings give the inspectors the opportunity to be able to use the footage when they receive reports from members of the public regarding defects. If the defect is on a gritting route it is a reliable source of information which can save the inspector having to visit site depending on the relevant details.
- 2.23 The route driven is GPS tracked through the Camera unit and is date and time stamped for clear identification of defects.



‘GritCam’

3. Schemes and Improvements

Introduction

- 3.1 Since the commencement of the contract in October 2013, Peterborough Highway Services has been actively involved in designing and delivering highway maintenance and improvement works across the city. Beneath are a few examples of Peterborough Highway Services major improvement works and scheme successes during 2016/17.
- 3.2 In April 2016, a major projects team was formed to enable Peterborough Highway Services to deliver major schemes across the area rather than require the procurement of other contractors. The benefit of having a major projects team is that the partnership can now deliver transport schemes from initial option development right through to construction of the scheme.

Junction 20 Improvement Works

- 3.3 The Junction 20 Improvement Works commenced in July 2016 and were completed in March 2017. Peterborough Highway Services staff were responsible for the design and delivery of the scheme including construction.
- 3.4 Junction 20 is a key interchange in Peterborough's parkway network which links the A1, A47, A15 and A16. In 2016, peak hour traffic through the roundabout was approximately 4500 vehicles, with an 8% increase expected by 2031. The junction exceeded capacity in both the AM and PM peak periods with considerable queuing on A47 approaches.
- 3.5 The improvement works consisted of implementing fully signalised junction with an associated increase in lanes on the approaches to and on the roundabout circulatory. Other works included carriageway resurfacing and the installation of LED street lighting.



Junction 20 Improvements

- 3.6 It is expected that the scheme will reduce journey times and increase capacity at the interchange to cater for Peterborough's growth up to at least 2031. The scheme will also help unlock the delivery of two new residential development areas at Paston Reserve and Norwood (total 2,500 dwellings)
- 3.7 The scheme has increased the number of lanes approaching and on the roundabout, as well as implemented full traffic light signalisation. Other works included carriageway resurfacing and the installation of LED street lighting.

Lower Bridge Street Public Realm Improvements

- 3.8 The purpose of the public realm improvements is to improve the environment of Lower Bridge Street and bring it in to line with the public realm improvements previously carried out on Bridge Street, Long Causeway, Cathedral Square, St John's Square and Cowgate in the city centre.
- 3.9 The scheme started on 9th January 2017 on the Rivergate Gyrotory part of Lower Bridge Street and included the refurbishment of the traffic signals adjacent to the police station and Old Customs House including the road layout in this area. Paving between East Station Road and the Old Custom House was also improved.
- 3.10 Other improvements delivered on Lower Bridge Street include:
- Upgraded LED Lighting with coloured uplighting to trees
 - New Seating
 - Increased cycle parking with a new covered shelter
 - New paving
 - LED lighting in a passageway connecting to Rivergate
 - Improved lighting and surfacing in the underpass linking to the River and Embankment
 - Raising the pedestrian/cyclist crossing point to improve the route leading to The Lido, County Court and the Embankment.
 - New pedestrian railings at the Bourges Boulevard Road crossing by the Magistrates Court
 - Resurfacing of the footpath alongside Poundland
- 3.11 The scheme's final phase began in March 2017, with resurfacing works on Town Bridge. The scheme is expected to be completed in summer 2017.



Lower Bridge Street Improvements

Bishop's Road Improvement Works

- 3.12 The Bishop's Road Improvement Scheme started in summer 2016 and will deliver approximately £1.3m of improvements.
- 3.13 The purpose of the improvements is to resolve peak hour congestion at the Rivergate roundabout which is caused by vehicles queuing along Bishop's Road, as well as congestion where westbound traffic is waiting to turn right in to the Bishop's Road car park.
- 3.14 The scheme will relocate the existing pedestrian crossing 65m to the east of its existing location and two eastbound lanes will be created east of the crossing to enable the provision of a dedicated right turn in to the car park.
- 3.15 Improved cycling provision along Bishop's Road and Lido Gardens will also be delivered, and the footway on the northern side of Bishop's road will be widened and provide designated shared use for pedestrians and cyclists.
- 3.16 Improved crossing points will be implemented at the Car Haven Car Park entrance and at the Bishop's Road/Vineyard Street Roundabout.
- 3.17 The scheme is due to be completed in autumn 2017.

Aqua House Demolition Works

- 3.18 The demolition of Aqua House (former offices of Environment Agency) began in March 2016, and is the first stage in the building works for the £120m Fletton Quays development on the south side of the River Nene. Peterborough Highways Services undertook this project on behalf of Peterborough City Council, which generated £178k of revenue.
- 3.19 Bricks and concrete from Aqua House will be reused in the construction works for the Fletton Quays development which will provide 280 high quality homes, up to 166,000 square feet of office

space alongside other leisure and retail opportunities.

- 3.20 This also includes Peterborough City Council Offices.

Thorpe Road Improvements

- 3.21 The improvements to Thorpe Road included new traffic lights at the junction with Thorpe Lea Road incorporating a pedestrian crossing across Thorpe Road. The work also included removing an existing layby and relocated the bus stop and delivered a new bus shelter.
- 3.22 Improvements were also made to the crossing points at the junction of Thorpe Road and Midland Road, with new parking bays installed on Midland Road.
- 3.23 The improvements were made in advance of the redevelopment of the former district hospital site and ahead of the new primary school close to the Thorpe Road/Midland Road junction. These improvements will help ensure that traffic continues to flow along a key access route to the City Centre, particularly when the developments are complete.
- 3.24 The £460,000 scheme was funded by the Local Enterprise Partnership as part of its Local Growth Fund and by payments from developers under Section 106 community contributions. The scheme started in February 2016 and was completed by the July 2016.

Street Lighting Design

- 3.25 Peterborough Highways Services street lighting team have been involved in a number of design works over the past year, including:
- A15 Yaxley Footpath lighting (new lighting)
 - Crescent Bridge Roundabout (Lighting replacement/improvement scheme)
 - Network Rail Junction/Bourges Blvd (Lighting replacement/improvement scheme)
 - Henry Penn Walk (new lighting)
 - PCC LED city wide lantern replacement project (Lighting replacement/improvement scheme)
 - Nene Parkway, (Lighting replacement/improvement scheme)
 - Longthorpe Parkway (Lighting replacement/improvement scheme)
 - St Pauls Road Crossing point (new lighting)
 - Westgate (Lighting replacement/improvement scheme)
 - Queensgate Bridge Lighting (Lighting replacement/improvement scheme)
 - Westlake Crossing point (new lighting)

LED Replacement Project

- 3.26 In 2016, Skanska as part of Peterborough Highway Services were procured to undertake the conversion of remaining street lanterns to energy efficient LED units.
- 3.27 Much of the existing infrastructure was installed in the 1970s as part of the New Town Phase of development and coming to the end of its design life with cable faults occurring in many places. The replacement programme will deliver energy saving benefits and reduce future maintenance liabilities.
- 3.28 The project will install over 19,000 LED energy saving units over a three year period, due for completion circa August 2019. All units will be linked to a Central Management System (CMS) in order for Peterborough Highways Service to monitor the assets and carryout remote and cyclical maintenance more efficiently
- 3.29 The project commenced in October 2016 delivering LED lantern conversions only, column and private cable network replacement will begin in July 2017 with Nene Parkway. The project will deliver the wards sequentially starting with the “can do areas” of North, Park and Central wards.

- 3.30 It is anticipated all the design works will be completed by August 2017, including all wards and the Parkway Network.
- 3.31 To date, circa 2000 units have been completed and with new supply chain on board the project is gathering pace. The figure below shows the completion against ward at the end of March 2017.

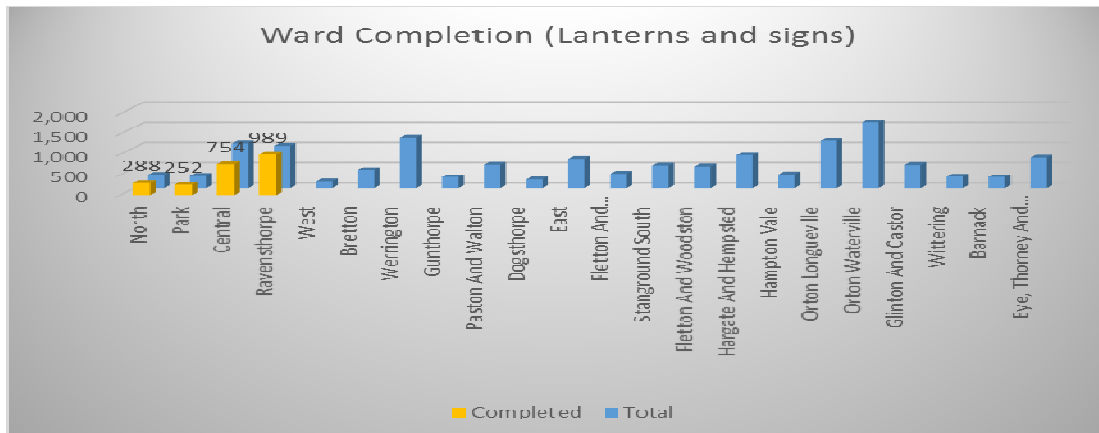


Figure 3.1 – Progress on LED Project

Westwood Railway Footbridge

- 3.32 Westwood Railway Footbridge is a key link in the city's walking and cycling network, it forms part of the Airfield Cycle route on the Peterborough Cycle Network and provides a link across the East Coast Main Line.
- 3.33 Changes to the electrification of the lines below this bridge required the parapets on this bridge to be increased in height. The original solution, proposed by Network Rail, would have cost the council close to £1m. However by working with Network Rail and Skanska, Peterborough City Council developed a solution that was designed and constructed by Peterborough Highway Services for a cost of approximately £250k.
- 3.34 As well as providing the increased protection required, the opportunity was also taken to provide additional capacity for service ducts across the bridge. This will relieve pressure for space within the congested carriageway on the adjacent road bridge. The scheme also enabled improvements to the bridge to be made for pedestrians and cyclists, as shown below in the before and after photos.



Westwood Railway Footbridge - Before



Westwood Railway Footbridge - After

4. Health and Safety

Introduction

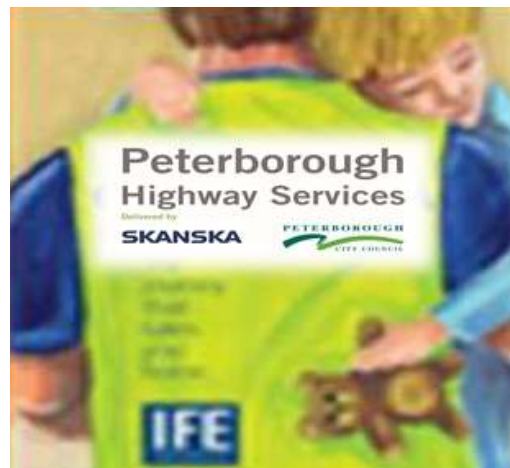
- 4.1 Peterborough Highway Services have adopted Skanska's Injury Free Environment (IFE) culture, and this provides the behaviours and values through which health and safety is managed within the contract.

Injury-Free Environment (IFE)

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

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

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



IFE Update

New IFE leadership and team

- 4.4 Peterborough have revamped the IFE team and started a new directive and approach to branching out IFE. The process now uses an ideas page format that is displayed in all offices and depots and each month there are 2 topics that people are asked to write down any concerns or good practices they have relating to the subject matters on the ideas page. The IFE representatives then bring in these pages to the meetings to be discussed by the group.

Free Fruit

- 4.5 IFE have secured a free delivery of fruit to all depots and offices across Peterborough, this is no added expense to employees and they are free to help themselves as they please. This delivery takes place every first Monday of the month. This is a great way of encouraging and promoting healthy eating and a great gesture from Skanska to promise for all employees not only for Skanska but Council employees and supply chain.

IFE Events

- 4.6 The IFE team organised and supported many events throughout the previous year focussed on building relationships between everyone involved in Peterborough Highway Services and beyond. Building relationships is a value at the heart of all IFE activities and provides the ideal format for sharing best practice throughout the contract.
- 4.7 In September 2016, an IFE Well Being Safety Stand Up was held for all personnel covering the topic of mental health which Skanska feels should be seen as a positive and not a negative. The stand-up event aimed to increase everyone's understanding of how good mental health can make a positive and proactive difference.

Accident Details

- 4.8 Between January and December 2016, there were no RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) incidents which required reporting to the Health and Safety Executive. In fact, the health and safety performance of the contract continues to be positive with no RIDDORS since the start of the contract in October 2013.
- 4.9 Lost time injuries relate to staff who are injured and required to take a certain number of days to recover. The Lost Time Injuries Frequency Rate is currently 0, and has been for the past 20 months,
- 4.10 Service strikes occur when an operative strikes a utility cable under the highway. There has been a total of 5 service strikes, these have been mainly BT, Virgin Media and Water utilities. Due to the number of service strikes, extra training has been given on use of avoidance tools, using trial holes and markings across the site. Fortunately there were no injuries arising from the service strikes.
- 4.11 Near miss reporting by all Peterborough Highway Services staff is encouraged. In addition, Peterborough Highway Services request that all sub-contractors undergo a formal approval process before they can undertake work on the highway network.
- 4.12 When incidents do occur, a review is undertaken as to why the incident occurred and what actions can be undertaken to prevent it from occurring again. This information is communicated to all Peterborough Highway Services staff through regular staff briefings.

5. Improving the Way we Work

Introduction

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

Systems Thinking

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

Project Identification and Progress

- 5.5 Since 2014, Systems Thinking has been integrated in to the contract and Peterborough Highway Services has undertaken a number of improvement projects.
- 5.6 As well as larger projects, smaller workshops have also been held where staff work together to address issues that are occurring. For example the Street Works and Depot Teams have met on a number of occasions to understand how processes in each team works, and to share challenges and then work together to find agreed ways of working within constraints put on both teams.
- 5.7 Some of the larger systems thinking projects were ongoing when the Business Improvement Manager at the time left the contract in June 2016. With no improvement coach in post, these projects have found it difficult to progress.
- 5.8 With this in consideration, the new Business Improvement Manager; appointed in April 2017, is currently in the process of engaging with key individuals to understand what improvement projects are in need of further work. By meeting with these key individuals, the Business Improvement Manager Aims to gain an understanding of what work has been completed to date and what the purpose, goals and benefits of any future work would be. If it is mutually agreed that there is a need to undertake further work, a 'Plan on a Page' documenting the planned approach will then be written-up. In addition to the proposed approach to the work, the 'Plan on a Page' also outlines the improvement team, the goals and benefits (purpose) for doing the work, current performance (where available) and estimated timescales for carrying out and completing the project.
- 5.9 Once a plan has been prepared for each improvement project, the Business Improvement Manager will engage with the Peterborough Highway Services Leadership Team to prioritise the work and with that develop a programme of improvement activities. This is on track for completion by the end of June 2017.
- 5.10 The following are the improvement projects that the need for additional work is currently being assessed:
- Section 38/ 278 Adoption
 - Role of a Highways Inspector
 - Street Lighting (maintenance)
 - Street Works
- 5.11 In addition to the completion of unfinished improvement projects, the Business Improvement Manager is also in the process of planning 'Continuous Improvement Reviews' for process improvement projects that were successfully completed in 2014 and 2015. The primary aim of these reviews is to review the process; and identify/ capture any changes, review current performance; latest process and performance data, and identify any opportunities for further improvement.
- 5.12 These are the improvement projects that have been identified for a 'Continuous Improvement Review':
- Emergency response
 - CAT 1 defects
 - Defect ID and repair

Environmental Performance

- 5.13 A key component in improving the way we work is consideration of our environmental impact on all activities undertaken.
- 5.14 In 2016, Peterborough Highway Services has concentrated on managing our carbon emissions to improve our environmental performance throughout the life of the contract.
- 5.15 During 2016, Peterborough Highways Services achieved two Great Green Stars at the Investors in Environment accreditation scheme administered by Peterborough Environment City Trust (PECT). The awards were presented for achieving above and beyond the green criteria through management, communication and performance in terms of carbon savings for example. Peterborough Highway Services was viewed as an individual entity from Skanska, hence the award for small-medium business.
- 5.16 Peterborough Highways Services also won a “Global Bronze Winner” at the Green World Awards in December 2016. The partnership between PCC and Skanska was commended for its use of green solutions and for diverting 97% of waste from landfill and reducing the projects embodied carbon by 14%.

Carbon

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

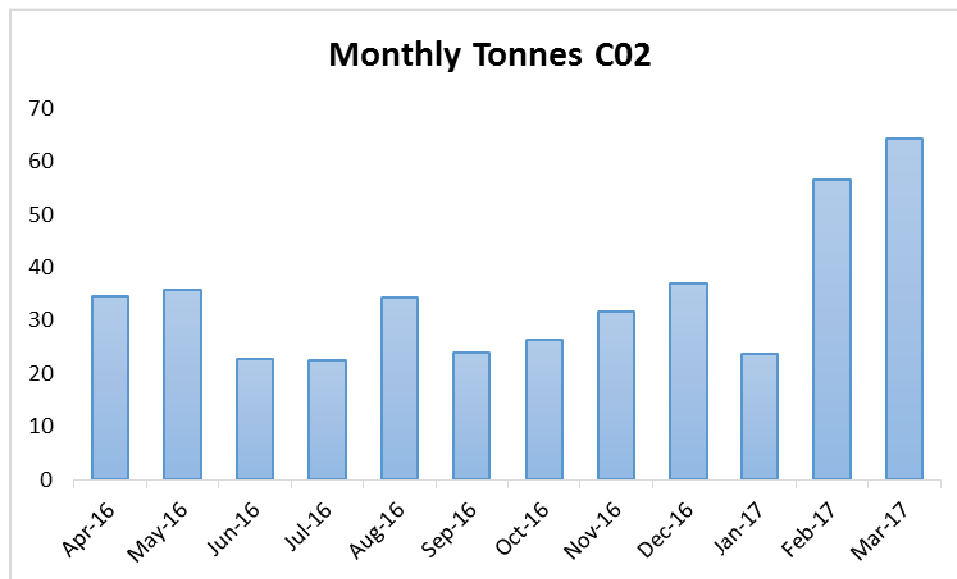


Fig 5.1 - Total Actual Carbon Emissions for 2016 – 2017 financial year: 413.68 Tonnes CO₂ (e)

- 5.18 Figure 5.2 shows the bulk of the contracts direct carbon emissions come from the use of fleet vehicles, with 61% of emissions from this aspect alone. The second most intensive emitter is the electricity at the highways depot, which makes up 12% of emissions. Reducing the consumption of fuel in these areas is a difficult challenge due to the nature of works undertaken by the contract, however this is where the contract has been focusing efforts to improve over the past 12 months.

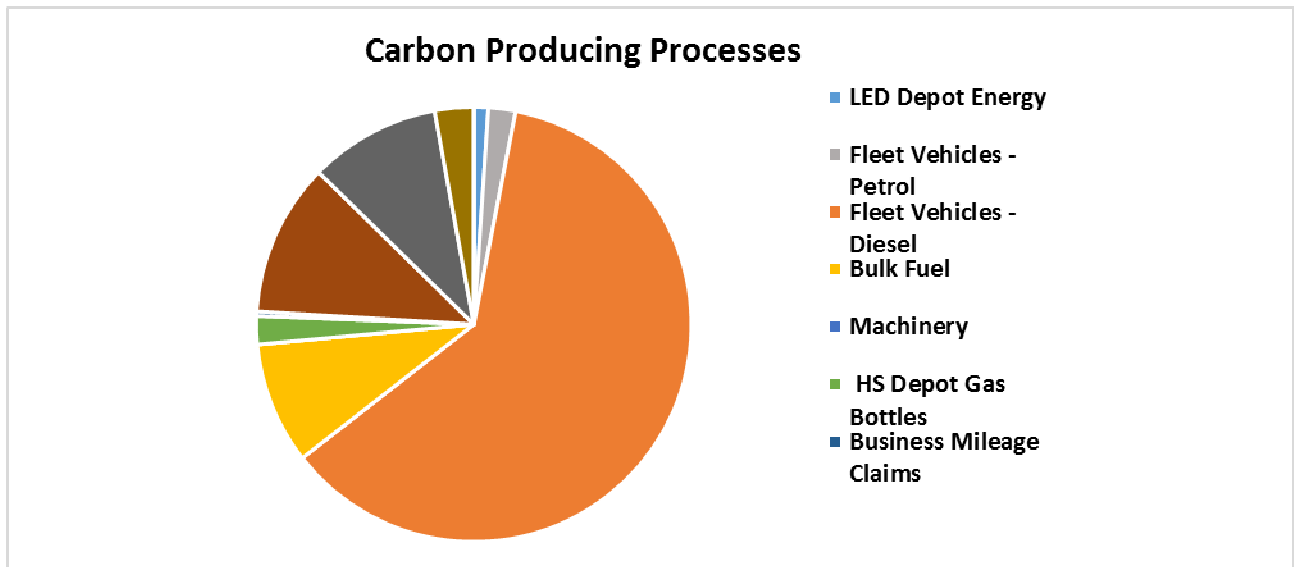


Fig 5.2 - Breakdown of carbon emission contributors

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

- New efficient EURO6 fleet vehicles have been introduced on the contract, delivering better fuel economy and cleaner exhaust emissions. As well as reducing our impact on climate change, the EURO6 fleet helps work towards cleaner air emissions within the city of Peterborough, delivering health benefits for all residents.
- GPS tracking for all fleet vehicles has been installed. As diesel use is the largest contributor to our direct emissions, it is expected that the GPS tracking system could save between 5-10% of our annual CO2 emissions. This efficiency study hasn't been completed enough to release the data, however findings will be published shortly. Driving behaviour can also be studied and efficient driving can be promoted using positive feedback.
- Additionally, quotes have been obtained for replacing the electric heaters in the highways depot for a more efficient source of heat. These will be installed in the next financial year.

5.19 Taking all the data into account and "normalising" the data to remove any perceived emission reductions from undertaking less/more gritting runs in a single year, results in a figure against turnover for this year (2016/17) of 0.73 tonnes of carbon emitted per £100,000 spend. A comparison study is currently being carried out to see if removing the LED project will make a significant difference.

5.20 There has been a significant drop from the 2.74 tonnes/100k reported in the 2015/16 results and represents a 44.5% reduction in carbon emissions for this year, significantly better than the 5% target. A new target for the 2017/18 business year will be agreed shortly and the contract will continue to strive towards lower carbon emissions.

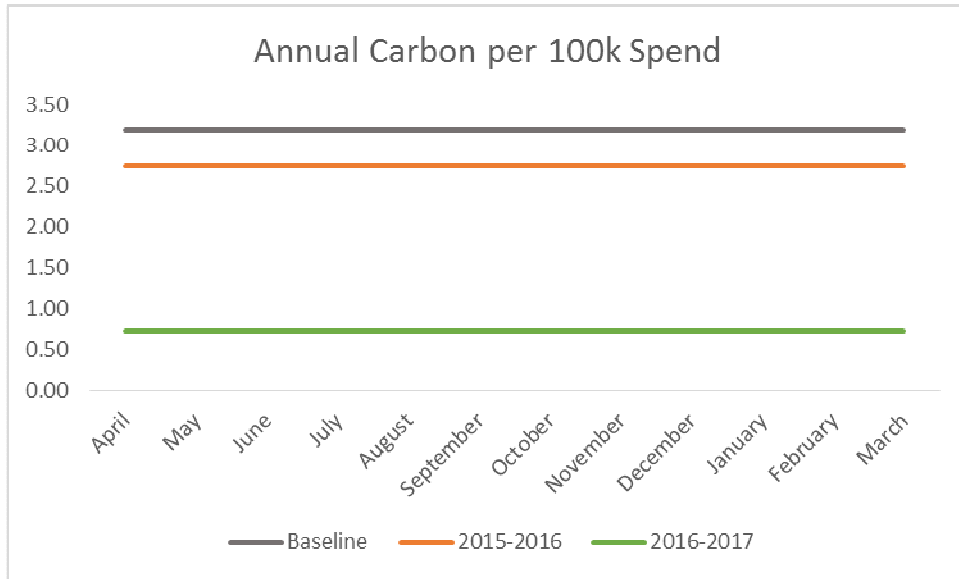


Fig 5.3 - Tonnes of CO₂ emitted per £100k spent

Water

- 5.21 Potable water consumption has been continually monitored throughout this year and the data is currently being compiled. Rainwater harvesting is currently being installed in the highways depot and a target for reduction will be agreed at the next KPI performance group.



Fig 5.4 - Litres of water used

Waste

- 5.22 Waste continues to be managed successfully on the contract, with an average of 98.3% of waste diverted from landfill over the past 12 months.

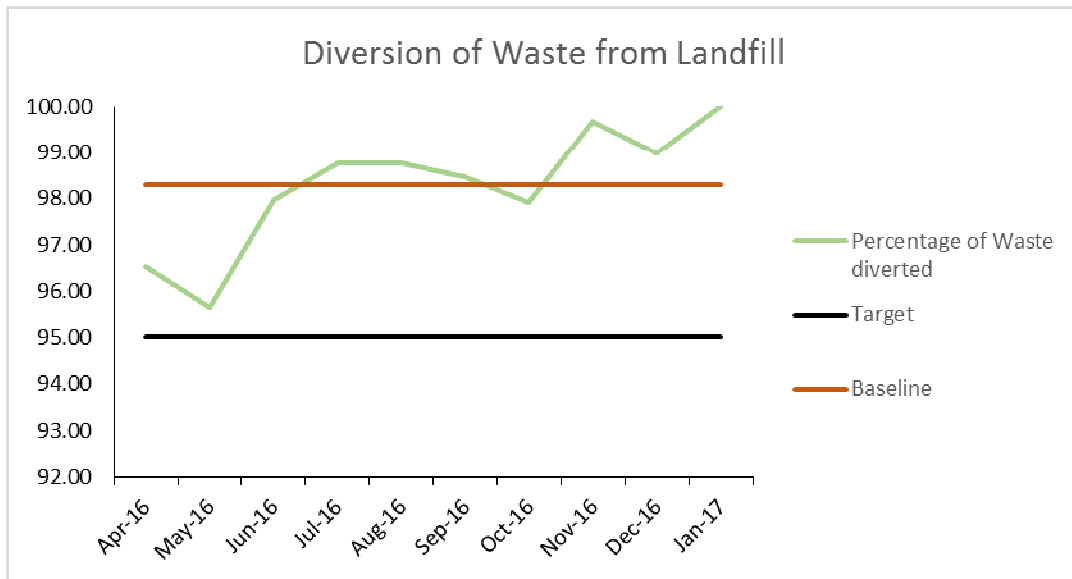


Fig 5.5 – Waste produced/waste diverted from landfill

Sub Contract

- 5.23 Peterborough Highway Services monitors the amount of spend on subcontract procurement across the contract with the aim of delivering over 50% of spend on SMEs within the LEP area. Over the past 12 months Peterborough Highway Services has achieved 61% of spend within the LEP region achieving over the 50% added value target.

Materials

- 5.24 Sustainable procurement of materials from the local economy is just as important for the region as subcontract spend. This year Peterborough Highway Services achieved 72% spend of materials provision from within the LEP area, under the 80% added value target by 8%.

Transport

- 5.25 Across the contract we monitor the total business miles driven within the city, in addition to this we also monitor the trips with single occupancy. This data shows us that only 7% of the trips made within the city were single occupancy. The majority of the single occupancy trips were made by a limited number of contract staff using company vehicles.

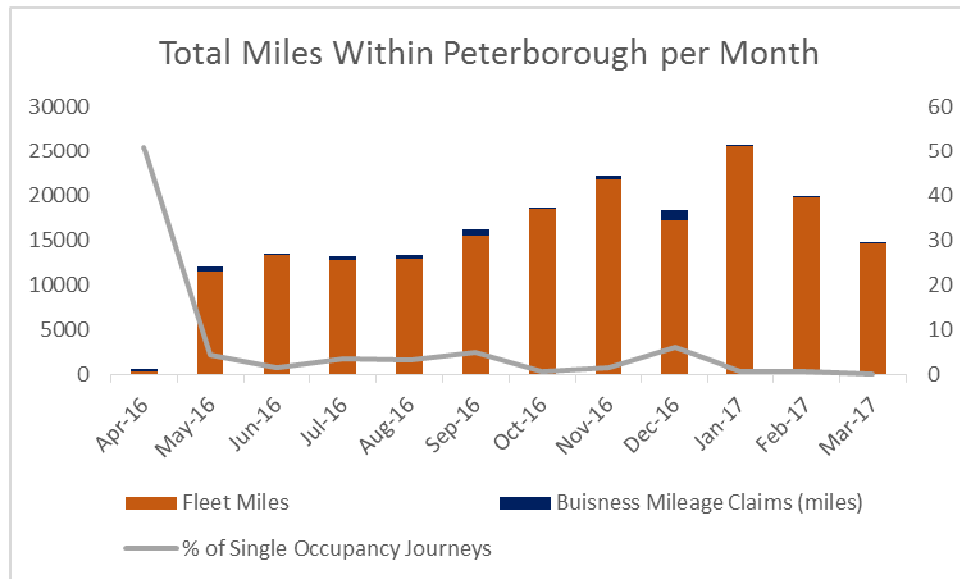


Fig 5.6 - Total miles travelled within the contract

Community Engagement

5.26 This replaces the previous KPI of employment, as the appropriate number of staff have now been employed. The new community engagement KPI is 250 hours contributed to the community, including sub-contractors. For the financial year 2016-2017, 332 hours were contributed from Skanska and subcontractors, exceeding the target by 34%.

Target	250
Community Hours Achieved	335

Fig 5.7 – Community Engagement Hours

6. Efficiency Savings

Introduction

- 6.1 Reporting to the Peterborough Highways Operations Team are a number of Performance Groups that focus on key areas for the partnership. One of these areas is contract efficiencies. The Efficiency Group consists of representatives from across the partnership and meets monthly. The group captures efficiencies introduced since the previous meeting and plans target areas for future improvement. Every quarter, the group is expanded to include a wider number of employees from the partnership to assist in the culture of contract efficiencies. These efficiencies are identified on the contract efficiency route map that determines where the potential savings can be generated and then records actual savings achieved against this target. The route map is owned by the Operations Team and monitored during the monthly management meetings and presented to the Supervisory Board in the quarterly Board Reports.
- 6.2 During the last year the group have been focusing on:
- 3rd party income generation/opportunities
 - Contract integration
 - Coordination of programme
 - Cheaper solution to the provision of the salt barn at the new highways depot
- 6.3 In 2016/17, the Efficiency Group has identified projects and conducted high level option evaluation to help identify the best projects to take forward to maximise efficiency savings. The three projects take forward for further investigation were Street Lighting, standardisation of products and Permanent signs for North Bank diversion.
- 6.4 In the 2016/17 financial year, circa £26m worth of work will have been delivered through the contract, meaning an efficiency of over £160k will be returned to Peterborough City Council in April 2017.
- 6.5 In the last financial year we have generated £2,548,783 of efficiencies, broken down as detailed in table 6.1 below:

Road Map Item	Cashable	Cost Avoidance	Notes
Co-ordination of Programme	£5,439	£652,134	Utilising the traffic management of other PCC partners (e.g. Amey & Balfour Beatty) & stakeholders (e.g. Anglian Water) in order to avoid the need to utilise chargeable Skanska traffic management. Includes £68,441 of contractual costs for traffic management that Skanska have not billed
Contract integration operatives	£35,220		Savings made through sharing a surfacing crew with Cambs CC to ensure they are fully utilised
Integrated contract management	£33,948		Savings made through sharing Skanska support staff with Cambs CC to ensure they are fully utilised
3 rd party works	£30,556		Completing works for other customers – be it public or private sector customers - % fee

			returned to PCC
Increase in turnover	£29,527		1% rebate for every additional million through the contract above the £10m threshold
Systems thinking projects		£26,109	Systems thinking – project and business process improvement approach. Delivered efficiencies in the way the emergency response process is delivered
Infrastructure renewals – new products		£5,538	The use of new products to extend the life of gully gratings
Abnormal load management	£1,224		Savings made through sharing Skanska support staff with Cambs CC to ensure they are fully utilised
Delivery of major schemes	£109,689		1% management fee
Winter		£92,000	Agreement to make winter maintenance lump sum rather than target cost
Incident Response		£58,001	Agreement to make incident response lump sum rather than target cost
New Depot Location	£51,660		Monthly savings on rent and rates
New Depot Lump Sum Savings		£1,200,000	Lump sum saving: provide lease to buy arrangement that will enable PCC to retain the depot facility at the end of the contract
Major Schemes Management Fee	£90,000		
New ITS contract saving		£6,736	ITS Team's involvement with the new traffic signals contract
50K saving annually on structures	£50,002		PCC reduced budget by this figure
Remove the contractual requirement for a salt barn (providing cheaper solution)	£71,000		
Total	£508,265	£2,040,518	

Table 6.1 – efficiencies generated

Delivering to other authorities/third party work

- 6.6 During 2016/17, Peterborough Highways Services have undertaken work for other local authorities who have contracts with Skanska, and also for third parties within Peterborough. This work has included the following:
- Undertaking street lighting design and installation work for private developers
 - Undertaking snagging works on roads before adoption by the City Council
 - Design of new junctions for private developers
 - Working on transport planning and delivering schemes for Peterborough schools
 - Transport planning studies for other local authorities
 - Transport planning advice for private developers in Peterborough
- 6.7 With a dedicated team in place, third party work is where we see future savings to be made. Over the past year, Peterborough Highway Services has worked with O&H Hampton to design a fourth arm to the existing A15 Eagle Way junction and a new section of road off it, and also worked with Peterborough Investment Partnership for the design of the Fletton Quays Spine Road.

Co-ordination of Programme

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

7. Contract Performance

Introduction

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

Key Performance Indicators

- 7.3 Prior to the commencement of the contract a series of 27 KPIs were established, to be monitored and reported on a monthly basis. These KPIs were split into four categories, Operational Delivery Customer Service, Commercial and Financial, and Added Value. The current set of contract KPIs in Table 7.1, note that this list is currently under review.
- 7.4 The performance against each of the KPIs between April 2016 and March 2017 is detailed in **Appendix B**. In 2016/17, performance on the majority of KPIs has remained consistent or has improved, with consistent good performance on the following KPIs
- OP13 – Defined cost within +/- 10% of target cost per scheme
 - OP2 – Percentage of emergency work instructions closed within agreed timescales
 - OP3 a + b – Percentage of Highways/Street Lighting CAT1 work instructions attended to within agreed timescales
 - OP5 – winter maintenance
 - OP10 – Percentage of work passing inspection
 - CS4 b + c – Satisfaction of members and public
- 7.5 In a similar manner to the Efficiency Group, A KPI group was established to record, monitor and review the KPIs. The group reports directly to the Peterborough Highways Operations Team and consists of representatives from across the partnership.
- 7.6 The current contract KPIs are shown in Figure 7.1 below.

Domain	Reference	KPI
Operational Delivery	OP1	Number of cyclic maintenance activities completed against programme
	OP12	Number of schemes completed against programme
	OP13	Defined cost within +/-10% of target cost per scheme
	OP2	Percentage of emergency work instructions closed within agreed timescale
	OP3a	Percentage of Highways CAT1 instructions closed within agreed timescale
	OP3b	Percentage of Street Lighting CAT1 instructions closed within agreed timescale
	OP4a	Percentage of Highways CAT2 instructions closed within agreed timescale
	OP4b	Percentage of Street Lighting CAT2 instructions closed within agreed timescale
	OP5	Winter Maintenance - Precautionary treatment runs completed within the

		agreed timescale
	OP10	Percentage of work passing inspection
Health and Safety	OP6	Lost time incident frequency rate (LTIFR) To measure the employee time lost following an incident per 100,000 hours worked
	OP7	Accident Frequency Rate (AFR) to measure the number of reportable accidents per 100,000 person hours worked.
	OP8	Number of near misses reported
	OP9	Number of service strikes
Customer Services	CS3	Number of satisfaction surveys completed for (a) client (b) Members and (c) the public (returned)
	CS4 b & c	Satisfaction scores for (b) Members and (c) the public
	CS5	Number of commendations minus number of complaints
Commercial and Financial	CF1	% of accounts approved and paid within agreed period
	CF3	% of cashable efficiencies compared to turnover (in current financial year)
	CF5	Value from other revenue streams
Added Value	AV1	Reduction in carbon emissions arising through energy and fuel use in buildings and vehicles against target
	AV2	Install rainwater harvesting and establish new baseline in 2016/17 with target to be set in April 2017
	AV3	Diversion of waste from landfill: as a percentage of total waste produced over rolling 12 month period
	AV4	Percentage of material procurement spend within LEP area
	AV5	Percentage of SME contractors procurement spend within the LEP area
	AV6	Reduction in single occupancy car travel through the application of transport hierarchy
	AV7	Support development of local skills provision directly and indirectly (supply chain)

Table 7.1 – current contract KPI's

Communication

- 7.7 The Council has a Highway Asset Management Policy and Strategy that was adopted in 2016 and within this document sits the PHS Communications Strategy. The Communication Strategy states that information will be available on the Council's website and that we will continue to use social media to update users. Customers are able to contact the Council / PHS through a number of ways including online, telephone and email.
- 7.8 In addition, the Council is using three main methods of customer data collection so that we can monitor our performance, can learn where we have done well or where improvement is needed, and in the future it will help inform the Council when it is setting its level of service for each of the highway assets.

Customer Contact

- 7.9 At present customers can raise Highways queries using the Peterborough App, website, email and by phone to the Customer Service Centre. The Customer Service staff then log this information using a sharepoint site called the Highway Log and the Highways Inspectors access this through the intranet when they are in the office. The customers and the Customer Service Centre do not get any automated updates to these enquiries.
- 7.10 Over the next few months we will link the CRM software in the call centre with the Highways Confirm system and customer enquiries will pass directly between the systems. The calls will then

be auto allocated to the correct inspector and will appear to them as a new enquiry on their iPad even whilst out of the office. These cases will then be automatically updated as works progress and the CRM will receive the updated information.

- 7.11 If the customer has provided an email address then they will receive emailed updates automatically in response to their enquiry. Following completion of the works it is intended that the customer will receive a link to a Google Survey. This information will then be used to monitor and potentially improve service levels.

Scheme feedback cards

- 7.12 For all carriageway and footway resurfacing schemes we send out customer feedback cards on freepost self-addressed cards. These feedback cards are sent out once the works are complete and all the responses are collated and comments, negative or positive are recorded. These comments are also passed on to the contractor to either follow up, or pass on to the operatives doing the work. At the end of each month the figures are then sent across to a PHS working group to show the customer satisfaction of the works completed for the past month.
- 7.13 Going forward as well as sending out the feedback cards to residents we will be sending out electronic surveys to the Councillors where the works fall within their wards. This will be the first year that we will be doing these electronic surveys. In addition, we will investigate whether feedback cards or online surveys should be rolled out to other highway works, such as major schemes.

The National Highways & Transport (NHT) surveys

- 7.14 The NHT annual surveys capture public satisfaction on services delivered by local authorities. We have participated in the survey in 2012, 2015, 2016 and it is our intention to continue to do these surveys annually.
- 7.15 In terms of performance against each of the transport themes, we performed well in 'tackling congestion' and in particular 'efforts to reduce delays in traffic' which ranked at no. 6 out of 106 highway authorities that took part. For highway maintenance/enforcement we also performed well in 'keeping drains clear and working' (5 out of 106) and as well as 'condition of highways' (8 out of 106).
- 7.16 However, we ranked at 71 out of 106 for 'accessibility' which was our lowest ranked theme and it was the same case nationally with many other local authority's results having declined. Although we performed well nationally in the 'walking and cycling' theme (ranked at 20 out of 106) there were areas for improvement such as 'overgrown footpaths and bridleways' (ranked no. 84) which we could look to address with our partner Amey and also better promoting the My Peterborough – online reporting app to local residents.
- 7.17 Further, to help improve our response rate for the 2017 NHT survey we plan to widen our promotion to target many of the different community groups through the use of Connectors who communicate through social media of upcoming events and news.

8. Innovation & Good News Stories

Introduction

- 8.1 During 2016/17, Peterborough Highway Services has had success in winning a number of awards and worked on a number of projects within the local community.

Winning Awards

- 8.2 Peterborough Highway Services alongside Serco (Peterborough City Council's procurement provider) won a prestigious national GO Award in March 2017. The GO Contract Management Initiative of Year Award recognises the initiative was singled out by judges not only for delivering savings of £1.85m, but also for its strong management of environmental impacts, including successful delivery of a commitment to reduce carbon emissions by 15% over the first three years of the contract.



PHS and Serco Team collecting the GO Award

- 8.3 In August 2016, Peterborough Highway Services successfully received its second Investors in Environment audit at green level accreditation (highest level). The audit covered all of the sustainability KPIs undertaken as part of the contract and assess the quality of evidence provided by the contractor. The partnership provided such a robust response to the audit that the Investors in Environment have stated they will not need to return to audit again for another two years.
- 8.4 Peterborough Highway Services has also won a Green World Environment Award in the international campaign to find the world's greenest countries, companies and communities. The contract competed against more than 500 other nominees in the Green World Awards for the Environmental Best Practice. As a result of this success, the winning paper is published in The Green Book, the leading international work of reference on environmental best practice.
- 8.5 An Institution of Civil Engineering (ICE) award was received in September 2016 for the team delivering the Central Avenue Parking Bays team. The scheme was highly commended in the sustainability category for delivering a sustainable drainage solution whilst constructing the bays in

an underused area adjacent to a row of shops and opposite a school.

- 8.6 The 'Gritcam' was a finalist in Winter Service Category of the 'APSE' awards in March 2017.

Working with the Local Community

- 8.7 Skanska and a number of their key supply chain partners sponsored the Peterborough Eco Education Awards for the third year, which aims to raise awareness and encourage schools across the city to develop projects that improve the environment. The scheme runs over a number of months and culminates in an award ceremony where each school presents their project and they are judged with associated awards given out. Skanska and their partners provided financial funds and several staff members attended the awards ceremony and acted as judges for the event.
- 8.8 In November 2016, representatives from Peterborough Highway Services attended the Circular City 'Smart Supper' along with a number of other organisations from across Peterborough.
- 8.9 Three proposals were presented by schools across Peterborough, however the last pitch caught the eye of Skanska. The pitch was about making the Stanground underpass more colourful and brighter to make it safer and more pleasant to use. Skanska agreed that as part of their engagement in the community, to work with the school children to translate their idea in to an actual plan that can be implemented by Skanska using their volunteer days and with assistance from the supply chain.
- 8.10 Skanska also continue to support the Skills Service but providing staff to assist students at local secondary schools by giving them interview experience and feedback ways in which they could develop these skills further.
- 8.11 As part of Skanska's 'Living our Values' week, a team of staff used their volunteer day to assist a local charity, Railworld, to help deliver improvements to the site, such as rebuilding a stream, and bricklaying. A team of operatives also surfaced a footpath ramp that runs from the footpath along the River Nene in to the Railworld car park. The ramp had been built by volunteers over the past year to a design that had been developed previously. Skanska provided the man power and skill to lay a tarmac surface on the footpath, whilst Aggregate Industries provided the asphalt free of charge. Brain Pearce from Railworld said 'Brilliant! Please thank all you wonderful people at Skanska for making today possible'.

Peterborough Highways Excellence Award

- 8.12 In July 2016, two operatives working as part of team placing signs for an ongoing improvement scheme, and whilst doing so they heard a cry for help and observed a lady lying face down at the roadside. They immediately went to her aid and discovered that the lady had some minor injuries which needed attending too. They reassure and comforted her whilst applying emergency first aid. After contacting the lady's carer they helped the lady and her possessions in to the vehicle so she could be taken to hospital.
- 8.13 The incident was an example of what living our values means and clearly demonstrated that Highways staff operating on the Peterborough contract show concern and compassion for the safety and wellbeing of not only friends and colleagues but the general public too. To recognise their efforts, both members of staff were awarded an excellence certificate.

PHS Running Club

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

- 8.15 Members from the running club participated in two Bear Grylls survivor challenges involving a 5k run and tackling an obstacle course. The team raised in excess of £300 for the Free Kicks Foundation, a charity to provide football related activities for the ill, bereaved and deserving children, to give them a day to remember with their favourite football club.

9. Summary

- 9.1 Peterborough Highway Services, a partnership between Peterborough City Council and Skanska. Commenced on 1st October 2013. Peterborough Highway Services is responsible for improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges. This report provides a summary of the performance of the contract between January and December 2015.
- 9.2 During 2016/17, Peterborough Highways Services responded to
- 845 emergency call outs, where the highway or street lighting attended to within a maximum of 2 hours
 - 400 Category 1 (CAT1) defects which need to be repaired within 24 hours, of which 212 were highways related and 188 were for street lighting
 - 9,949 Category 2 (CAT2) defects which need to be repaired within 7, 14 or 28 days or 3 months depending on the nature of the defect and the timescale given on the order raised. Of these, 6,989 were highways and 2,960 were for street lighting
 - During 2016/17, Peterborough Highway Services completed highway and structures maintenance projects and undertook 51 winter service gritting runs.
- 9.3 Peterborough Highway Services is also actively involved in the design and delivery of major highway schemes, including Junction 20, Lower Bridge Street Public Realm Improvements and Bishop's Road.
- 9.4 The new highways depot and salt barn were successfully launched in 2016. The Swedish Pot Hole Machine (The Dragon) was used successfully By Peterborough Highways Services and will return for a further six weeks in 2017/18.
- 9.5 Health and Safety is an important part of the culture within Peterborough Highway Services. The partnership has adopted Skanska's Injury Free Environment (IFE) approach for managing health and safety within the contract. All staff work under the principle of IFE and it is mandatory for all new employees and supply chain partners to attend an IFE induction. In 2016/17, there were no RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) incidents which required reporting to the Health and Safety Executive. In fact, the health and safety performance of the contract continues to be positive with no RIDDORS since the start of the contract in October 2013. However there were 5 service strikes.
- 9.6 Environmental impact and performance forms a key component of the Peterborough Highway Services contract. In 2016, Peterborough Highway Services has concentrated on managing our carbon emissions to improve our environmental performance throughout the life of the contract. Peterborough Highways Services achieved two Great Green Stars at the Investors in Environment accreditation scheme administered by Peterborough Environment City Trust (PECT).
- 9.7 Reporting to the Peterborough Highways Operations Team are a number of Performance Groups that focus on key areas for the partnership. The Efficiency Group captures efficiencies introduced since the previous meeting and plans target areas for future improvement. There are a number of areas that the group have seen success on during the year. In 2015/16, the Efficiency Group have tracked and logged a total saving of £2,548,783.
- 9.8 This includes:
- £30,556 as a fee on third party work delivered by Skanska
 - £657,573 of cost savings have been generated via the co-ordination of traffic management with other providers
 - £71,000 savings in the provision of the salt barn

- 9.9 The performance of the Peterborough Highways Contract is monitored through a series of Key Performance Indicators (KPIs). The KPIs are split into four categories, Operational Delivery, Customer Service, Commercial and Financial and Added Value.
- 9.10 In 2015/16, performance on the majority of KPIs has remained consistent or has improved, with consistent good performance on the following KPIs
- OP13 – Defined cost within +/- 10% of target cost per scheme
 - OP2 – Percentage of emergency work instructions closed within agreed timescales
 - OP3 a + b – Percentage of Highways/Street Lighting CAT1 work instructions attended to within agreed timescales
 - OP5 – winter maintenance
 - OP10 – Percentage of work passing inspection
 - CS4 b + c – Satisfaction of members and public
- 9.11 Peterborough Highways Services has been successful in winning a number of awards in 2016/17, including a Green World Environment Award in the international campaign to find the world's greenest countries, companies and communities and an Institution of Civil Engineering (ICE) award was received in September 2016 for the team delivering the Central Avenue Parking Bays team. The scheme was highly commended in the sustainability category for delivering a sustainable drainage solution whilst constructing the bays in an underused area adjacent to a row of shops and opposite a school.
- 9.12 In March 2017, Peterborough Highway Services alongside Serco (Peterborough City Council's procurement provider) won a GO Award. The contract was singled out by the judges not only for delivering savings of £1.85m, but also for its strong management of environmental impacts, including successful delivery of a commitment to reduce carbon emissions by 15% over the first three years of the contract.
- 9.13 Peterborough Highway Services has worked closely with the local community by supporting local initiatives and working with local partners, this has included sponsorship of the Peterborough Eco Education Awards by Skanska and a number of their key supply chain partners. In addition staff have supported events held by The Skills Service and the 'Smart' Supper held as part of Peterborough Circular City Week in November 2016. The event involved groups of young people from schools in Peterborough presenting their ideas for a Circular City. Since the event Peterborough Highway Services are working with one of the groups to develop their ideas further without charge.

v1.1		Financial Year: 2016/17				Scorecard		
Domain	Scorecard	KPI ref.	KPI description	Target		Scorecard weighting	KPI weighting	Scorecard totals
Operations	Programme Delivery	OP1	Number of cyclic maintenance activities completed against programme	95%	year	70%	10%	70.00% (71.32%)
		OP12	Number of schemes completed against programme	95%	year		5%	
		OP13	Defined cost within +/- 10% of target cost per scheme	95%	Financial year		5%	
	Operational Delivery	OP2	Percentage of emergency work instructions attended to within agreed timescales	100%	month		15%	
		OP3 [a]	Percentage of Highways CAT 1 work instructions completed within agreed timescale	100%	month		15%	
		OP3 [b]	Percentage of Street Lighting CAT 1 work instructions completed within agreed timescale	100%	month		15%	
		OP4 [a]	Percentage of Highways CAT 2 work instructions completed within agreed timescales	95%	month		10%	
		OP4 [b]	Percentage of Street Lighting CAT 2 work instructions completed within agreed timescale	95%	month		10%	
		OP5	Winter Maintenance - precautionary treatment runs completed within the agreed timescale	98%	month		10%	
		OP10	Percentage of work passing inspection	95%	month		5%	
	Health and Safety	OP6	Lost Time Injury Frequency Rate (LTIFR)	Report only			0%	
		OP7	Accident Frequency Rate (AFR)	Report only			0%	
		OP8	Number of Near Misses reported	Report only			0%	
		OP9	Number of Service Strikes	Report only			0%	
Customer Service	Customer Service	CS3	Number of satisfaction surveys completed for [a] Client, [b] Members and [c] Public (returned)	Report only		0%		
		CS4 [b] & [c]	Satisfaction scores for [b] Members & [c] Public	85%	month	75%		
		CS5	Number of commendations received minus number of complaints received	Positive score	rolling 12 months	25%		
Commercial and Financial	Commercial & Financial	CF1	Percentage of accounts approved and paid within agreed period	Report only		0%		
		CF3	Percentage of cashable efficiencies compared to turnover (in current Financial Year)	Report only		0%		
		CF5	Value from other revenue streams	Report only		0%		
Added Value	Carbon	AV1	Reduction in Carbon Emissions arising through energy and fuel use in buildings and vehicles against target	35%	reduction by 2022/23	42.5%		
	Water	AV2	Install rainwater harvesting and establish new baseline in 2016/17 with target to be set April 2017	Baselining measure		Not reported		
	Waste	AV3	Diversion of waste from landfill: as a percentage of total waste produced over a rolling twelve month period	95%	rolling 12 months	17.5%		
	Procurement	AV4	Percentage of material procurement spend within the LEP area	80%	Financial year	12.5%		
	Suppliers	AV5	Percentage of SME contractors procurement spend within the LEP area	50%	Financial year	12.5%		
	Sustainable transport	AV6	Reduction in single occupancy car travel through application of transport hierarchy	30%	reduction by 2022/23	7.5%		
	Economy & CSR	AV7	Support development of local skills provision directly and indirectly (supply chain)	250 hours	Financial year	7.5%		
2016/17 total score								99.90% (102.10%)

Issue/ change log

Date	Version No.	Measure	Details of issue/ change
23/05/2017	1.0	All	First issue
23/05/2017	1.1	All	Scorecard totals amended so that they cannot be greater than the scorecard weighting (over performance values represented in brackets)

Peterborough Highway Services
KPI Scorecard: Data Sheet

Financial Year: 2016/17					2016/17 performance												Notes	Scorecard calculations									
Domain	Score card	KPI ref.	KPI description	Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17		Average or final score	Target multiplier	Multiplied score	Scorecard weighting	KPI weighting	Overall weighting	Weighted multiplied score	Scorecard totals		
Operations	Programme Delivery	OP1	Number of cyclic maintenance activities completed against programme	95% year	0/0	1/1	2/1	3/2	3/2	4/5	5/8	9/8	9/8	9/8	9/8	14/14	100.00%	105.26%	105.26%	70%	10%	7.00%	7.37%				
		OP12	Number of schemes completed against programme	95% year	1/1	4/3	6/5	10/9	14/14	20/18	23/22	27/26	28/28	31/28	31/28	37/33	112.12%	105.26%	118.02%	70%	5%	3.50%	4.13%				
		OP13	Defined cost within +/- 10% of target cost per scheme	95% Financial year			100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	95.65%	96.00%	97.14%	97.56%	97.67%	97.67%	105.26%	102.82%	70%	5%	3.50%	3.60%			
	Operational Delivery	OP2	Percentage of emergency work instructions attended to within agreed timescales	100% month	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	70%	15%	10.50%	10.50%			
		OP3 [a]	Percentage of Highways CAT 1 work instructions completed within agreed timescale	100% month	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	70%	15%	10.50%	10.50%			
		OP3 [b]	Percentage of Street Lighting CAT 1 work instructions completed within agreed timescale	100% month	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	70%	15%	10.50%	10.50%			
		OP4 [a]	Percentage of Highways CAT 2 work instructions completed within agreed timescales	95% month	93.16%	90.56%	95.46%	95.64%	95.10%	95.66%	95.62%	96.06%	91.51%	94.71%	94.92%	95.69%	94.51%	105.26%	99.48%	70%	10%	7.00%	6.96%				
		OP4 [b]	Percentage of Street Lighting CAT 2 work instructions completed within agreed timescale	95% month	98.31%	99.06%	98.52%	100.00%	99.01%	96.82%	86.43%	91.04%	84.64%	99.37%	97.33%	96.51%	95.59%	105.26%	100.62%	70%	10%	7.00%	7.04%				
		OP5	Winter Maintenance - precautionary treatment runs completed within the agreed timescale	98% month	100.00%							100.00%	97.78%	99.05%	98.00%	98.97%	102.04%	100.98%	70%	10%	7.00%	7.07%					
		OP10	Percentage of work passing inspection	95% month	97.95%	99.46%	99.48%	95.56%	99.62%	100.00%	100.00%	100.00%	97.65%	100.00%	100.00%	98.15%	98.99%	105.26%	104.20%	70%	5%	3.50%	3.65%				
Health and Safety	OP6	Lost Time Injury Frequency Rate (LTIFR)	Report only	3.28	3.27	3.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			70%	0%	0.00%					
	OP7	Accident Frequency Rate (AFR)	Report only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			70%	0%	0.00%					
	OP8	Number of Near Misses reported	Report only	3	6	4	4	2	2	4	3	3	4	3	7					70%	0%	0.00%					
	OP9	Number of Service Strikes	Report only	0	0	1	1	1	0	0	0	0	0	1	1	0					70%	0%	0.00%	70.00% (71.32%)			
Customer Service	Customer Service	CS3	Number of satisfaction surveys completed for [a] Client, [b] Members and [c] Public (returned)	Report only	0	0	0	10	53	90	6	0	0	0	7	4					10%	0%	0.00%				
		CS4 [a]	Satisfaction scores for [a] Client	Report only	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA					10%	0%	0.00%				
		CS4 [b] & [c]	Satisfaction scores for [b] Members & [c] Public	85% month			96.77%	97.26%	92.18%	100.00%					97.96%	100.00%					10%	75%	7.50%	8.59%			
		CS5	Number of commendations received minus number of complaints received	Positive score rolling 12 months	0	-2	0	4	-2	3	5	1	4	5	5	-1	100.00%	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	10.00% (10.88%)	
Commercial and Financial	Commercial & Financial	CF1	Percentage of accounts approved and paid within agreed period	Report only	97.01%	95.22%	100.00%	100.00%	100.00%	96.31%	95.00%	97.22%	97.87%	100.00%	95.71%	94.94%					0%	0%	0.00%				
		CF3	Percentage of cashable efficiencies compared to turnover (in current Financial Year)	Report only	3.72%	2.40%	2.07%	2.04%	2.00%	1.85%	1.84%	2.17%	2.34%	2.30%	2.25%	2.20%					0%	0%	0.00%				
		CF5	Value from other revenue streams	Report only	£81,988	£31,429	£130,413	£63,872	£141,738	£239,110	£190,553	£152,046	£86,988	£93,885	£74,836	£50,313					0%	0%	0.00%	0.00%			
Added Value	Carbon	AV1	Reduction in Carbon Emissions arising through energy and fuel use in buildings and vehicles against target	35% reduction by 2022/23												666% of target	Counted as pass (100%)	100.00%	100.00%	100.00%	20%	42.5%	8.50%	8.50%			
	Water	AV2	Install rainwater harvesting and establish new baseline in 2016/17 with target to be set April 2017	Baselining measure																	20%	0.0%	0.00%				
	Waste	AV3	Diversion of waste from landfill: as a percentage of total waste produced over a rolling twelve month period	95% rolling 12 months	96.53%	95.64%	97.97%	98.77%	98.76%	98.47%	97.92%	99.69%	99.00%	100.00%	98.47%	98.57%	98.32%	105.26%	103.49%	20%	17.5%	3.50%	3.62%				
	Procurement	AV4	Percentage of material procurement spend within the LEP area	80% Financial year	61.77%	71.14%	80.31%	83.25%	83.33%	78.26%	75.08%	75.39%	75.48%	74.16%	71.78%	68.92%	68.92%	125.00%	86.15%	20%	12.5%	2.50%	2.15%				
	Suppliers	AV5	Percentage of SME contractors procurement spend within the LEP area	50% Financial year	59.81%	65.16%	52.73%	55.71%	57.61%	58.36%	60.14%	57.78%	57.37%	53.99%	52.81%	52.49%	52.49%	200.00%	104.99%	20%	12.5%	2.50%	2.62%				
	Sustainable transport	AV6	Reduction in single occupancy car travel through application of transport hierarchy	30% reduction by 2022/23													418% of target	Counted as pass (100%)	100.00%	100.00%	100.00%	20%	7.5%	1.50%	1.50%		
	Economy & CSR	AV7	Support development of local skills provision directly and indirectly (supply chain)	250 hours Financial year	250	250	250	250	250	250	250	250	250	250	250	322		Counted as pass (100%)	100.00%	100.00%	100.00%	20%	7.5%	1.50%	1.50%	19.90%	
2016/17 total score																							99.90% (102.10%)				

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 6
28 JUNE 2017	PUBLIC REPORT

Report of:	John Harrison, Corporate Director: Resources	
Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources	
Contact Officer(s):	Vicki Palazon, Head of Finance (Business Operations and Development)	Tel. 01733 864104

TECHNOLOGY STRATEGY AND DIGITAL UPDATE

R E C O M M E N D A T I O N S	
FROM: John Harrison, Corporate Director: Resources	Deadline date: <i>n/a</i>
<p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> Review and comment on the progress of delivering the Technology Strategy 2014 - 2019 and digital projects 	

1. ORIGIN OF REPORT

1.1 This report has been prepared at the request of the Growth, Environment and Resources Scrutiny Committee to provide an update following the original report presented to this Committee on 6 November 2014.

2. PURPOSE AND REASON FOR REPORT

2.1 This report provides an update on the progress of delivering the council's Technology Strategy 2014-2019 and a general digital update including delivery of £2.7m front door savings.

2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions determined by Council - Digital Services and Information Management.

2.3 The Technology Strategy 2014 - 2019 and digital update underpin all of the corporate priorities as it enables all staff, members and citizens to use technology or digital tools in delivering council priorities where appropriate.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

4.1 The strategy set out the council's approach to technology from 2014 to 2019. It describes how the strategic adoption of cloud platforms and digital techniques will allow the organisation to

become more citizen focused, flexible, collaborative and efficient.

- 4.2 The strategy has a focus on reducing applications across the estate and consolidating the current siloed approach to ICT to a more corporate level approach and ensuring departments are working collaboratively. Technology will be used to reduce friction in transactions for citizens, businesses, suppliers and partners. Use of modern technology will offer those groups the right tools to work flexibly to improve and develop new services and new opportunities for Peterborough. Key benefits will be:
- Improved customer satisfaction
 - Anytime, Anywhere, Any Channel access for Citizens
 - Maximum operational efficiency
 - Mobility for Citizens, Members and Staff
 - Greater measurement and transparency of data
 - Agility, flexibility and responsiveness
- 4.3 Although the strategy focusses on council services and ensuring that there is a good infrastructure to support the technology, the council has also taken the opportunity to support projects with an aspiration to provide Peterborough residents and businesses with with internet connectivity. The council has already invested in the Connecting Cambridgeshire project being delivered by BT to ensure that all Peterborough residents have access to the internet and are not digitally excluded. The council has also partnered with City Fibre providing private sector investment based on their own reviews of fibre provision in the city and the opportunities this presents for them.
- 4.4 The Front Door project will create a new model for residents to access information and advice and to ensure they reach the right services first time. The Front Door project encourages residents to access information and services via our website first and foremost and, where that isn't practical, the telephone. It involves creating an online customer account where people can log on and access services. Practically this will result in improved information and sign-posting to available services on the council's website. The Front Door project simplifies the way our residents make bookings, payments and appointments. By making these improvements it will free up more time for vulnerable residents to receive a better quality of service. We plan to give advice and guidance in order to promote the use of these selfserve methods. An important point to make is that while digital solutions will not suit every individual, they could resolve high volumes of more basic enquiries from people who are able to, and choose to, use these methods. This will leave the council more time to focus on those who can't use digital methods or who have more complex needs. Access will also be available at community centres and libraries. Progress to date has been included in appendix 1 and will contribute to the delivery of the £2.7m savings.
- 4.5 There has been significant progress since the Technology Strategy 2014 - 2019 approved by Cabinet and appendix 1 provides an update of this progress and other projects that support the council's priorities and aspirations to become a giga-city and a smart city. This report does not contain an update on the work undertaken by Opportunity Peterborough on the wider digital agenda.

5. CONSULTATION

- 5.1 This report is an update report and therefore does not require consultation. However, as each project has been initiated appropriate consultation has been undertaken in accordance with the council's constitution. Since 2014, updates have been provided to the Corporate Management Team and the Cabinet Member for Resources.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 It is anticipated that any comments or observations from the Committee will be fed back to the project leads of projects that are still progressing and acted upon accordingly.

7. REASON FOR THE RECOMMENDATION

- 7.1 The Committee has requested an update on the Technology Strategy and digital and any comments or observations in terms of reviews, improving service provision, impact on citizens or providing value for money will be reported back to relevant officers.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 The alternative option is to not present this report to the Growth, Environment and Resources Scrutiny Committee. This was rejected because input from this Committee is welcomed by the council officers involved in delivering the Technology Strategy and digital.

9. IMPLICATIONS

Financial Implications

- 9.1 This report is intended to provide an overview of the progress to date on delivering the Technology Strategy and digital projects, as such there are no financial implications arising as a direct result of this report.

The 2016/17 budget included savings on the front door programme of £1.5m in 2016/17 increasing to £4.2m from 2017/18. The savings were to be generated by reducing demand on high cost services by resolving queries at the first point of contact and providing self-service methods for residents, some of which would be achieved by implementing digital enablers. An update on the digital enablers has been included in appendix 1. Work is underway to quantify the savings achieved to date.

Legal Implications

- 9.2 This report is intended to provide an overview of the progress to date on delivering the Technology Strategy and digital projects, as such there are no legal implications arising as a direct result of this report.

Equalities Implications

- 9.3 This report is intended to provide an overview of the progress to date on delivering the Technology Strategy and digital projects, as such there are no equalities implications arising as a direct result of this report.

Rural Implications

- 9.4 This report is intended to provide an overview of the progress to date on delivering the Technology Strategy and digital projects, as such there are no rural implications arising as a direct result of this report.

10. BACKGROUND DOCUMENTS

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

- 10.1 Technology Strategy 2014 - 2019

11. APPENDICES

- 11.1 Appendix 1 - Summary of Technology and Digital projects

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Appendix 1 - Summary of Technology and Digital projects

Project	Current Status	Description	Outcome / Progress
Salesforce - CRM	Complete	Implementation of a cloud based customer relationship management system (Salesforce CRM) within the contact centre as part of the first steps to achieve the Technology Strategy. This is a key enabler of the Front Door project.	Salesforce CRM has been implemented. Further enhancements have been made as time involves and to support the Digital Front Door project. There is now over 85% of telephone calls made to the contact centre logged onto the system.
Salesforce - Digital Services Hub	In progress	Provision of an online system to enable citizens to interact digitally with the council to 'Pay it', 'Report it', 'Book it/ Apply for it', 'Ask it'. This is a key enabler of the Front Door project.	Online system implemented. Selective licencing was the first service to be provided. Other services and functionality will be provided as part of the digital front door project.
Website	In progress	Overhaul of the council's website to enable citizens and customers to access and navigate around the website to support visitors to the website to help themselves and reduce contact by phone or face to face with the council. This is a key enabler of the Front Door project.	The website has been implemented. The next phase is to reconfigure the front page to enable the use of 'Pay it', 'Report it', 'Book it/ Apply for it', 'Ask it' and manage the website content accordingly. The digital front door project is picking up these next steps.
Salesforce - Line of Business applications	In progress	Implementation of cloud based back office systems as part of the first steps to achieve the Technology Strategy. The following line of business applications are in scope - Housing, Regulatory Services, Educate and Built Environment	Two of the three modules within the Educate system are live. All other systems are being developed and tested with most expected to be in place during 2017/18 slightly later than original plans.
Cloud based servers	Complete	Move servers within the council server room into a cloud based environment to: Improved resilience	Just under 200 servers have now been placed in the cloud environment. The remaining servers that have been kept on premise include

Project	Current Status	Description	Outcome / Progress
		Improved accessibility Enhanced scalability (the ability to be flexible with the server sizing and numbers according to demand) Reduced physical footprint in the server room.	those that cannot be put into the cloud or decisions the council has made to keep servers in situ, for example, some servers will be replaced when new line of business applications are implemented.
Review security and disaster recovery	Scoping	Reviewing security and disaster recovery to ensure that the council maintains resilience and continuity of services and reduces the threat of cyber security breaches	These projects were part of the 2017/18 budget
Infrastructure	Nearing completion	Projects included: Resilient Internet connection Windows 2003 removed from estate Firewall upgraded for improved security Web filter updated for improved security Citrix environment upgraded for improved user experience and future proofing. Council applications upgraded to match. Solaris / Oracle based systems moved to new server Network switches replaced Virtual server hardware replaced Required on site file storage (SAN) replaced	To support enabling Technology and digital as part of the Technology Strategy, some work on the council's infrastructure was required.
Google	Phase one complete Phase two in progress	Phase one to implement Google for Work Apps (google mail etc) for staff to enable staff / members to work flexible from anywhere and anytime whilst reducing the reliance on expensive upgrades and support and maintenance of on-premise servers. Phase two will roll out team drive to all staff and	Phase one is complete. Staff / members are now able to access their emails and other Google apps from anywhere and anytime without having to log onto the council's network. This increases productivity by working flexibly from anywhere and anytime and enables users

Project	Current Status	Description	Outcome / Progress
		moving Vivacity and Opportunity Peterborough to Google for Work Apps (now G-Suite) and implement two factor authentication.	to access other applications. Server support and maintenance and network downtime costs are also removed. Phase two is scheduled to complete during 2017/18
Digital Front Door	In progress	<p>The Digital Front Door project creates a new model for residents to access information and advice and to ensure they reach the right council service first time. The Digital Front Door project will allow residents to access information and services via the council's website first and foremost.</p> <p>As highlighted earlier in this appendix, this involved creating an online customer account where people can log on and access services, improve and manage website content and make enhancements to the council's CRM system to support channel shift.</p> <p>The savings for this project as part of the overall Front Door project is £2.7m in 2017/18.</p>	<p>Phase one is underway with most projects still on track for delivery. Some projects have slipped to ensure that the solution implemented is the right solution and will deliver the best outcomes or were expected to continue into future phases. Progress so far:</p> <ol style="list-style-type: none"> 1. Website content resource - 2 out of 3 roles now recruited to. Website reconfiguration review completed and now being scoped for implementation 2. Customer service centre - changes to the CRM system complete and channel shift strategy approved by Organisational Change Board 3. Waste - Bulky waste and tip permits online applications in scoping 4. Payments Strategy in draft scheduled for Cabinet approval (July Cabinet) 5. Web chat pilot underway on the 'contact us' webpage 6. Council tax / business rates online work underway. Direct debit campaign commenced April 2017 7. Housing 'front end' contacts online is in testing

Project	Current Status	Description	Outcome / Progress
			<p>8. Regulatory Services - Taxi licencing and parking permits online services work is progressing</p> <p>9. Concessionary fares - review of Cambridgeshire's online solution underway</p> <p>10. Email marketing being procured</p> <p>11. Digital Inclusion - Workshops and raising awareness to citizens continues</p> <p>This is a complex area of activity and work continues to quantify savings to date.</p>
Front Door project	In progress	<p>The Digital Front Door project creates a new model for residents to access information and advice and to ensure they reach the right council service first time. The Digital Front Door project will allow residents to access information and services via the council's website first and foremost.</p> <p>As highlighted earlier in this appendix, this involved creating an online customer account where people can log on and access services, improve and manage website content and make enhancements to the council's CRM system to support channel shift.</p> <p>The savings for the digital front door and this project is £2.7m in 2017/18.</p>	<ol style="list-style-type: none"> 1. The adult social care 'Inform and Advise' and 'See and Solve' teams have undertaken solution focussed training to provide resolution at the first point of contact wherever possible and reduce referrals to more specialist services which result in no further action. 2. The specification of services and KPI's have been reviewed and re-drafted (subject to approval) to support creating a new model for residents to access information and advice and to ensure they reach the right services first time. 3. On advice and guidance, work is underway to provide a Directory of Services and a Social Care Portal 4. Some initial work undertaken to engage health and how the front door could support future integration of health and social care <p>This is a complex area of activity and work</p>

Project	Current Status	Description	Outcome / Progress
			continues to quantify savings to date.
Other Digital Projects			
Connecting Cambridgeshire	In progress	The Connecting Cambridgeshire programme has been rolling out superfast broadband to thousands of homes and businesses across Cambridgeshire and Peterborough since 2013	Once this project completes it is anticipated that over 97% of residents in Cambridgeshire will have access to the internet if they wish to. Estimated end date - December 2018
City Fibre - phase one	Complete	Provision of a 10gb dark fibre network across the Peterborough area by a private investor (City Fibre). Connection of council buildings and schools. A strategic partnership with City Fibre for the council to benefit from income on residential and business connections.	Resilient 10GB dark fibre network serviced through five hub sites implemented across City. Connection to 106 council sites and a number of business sites
City Fibre - phase two	In progress	Installation of access connection points on the dark fibre network.	City Fibre progressing with the roll out of dark fibre providing capacity for up to 220 additional access points, connecting CCTV and traffic signal sites. Fibre connectivity provided to 78 sites with successful in-service connections to 7 traffic signal sites. Planned completion October 2017.

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 7
28 JUNE 2017	PUBLIC REPORT

Report of:	Director of Governance	
Cabinet Member(s) responsible:	Cabinet Member for Resources	
Contact Officer(s):	Paulina Ford, Senior Democratic Services Officer	Tel. 452508

REVIEW OF 2016/2017 AND WORK PROGRAMME FOR 2017/2018

R E C O M M E N D A T I O N S	
FROM: Director of Governance	Deadline date: N/A
<p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Considers the 2016/2017 year in review including those items considered by the Sustainable Growth and Environment Capital Scrutiny Committee (decommissioned on 31 December 2016) that fall within the remit of this Committee and makes recommendations on the future monitoring of these items where necessary. 2. Determines its priorities, and approves the draft work programme for 2017/2018 attached at Appendix 1. 3. Agrees the proposed way forward for monitoring future recommendations as proposed in paragraph 5.2 of the report. 4. Notes the Terms of Reference for this Committee as set out in Part 3, Section 4, Overview and Scrutiny Functions and in particular paragraph 2.1 item 2 Growth, Environment and Resources Scrutiny Committee and paragraph 3.8 Flood Risk Management as attached at Appendix 3. 	

1. ORIGIN OF REPORT

1.1 The report is presented to the Committee on behalf of the Director of Governance.

2. PURPOSE AND REASON FOR REPORT

2.1 To provide the Committee with a review of the work undertaken during 2016 by the Sustainable Growth and Environment Capital Scrutiny Committee relevant to this Committee and work undertaken during 2017 by the Growth, Environment and Resources Scrutiny Committee and to approve the draft work programme for 2017/18 at Appendix 1.

2.2 This report is for Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4, Overview and Scrutiny Functions, paragraphs 2.1, and 3, Specific Role of Overview and Scrutiny, sub paragraphs 3.1, 3.2, 3.3 and 3.8.

3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
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4. **BACKGROUND AND KEY ISSUES**

4.1 The Growth, Environment and Resources Scrutiny Committee was established by Council at its meeting on 12 October 2016. Prior to this the work of this Committee had been undertaken by the Sustainable Growth and Environment Capital Scrutiny Committee which was decommissioned on 31 December 2016 following a review of the council's committee structure. This report will therefore include items presented to the Sustainable Growth and Environment Capital Scrutiny Committee during 2016 which fall within the remit of this committee and those items presented to the Growth, Environment and Resources Scrutiny Committee during 2017. The following items were considered:

4.2 **Sustainable Growth and Environment Capital Scrutiny Committee**

Information / Update

- Review of 2015/16 and Future Work Programme 2016/2017

Monitoring / Calling to Account

- Review of KPIs of Major Contract Groups and Review of Street Scene – Proposal to Set up a Task & Finish Group
- Establishment Of A Scrutiny Task And Finish Group To Review Amey Contract Street Cleansing Services
- Forward Plan of Executive Decisions
- Community Infrastructure Levy Governance Proposals & Infrastructure Delivery Schedule Update
- Task & Finish Group Review of Amey Street Cleansing Contract

Policy / Plans / Consultation

- The Draft Peterborough Housing Strategy
- Peterborough Local Plan Further Draft
- Highway Asset Management Policy and Strategy
- Environment Capital Action Plan and Environment Capital Policy

Call-in

There were no Call-In's for the Committee to consider during 2016.

Joint Committees/Task and Finish Groups

- Joint Committee to scrutinise the 2017/2018 Budget and Medium Term Financial Plan – Phase One
- Scrutiny Task And Finish Group to review The Amey Contract Street Cleansing Services – established 8 September 2016, concluded 25 October 2016.

Growth, Environment and Resources Scrutiny Committee

Information / Update

- Growth, Environment and Resources Scrutiny Committee Terms of Reference and Work Programme

Monitoring / Calling to Account

- Portfolio Progress Report: Cabinet Member for City Centre Management, Culture and Tourism

- Report of the Verge Parking Working Group
- Forward Plan of Executive Decisions

Policy / Plans / Consultation

- Environment Policy and Action Plan
- Biodiversity Strategy: Progress Report 2015/2016
- The Peterborough Housing Strategy 2016 to 2021
- Local Transport Plan Programme of works 2017/18

Call-In

There were no Call-In's for the Committee to consider during 2017.

Joint Committees:

- Joint Committee to scrutinise the 2017/2018 Budget and Medium Term Financial Plan – Phase Two

4.3 For the information of the Committee a list of any recommendations made during the year are attached at Appendix 2 for consideration.

5. WORK PROGRAMME 2017/2018

5.1 The Committee is asked to consider the work undertaken during 2016-2017 and make recommendations on the future monitoring of any of these items where necessary.

5.2 At a recent work programming session held for each of the scrutiny committees it was suggested that more frequent monitoring of recommendations should be put in place for each scrutiny committee. The Committee is therefore asked to consider how they may wish to monitor future recommendations going forward and whether they require a standing item on the Committees agenda. A suggested format for recording recommendations and responses received would be to use the same format as that used to report last year's recommendations which can be found at Appendix 2 of this report. This report can be provided at each meeting to note the outcome of any recommendations made at the previous meeting held and provide an opportunity for the Committee to request further monitoring of the recommendation should this be required and assist the Committee in assessing the impact and consequence of recommendations made at previous meetings.

5.3 This proposed way forward will be presented to each Scrutiny Committee at the first meeting of the year.

5.4 In preparing a work programme for 2017-2018, the Committee is requested to consider its functions as set out in the terms of reference attached at Appendix 3 - Part 3, Section 4, Overview and Scrutiny Functions and Terms of Reference.

5.5 A draft work programme which shows the items identified for scrutiny at the work programming session held on 17 May 2017 is attached at Appendix 1 for consideration.

6. CONSULTATION

6.1 N/A

7. REASON FOR THE RECOMMENDATION

7.1 To ensure the Scrutiny Committee fulfil the requirements as set out in the terms of reference attached at appendix 3.

8. IMPLICATIONS

Financial Implications

8.1 None

Legal Implications

8.2 A review of last year's priorities, acting upon lessons learnt and continuous improvement and approval of the coming year's Scrutiny priorities providing a planned and focussed approach to the work of Scrutiny, is in keeping with good governance.

Equalities Implications

8.3 None

Rural Implications

8.4 N/A

9. BACKGROUND DOCUMENTS

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

9.1 Minutes of meetings of the Sustainable Growth and Environment Capital Scrutiny Committee held on:
14 July 2016, 8 September 2016, 25 October 2016.

Minutes of the meetings of the Growth, Environment and Resources Scrutiny Committee held on:
16 January 2017, 15 March 2017

10. APPENDICES

10.1 Appendix 1 – Draft Work Programme 2017/18
Appendix 2 – Recommendations made during 2016/2017
Appendix 3 – Part 3, Section 4 – Overview and Scrutiny Functions

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE DRAFT WORK PROGRAMME 2017/18

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Meeting Date	Item	Indicative Timings	COMMENTS
<p>28 June 2017</p> <p><i>Draft Report 6 June</i> <i>Final Report 16 June</i></p>	<p>Skanska Annual Report 2016/17</p> <p>Contact Officer: Andy Tatt</p>		
	<p>Technology Strategy And Digital Update</p> <p>Contact Officer: Marion Kelly</p>		
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Review of 2016/17 and Work Programme 2017/18</p> <p>To review the work undertaken during 2016/17 and to consider the work programme of the Committee for 2017/2018 Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
<p>13 September 2017</p> <p><i>Draft Report 21 Aug</i> <i>Final Report 1 Sept</i></p>	<p>Local Plan Final Draft</p> <p>Contact Officer:</p>		
	<p>Draft Active Lifestyle Strategy</p> <p>Contact Officer: Lisa Roberts</p>		

Meeting Date	Item	Indicative Timings	COMMENTS
	<p>Payment Strategy 2017 – 2021</p> <p>Contact Officer: Vicki Palazon</p>		
	<p>Acquisition / Asset Management Strategy</p> <p>Contract Officer: Jane McDade</p>		
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Work Programme 2017/2018 To consider the Work Programme for 2017/2018</p>		
<p>1 November 2017 <i>Draft Report 10 Oct</i> <i>Final Report 20 Oct</i></p>	<p>Opportunity Peterborough Annual Report (to include Rural Economy and Business Plan)</p> <p>Contact Officer: Steve Bowyer</p>		
	<p>NPS Peterborough Ltd (to include Property Management transfer from Amey)</p> <p>Contact Officer:</p>		
	<p>Farm Estate Action Plan Update Report</p> <p>Contact Officer:</p>		

Meeting Date	Item	Indicative Timings	COMMENTS
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p> <p>Work Programme 2017/2018 To consider the Work Programme for 2017/2018</p>		
<p>29 November 2017 (Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p>Budget 2018/19 and Medium Term Financial Strategy to 2027/28 Phase One To scrutinise the Executive's proposals for the Budget 2018/19 and Medium Term Financial Plan 2027/28.</p> <p>Contact Officer: John Harrison/Marion Kelly</p>		
<p>10 January 2018 <i>Draft Report 11 Dec</i> <i>Final Report 21 Dec</i></p>	<p>Local Transport Plan Programme of Works 2018/2019</p> <p>Contact Officer: Andy Tatt</p> <p>Report on new service provider to replace Amey</p> <p>Contact Officer: James Collingridge</p>		

Meeting Date	Item	Indicative Timings	COMMENTS
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Work Programme 2017/2018 To consider the Work Programme for 2017/2018</p>		
<p>8 February 2018 (Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p>Budget 2018/19 and Medium Term Financial Strategy to 2027/28 Phase Two To scrutinise the Executive's proposals for the Budget 2018/98 and Medium Term Financial Plan 2027/28. Contact Officer: John Harrison/Marian Kelly</p>		
<p>7 March 2018 <i>Draft Report 13 Feb</i> <i>Final Report 23 Feb</i></p>	<p>City Centre Annual Plan Contact Officer: Annette Joyce</p>		
	<p>Vivacity Annual Report Contact Officer: Lisa Roberts</p>		
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		

Possible Items for Future Meetings and items still to be programmed in	Contact Officer
Serco Annual Report	Marion Kelly
Portfolio Holder Progress Reports for: <ul style="list-style-type: none"> • Waste and Street Scene • Growth, Planning, Housing and Economic Development • Resources • City Centre management, Culture and Tourism • Environment Capital 	
Final Biodiversity Strategy	James Fisher

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**SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE AND
GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE RECOMMENDATIONS MADE DURING 2016-2017**

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE			
<p>14 July 2016</p> <p>Amey, Serco and Skanska Annual KPI Report and Proposed Street Cleansing Task and Finish Group</p>	<p>The Committee recommend that:</p> <ol style="list-style-type: none"> 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. 	<p>Senior Democratic Service Manager</p> <p>Amey Partnership Manager</p>	<p>A Task and Finish Group was established at a meeting of the Committee on 8 September 2016 to review Amey Street Cleansing Services and concluded on 25 October 2016.</p> <p>2) Amey do not have any enforcement powers and all fly tips are passed through to the PCC enforcement who will investigate a prosecute where possible. This recommendation was passed onto the enforcement team.</p> <p>3) The Council have been doing some work with Bretton Parish where they have had regular community freighter days for residents to dispose of their bulky items free of charge, over the period we have been monitoring the effect this has had on fly tipping and notable from the results below there has not been any significant reduction.</p> <p>April 2015 83, May 2015 114, June 2015 114, July 2015 91.</p> <p>April 2016 105, May 2016 120, June 2016 106, July 2016 119.</p> <p>Although this has not seen a reduction we have had some new anti-fly tipping signs made which state covert CCTV may be in operation and in some areas where this has been deployed we have seen a reduction.</p>

**SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE AND
GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE RECOMMENDATIONS MADE DURING 2016-2017**

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
25 October 2016 Peterborough Local Plan Further Draft	<p>The Committee endorse the Peterborough Local Plan Further Draft and recommend to Cabinet for approval with the following recommendations:</p> <ol style="list-style-type: none"> 1. That Cabinet take into consideration the impact of growth on infrastructure including: <ol style="list-style-type: none"> a. School Places. There is already a lack of school places within the authority and further development will cause further pressure. Cabinet need to ensure that future provision is addressed prior to development taking place. b. Health Care. The health care system is already overstretched and there is a lack of places at doctor's surgeries. Cabinet need to ensure that the impact of a growing population is taken into account for future provision. c. Transport. Concern has been raised with regard to the impact on the local road network and the need for sustainable transport. 2. The Committee asked Cabinet to ensure that any new developments deliver high quality and sustainable housing. 3. In addition to the above recommendations the Committee recommend that Cabinet put a strategy in place to support investment in the renewal of existing district centres and the 'Can-do area'. 4. The Committee also ask that Cabinet works to ensure that existing sites with planning permission are developed. 	Cabinet	<p>That Cabinet:</p> <p>Approved the Further Draft version of the Peterborough Local Plan for public consultation starting in December 2016, subject to:</p> <ul style="list-style-type: none"> • The amendment of policy LP3, on page 17, to reflect the updated table included within the supplementary report; and • The amendment of page 28 to read "on all development proposals of 50 dwellings or more 2% of homes should meet Building Regulations part M (Volume 1), Category 3;" and <p>Delegated authority to officers to make any minor, inconsequential amendments to the Document prior to its publication (in order to correct matters of fact or aid clarity to the reader).</p> <p>The comments/recommendations by Sustainable Growth and Environment Capital Scrutiny Committee were included in the Cabinet report. An update on the comments were also given at the Cabinet meeting.</p> <p>Public consultation on the Further Draft Plan ended in on 9 Feb. Over 2,000 comments were received. All these comments have been read and a key issues report was published in April. All comments are currently being taken into account and the plan is being updated. The Proposed Submission version should be presented to Growth, Environment and Resources Scrutiny Committee on 13 September, Cabinet on 25 September and Full Council 11 October. With final stage of public consultation due to take place in November.</p>

**SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE AND
GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE RECOMMENDATIONS MADE DURING 2016-2017**

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
Community Infrastructure Levy Governance Proposals & Infrastructure Delivery Schedule Update 2016	The Committee endorse the Community Infrastructure Levy Governance Proposals & Infrastructure Delivery Schedule Update 2016 and recommend to Cabinet for approval.	Cabinet	That Cabinet approved the CIL Governance Proposals and Infrastructure Delivery Update 2016.
The Draft Peterborough Housing Strategy 2016 to 2021	<ol style="list-style-type: none"> 1. The Committee endorse the draft Peterborough Housing Strategy 2016 to 2021 and recommend it to Cabinet for approval. 2. The Committee also recommend that Cabinet note the following concerns of the Committee: <ol style="list-style-type: none"> a. Homelessness is a growing issue and that the Council should continue to make reducing this a priority. b. There is a lack of affordable housing and the Council should deliver more affordable homes through initiatives such as the new housing company with Cross Keys. c. There are a number of empty and derelict properties with planning permission and the Council should do everything within its power to address this. 	Cabinet	That Cabinet approved the draft Housing Strategy for public consultation.

**SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE AND
GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE RECOMMENDATIONS MADE DURING 2016-2017**

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
Task and Finish Group Report on the Review of the Amey Street Cleansing Contract	<p>The Committee endorsed the report of the Task and Finish Group and agreed to the recommendations from the Task and Finish Group for presentation to Cabinet on 7 November 2016 for approval. The recommendations being:</p> <p>Recommendation 1 That a three month trial take place using a glutton and a sweeper instead of a sweeper and manual litter pick, this trial will be carried out around the Sarjeant Street area and adjoining streets. These areas have been chosen as they have particularly high levels of litter but also have the inherent issues of parked cars preventing the sweepers from cleaning.</p> <p>Recommendation 2 To undertake waste composition analysis of litter bins we feel are being used for household or trade waste to try and ascertain where the waste is coming from and prosecute where able. Amey will look to understand where litter bins outside commercial properties / flats are becoming full through black bags or other trade waste. Where these are identified the bags and bins will be emptied to look for any evidence that can be used to prosecute the individuals.</p> <p>Recommendation 3 Increased enforcement publishing fines to deter further actions of this nature. Through doing this we will target high littering areas across the city for days of action, we would look for the Prevention and Enforcement Service team to support such activities and fine individuals for littering. Before any enforcement activities are carried out we would like residents to be informed through newspaper articles and social media of the potential fines and that we will now be proactively looking to catch individuals. We would like to publicise the names of any residents that are fined to ensure the message that we will not tolerate littering is sent out.</p>	Cabinet	That Cabinet approved the recommendations of the Street Cleansing Task and Finish Group Final Report (Appendix 1).

**SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE AND
GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE RECOMMENDATIONS MADE DURING 2016-2017**

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
Task and Finish Group Report on the Review of the Amey Street Cleansing Contract cont.	<p>Recommendation 4 Areas of high parking density to have a trial to move the cars on the day the sweeper will attend to see if this can increase levels of cleanliness. We propose to trail this scheme in Oxford Street. All residents will be made aware of what days the street will be swept by a mail drop to all houses and also on street signage. The scheme will work by agreeing a day to suspend the double yellow lines on one side of the road so cars can park on that side and allow the sweeper to cleanse the whole street.</p> <p>Recommendation 5 To implement a 2 man hit squad which will have a van and equipment to respond to high level littering issues as they arise on a daily basis. These areas will be identified through current knowledge of high litter streets and also calls for service. The team will work Monday - Friday and can be diverted to any area of the city as is required to meet demand.</p> <p>Recommendation 6 Educate both children and adults around why littering is unacceptable and the costs that this is having on the authority is key. There needs to be clear and concise messages sent out through various mediums to ensure all residents understand that littering is an anti-social behaviour and to instil pride in the area they live in. We want to see officers work with Community Leaders and Community connectors to ensure the message is distributed in the correct way and can be understood by all.</p> <p>Recommendation 7 It was noted that on a regular basis the road sweepers will cleanse a street and then the refuse collection is carried out causing more litter. We would like to see the sweeper rounds coordinated with the refuse collection to ensure they are carried out following collections. We would also ask that all crews are reminded that if they drop any litter following collection it is cleaned up before they leave the street.</p>		

**SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE AND
GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE RECOMMENDATIONS MADE DURING 2016-2017**

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
<p>Task and Finish Group Report on the Review of the Amey Street Cleansing Contract cont.</p>	<p>Recommendation 8 Ward councillors to proactively support and promote volunteer groups in their areas to carry out litter picks, this will be teamed with Amey providing litter pickers and bags so that the litter picks can be carried out safely. Amey will liaise directly with the groups to supply the litter pickers and also to arrange removal of the litter collected following the event.</p> <p>Recommendation 9 It was recognised that some of the streets as you leave the city centre are classified as a 'Low' frequency clean but they still have the volume of foot fall from residents leaving the city centre. As such we would like Amey to identify the worst streets as you leave the city centre and look to have the number of visits to these streets increased with some needing attention at least once per day.</p> <p>Recommendation 10 Liaise with probation to see if they could assist in complimenting the current Amey service and offer extra litter picking in areas of high demand. This could come under the umbrella of 'Project Clean Peterborough'. Amey to liaise with probation to offer litter picking equipment and help with removing the waste following litter picks.</p> <p>Recommendation 11 Look to increase the level of street cleansing on areas bordering the city centre this is following our visit and regular issues raised within the area of Millfield and South / North Gladstone.</p> <p>Recommendation 12 Further ongoing discussions with Amey to look at economies of scale to see if the unit rate could decrease if the amount of work going through were to increase.</p>		

**SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE AND
GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE RECOMMENDATIONS MADE DURING 2016-2017**

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
Growth, Environment and Resources Scrutiny Committee			
16 January 2017 Growth, Environment and Resources Scrutiny Committee Terms of Reference and Work Programme	<ol style="list-style-type: none"> The Committee recommend the appointment of Parish Councillor Keith Lievesley as a non-voting Co-opted Member to represent the rural area on this Committee for the remainder of this municipal year and the 2017/2018 municipal year. Appointment to be reviewed at the beginning of the 2018/2019 municipal year and then annually going forward. The Committee recommend the appointment of an additional Parish Councillor, Richard Clarke, as nominated by Parish Council Liaison to one of the four available non-voting Co-opted Member positions for the remainder of this municipal year and the 2017/2018 municipal year. Appointment to be reviewed at the beginning of the 2018/2019 municipal year and then annually going forward. 	N/A	<p>The Committee agreed to the appointment of Parish Councillor Keith Lievesley and Richard Clarke as non-voting co-opted members to represent the rural communities. Both were in attendance at the meeting and the Chairman invited them to join the Committee for the remainder of the meeting.</p>
Local Transport Plan Programme of Capital Works for 2017/18	<p>The Committee endorse the Local Transport Plan Programme of Capital Works for 2017/18 and recommend to Cabinet for approval.</p>	<p>Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>The Cabinet Member for Growth, Planning, Housing and Economic Development approved the 2017/18 Transport Programme of Works on 21 April 2017 as follows:</p> <ul style="list-style-type: none"> The 2017/18 Integrated Transport Programme; The 2017/18 Highway Maintenance Programme; and The 2017/18 Bridge Maintenance Programme.

**SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE AND
GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE RECOMMENDATIONS MADE DURING 2016-2017**

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
<p>15 March 2017</p> <p>Update on The Peterborough Housing Strategy 2016 to 2021</p>	<p>The Committee endorse the Peterborough Housing Strategy 2016 to 2021 and recommend to Cabinet for approval and adoption by Council with the inclusion of the following amendments as tabled by The Housing and Strategic Planning Manager at the meeting:</p> <p>1) Additional text to be added to priority 4 on page 16 of the Housing Strategy on the housing needs of people who are offenders or who misuse drugs and alcohol. This to be as follows:</p> <p>Adults with chaotic lifestyles due to offending and drug and alcohol misuse</p> <p>Peterborough's residents like all cities, include people that experience a combination of problems such as drug and alcohol misuse, mental health problems and offending. These issues can lead to difficulty in maintaining accommodation and significantly increases the risk of becoming homeless.</p> <p>The Council provides funding to Peterborough NACRO (National Association for the Care and Resettlement of Offenders) to provide housing related support to prolific and persistent offenders and those at risk of becoming persistent offenders due to drink, drug or substance misuse. They support individuals in maintaining their tenancy as well as re-engaging in education, training and employment. As part of this role, NACRO has established a successful working partnership with local registered providers that enables them to work with their tenants who have been given a short custodial sentence, to maintain their tenancies to return to after completing their sentence. NACRO has also formed links with a bank of private landlords operating in the City and work closely with them to address the issue of finding and maintaining accommodation.</p>	Cabinet	<p>Cabinet considered the report and RESOLVED to support the Peterborough Housing Strategy as attached at Appendix A, incorporating the amendments set out in the supplementary report, and agreed to recommend it to Council for adoption.</p>

**SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE AND
GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE RECOMMENDATIONS MADE DURING 2016-2017**

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
<p>Update on The Peterborough Housing Strategy 2016 to 2021 cont.</p>	<p>NACRO recognises the importance of a flexible approach to providing their services. They provide outreach service at Peterborough Aspire Drug Treatment Service, Council offices, the library and local coffee shops in an effort to engage with an often hard to reach client group.</p> <p>2) Update the strategies and policies listed in the diagram under the heading Local Context on page 7 of the housing strategy to reflect very recently adopted documents. Remove the Aids and Adaptations Policy and Repairs Assistance Policy and replace them with the Housing Renewals Policy 2017-19 and update the Empty Homes Strategy 2012-15 with the dates of the newly adopted strategy which spans 2017-19</p> <p>3) Remove bullet point 6 under the actions for priority 4 on page 18 to reflect the decision that the initiative relating to expansion of the Shared Lives Scheme will no longer be pursued.</p>		

**SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE AND
GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE RECOMMENDATIONS MADE DURING 2016-2017**

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
Report of the Verge Parking Working Group	<p>The Committee endorse the Verge and Pavement Parking Policy Document as attached at Appendix A of the report for approval to the Cabinet Member for Communities and Environment Capital with the following additional recommendations:</p> <ol style="list-style-type: none"> 1. That the 'response rate of 50% of properties affected or above is achieved' is changed to 'the percentage response rate of properties affected is lowered' (this level to be considered further by officers and subject to Legal Advice) and that "once that percentage is achieved enforcement would then be based on a simple majority of those who responded." 2. That any budget requirements associated with implementing the policy be given priority. 3. That consideration be given to innovative ways of protecting the grass verges. 4. That the creation of other types of parking areas be looked into. This to be considered by the 2018/19 Cross Party budget working group. 	Cabinet Member for Communities and Environment Capital	<p>1. The recommendation to lower the response rate and change the threshold for enactment was considered by the group, together with legal, and the wording of the policy was changed to the following:</p> <p><i>"The Council will only proceed to activation if a response rate of 40% of properties affected or above is achieved, and that the majority of those properties that have responded are in support of the introduction of a verge and pavement parking ban for their area."</i></p> <p>2. The implementation of the policy is strictly subject to the full budget of £50k p.a. being made available and this will be progressed in the budget setting process for the 2018/19 financial year.</p> <p>3 and 4 are for highways future consideration, budget permitting.</p>

APPENDIX 3

Section 4 – Overview and Scrutiny Functions & Terms of Reference

1. OVERVIEW AND SCRUTINY COMMITTEES

1.1 The Council has appointed the following Overview and Scrutiny Committees to carry out those functions under Sections 9F to 9FI of the Local Government Act 2000, as amended by:

- (a) Section 19 of the Police and Justice Act 2006 in relation to the scrutiny of crime and disorder matters;
- (b) Section 244 of the Health & Social Care Act 2012 in relation to health matters; and
- (c) Section 22 of the Flood Risk Management Act 2010 in relation to flood risk management.

2. TERMS OF REFERENCE

2.1 Council has established the following Scrutiny Committees and they shall have responsibility for overview and scrutiny in relation to the matters set out below:

1.	Children and Education Scrutiny Committee	
	No of Elected Members appointed by Council: Eleven, none of whom may be a Cabinet Member.	Chairman and Vice-Chairman Appointed by Council.
	Quorum: At least half the Members of the Committee (including voting co-opted members).	Co-opted Members to be appointed by the Committee/Council Four representatives as follows with full voting and call-in rights on education matters only: (a) 1 Church of England Diocese representative; (b) 1 Roman Catholic diocese representative; and (c) 2 parent governor representative. No more than four non-voting members.
	Functions determined by Council 1. Children’s Services including a) Social Care of Children; b) Safeguarding; and c) Children’s Health. 2. Education, including a) University and Higher Education; b) Youth Service; c) Careers; and d) Special Needs and Inclusion. 3. Adult Learning and Skills	

	<p>Functions determined by Statute</p> <p>All powers of an Overview and Scrutiny Committee as set out in Sections 9F to 9FI Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, and any subsequent regulations.</p>

2.	Adults and Communities Scrutiny Committee	
	<p>No of Elected Members appointed by Council:</p> <p>Eleven, none of whom may be a Cabinet Member.</p>	<p>Chairman and Vice-Chairman</p> <p>Appointed by Council.</p>
	<p>Quorum:</p> <p>At least half the Members of the Committee.</p>	<p>Co-opted Members to be appointed by the Committee/Council</p> <p>No more than four non-voting members.</p>
	<p>Functions determined by the Council</p> <ol style="list-style-type: none"> 1. Adult Social Care; 2. Safeguarding Adults; 3. Housing need (including homelessness, housing options and selective licensing); 4. Neighbourhood and Community Support (including cohesion, community safety and youth offending) and; 5. Equalities 	
	<p>Functions determined by Statute</p> <p>To review and scrutinise crime and disorder matters, including acting as the Council's crime and disorder committee in accordance with Sections 19 of the Police and Justice Act 2006;</p>	

3.	Health Scrutiny Committee	
	No of Elected Members appointed by Council: Eleven, none of whom may be a Cabinet Member or the Health and Wellbeing Board..	Chairman and Vice-Chairman Appointed by Council.
	Quorum: At least half the Members of the Committee.	Co-opted Members to be appointed by the Committee/Council No more than four non-voting members.
	Functions determined by the Council 1. Public Health; 2. The Health and Wellbeing including the Health and Wellbeing Board; and 3. Scrutiny of the NHS and NHS providers.	
	Functions determined by Statute To review and scrutinise local authority services under Sections 9F to 9FI Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, and any subsequent regulations To review and scrutinise matters relating to the Health Service and to make reports and recommendations to local NHS bodies in accordance with section 244 of the National Health Service Act 2006. This will include establishing joint health committees in relation to health issues that cross local authority boundaries and appointing members from within the membership of the Committee to any joint health overview and scrutiny committees with other local authorities. (Also see The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013)	

4.	Growth, Environment and Resources Scrutiny Committee	
	No of Elected Members appointed by Council: Eleven, none of whom may be a Cabinet Member.	Chairman and Vice-Chairman Appointed by Council.
	Quorum: At least half the Members of the committee.	Co-opted Members to be appointed by the Committee/Council No more than four non-voting members.
	Functions determined by the Council 1. City Centre Management; 2. Tourism, Culture & Recreation; 3. Libraries, Arts and Museums; 4. Environmental Capital;	

	<p>5. Economic Development and Regeneration including Strategic Housing and Strategic Planning;</p> <p>6. Transport, Highways and Road Traffic;</p> <p>7. Flood Risk Management;</p> <p>8. Waste Strategy & Management;</p> <p>9. Strategic Financial Planning;</p> <p>10. Partnerships and Shared Services; and</p> <p>11. Digital Services and Information Management.</p>
	<p>Functions determined by Statute</p> <p>To review and scrutinise flood risk management in accordance with Section 21F of the Local Government Act 2000 (as amended by the Flood and Water Management Act 2010 and under the Flood Management Overview & Scrutiny (England) Regulations 2011 No. 697).</p>

3. SPECIFIC ROLE OF OVERVIEW AND SCRUTINY

3.1 To review and scrutinise the planning, decisions, policy development, service provision and performance within their terms of reference as follows:

POLICY DEVELOPMENT AND REVIEW

3.2 Within their terms of reference the scrutiny functions will:

- (a) Help the Council and the Executive to develop its budget and policy framework and service Budgets;
- (b) Carry out research into and consultation about policy issues and possible options;
- (c) Consider and promote ways of encouraging the public to take part in developing the Council's policies;
- (d) Question Members of the Cabinet, Committees and senior officers about their views on policy proposals;
- (e) Work with outside organisations in the area to make sure the interests of local people are taken into account;
- (f) Question, and gather evidence from, any person who gives their permission; and
- (g) Monitor and scrutinise the implementation of Council policy.

SCRUTINY

3.3 The Scrutiny Committees will:

- (a) Review and scrutinise the Executive, Committee and officer decisions and performance in connection with the discharge of any of the Council's functions;
- (b) Review and scrutinise the Council's performance in meeting the aims of its policies and performance targets and/or particular service areas;
- (c) Question Members of the Executive, Committees and senior officers about their decisions and performance of the Council, both generally and in relation to particular decisions or projects;
- (d) Make recommendations to the Executive and the Council as a result of the scrutiny process;
- (e) Question, and gather evidence from any person with their consent;
- (f) Hold the Executive to account for the discharge of functions in the following ways:
 - i. By exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer;
 - ii. By scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan of executive decisions;

- iii. By scrutinising decisions the Executive are planning to make; and
 - iv. By scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
- (g) To consider petitions submitted to it;
- (h) Establish ad-hoc Task and Finish Groups to investigate specific topics on a time-limited basis in accordance with the Scrutiny Committee Procedure Rules; and

CRIME AND DISORDER

- 3.4 The Scrutiny Committee responsible for crime and disorder shall, and any sub committees may:
- (a) Act as the crime and disorder committee within the meaning of Section 19 of the Police and Justice Act 2006;
 - (b) Review or scrutinise decisions made, or other actions taken by bodies or persons responsible for crime and disorder strategies in the Peterborough area;
 - (c) Make reports or recommendations to the local authority on any local crime and disorder matter in relation to a member of the authority; and
 - (d) Consider any crime and disorder matters referred by any Member of the Council.

HEALTH ISSUES

- 3.5 The Scrutiny Committee responsible for health and any sub committees shall undertake their responsibilities under section 244 of the National Health Service Act 2006 as follows:
- (a) May review and scrutinise any matter relating to the planning, provision and operation of the health service in the Peterborough area (including NHS Bodies and other NHS providers);
 - (b) Must invite interested parties to comment on the matter and provide reasonable notice;
 - (c) Take account of relevant information available to it and, in particular, from a Local Healthwatch organisation or representative;
 - (d) Acknowledge any referral within 20 working days and keep the referrer informed of any action taken;
 - (e) Request information about the planning, provision and operation of health services in the area to enable it to carry out its functions;
 - (f) Make reports or recommendations on a matter it has reviewed or scrutinised including:
 - i) An explanation of the matter reviewed or scrutinised;
 - ii) A summary of the evidence considered;
 - iii) A list of the participants involved in the reviews; and
 - iv) An explanation of any recommendations made.
 - (g) Where the Committee asks for a response, the person must respond in writing within 28 days of the request.
- 3.6 The Committee will consider any proposals received from a National Health Service body, Clinical Commissioning Groups or other provider about;

- (a) Any substantial development of the health service in Peterborough; or
 - (b) Any substantial variation to the provision of NHS Services as set out the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- 3.7 In considering the proposals, the Committee must take account of the effect or potential effect of the proposals on the sustainability of the health service in its areas and may refer proposals to the Secretary of State in certain circumstances.

FLOOD RISK MANAGEMENT

- 3.8 The Scrutiny Committee responsible for flood risk management, and any sub committees shall undertake their responsibilities under the Flood and Water Management Act 2010 as follows:
- (a) May review and scrutinise any matter relating to the planning, provision and operation of the flood risk management in the Peterborough area;
 - (b) May invite those authorities responsible for flood risk management to comment on the matter;
 - (c) Request information from them to enable it to carry out its responsibilities; and
 - (d) Make reports or recommendations and request a response from flood risk management authorities.

4. MEMBERSHIP

- 4.1 All Members, except Members of the Executive, may be a member of a Scrutiny Committee. However, no Member may be involved in scrutinising a decision with which he or she has been directly involved. Members of the Health and Wellbeing Board should not be a member of the Health Scrutiny Committee.

CO-OPTees

- 4.2 The Scrutiny Committees shall be entitled to co-opt, as non-voting members, up to four external representatives or otherwise invite participation from non-members where this is relevant to their work.
- 4.3 The Children and Education Scrutiny Committee shall include in its membership the following representatives, with full voting and call-in rights on education matters only:
- (a) 1 Church of England diocese representative;
 - (b) 1 Roman Catholic diocese representative; and
 - (c) 2 parent governor representatives.
- 4.4 Where the Scrutiny Committee deals with other matters, the representatives in paragraph 4.3 above shall not vote on those other matters, though they may stay in the meeting and speak.

5. QUORUM

- 5.1 The quorum for a scrutiny committee shall be that more than half the Members must be present. The calculation of the quorum shall include any voting co-opted members of the Committee.

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	Agenda Item No. 8
28 JULY 2017	Public Report

Report of the Director of Governance

Report Author – Paulina Ford, Senior Democratic Services Officer

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

FORWARD PLAN OF EXECUTIVE DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Growth, Environment and Resources Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

2. RECOMMENDATIONS

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

3. BACKGROUND

- 3.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The Plan contains those Executive decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new Executive decisions to be taken after 10 July 2017.
- 3.2 The information in the Forward Plan of Executive Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the Executive decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 3.4 As the Forward Plan is published fortnightly any version of the Forward Plan published after dispatch of this agenda will be tabled at the meeting.

4. CONSULTATION

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

5. BACKGROUND DOCUMENTS

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

None

6. APPENDICES

Appendix 1 – Forward Plan of Executive Decisions

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

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 Ayres, Cllr Elsey; Cllr Hiller, Cllr Lamb; Cllr Smith; Cllr Seaton and Cllr Walsh.

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

PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE

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

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

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

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

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

All decisions will be posted on the Council's website: www.peterborough.gov.uk/executivedeisions. If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Democratic and Constitutional 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 10 JULY 2017

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>Approval of Sharing Officers between Peterborough City Council & Cambridgeshire County Council - KEY/10JUL17/01</p> <p>Under s113 of the 1972 Local Government Act a Council can place officers at the disposal of another Council. The Council is currently in the process of establishing a shared management team for People & Communities with Cambridgeshire County Council which may result in one or more officers of the City Council being shared across both Councils.</p>	<p>Councillor Seaton, Cabinet Member for Resources</p>	<p>July 2017</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>ALL</p>	<p>Relevant internal and external stakeholders.</p> <p>Officers affected, Trades Unions, Employment Committee, Members of both Councils</p>	<p>Paul Smith HR Advisor Tel: 01733863629 Email: paul.smith2@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>Consultation document and reports to Employment Committee setting out rationale and proposals</p>

PREVIOUSLY ADVERTISED DECISIONS

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<p>1. Sale of Bretton Court, Bretton North – KEY/24JUL15/05 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>June 2017</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>Bretton Councillors: Ellis, Martin, Sylvester</p>	<p>Relevant internal and external stakeholders.</p>	<p>Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: Jane.mcdaid@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>2. Direct Payment Support Service – KEY/11DEC15/02 To approve the direct payment support service.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>November 2017</p>	<p>Adult and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Gary Jones Lead commissioner for Older people Tel: 452450 Email: gary.jones@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

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<p>96</p> <p>3. Personal Care and Support (Homecare) in Peterborough – KEY/02MAY16/01 To approve the awarding of a contract to an external provider following a competitive tender exercise.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>October 2017</p>	<p>Adult and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Rajnish Ahuja Procurement Project Manager (Interim) Tel: 01733 317471 Email: rajnish.ahuja@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>4. Market Position Statement – KEY/08AUG16/01 To approve the market position statement.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Social Care and Health</p>	<p>June 2017</p>	<p>Adult and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Oliver Hayward Assistant Director of People Commissioning and Commercial Operations Tel: 01733 863708 Email: Oliver.hayward@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>5.</p> <p>97</p>	<p>Award of Contract for Construction and Operation of Fengate Household Recycling Centre – KEY/05SEPT16/02 To approve the award of contract for construction and operation of Fengate Household Recycling Centre.</p>	<p>Councillor Gavin Elsey Cabinet Member for Waste and Street Scene</p>	<p>June 2017</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Pearn Waste Partnership Manager Tel: 01733 864739 Email: Richard.pearn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

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6.	Uncollectable debts in excess of £10,000 – KEY/28NOV16/01 Council Tax, Housing Benefits, Sundry and Business Rates	Councillor David Seaton Cabinet Member for Resources	June 2017	Growth, Environment & Resources Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Marion Kelly Interim Service Director, Financial Services Tel: 01733 384564 Email: marion.kelly@pet erborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
7.	Peterborough Serco Strategic Partnership Contract Amendments – KEY/28NOV16/02 To agree amendments to the Serco Partnership Contract	Councillor David Seaton Cabinet Member for Resources	June 2017	Growth, Environment & Resources Scrutiny Committee	All wards	Relevant stakeholders and Serco.	Marion Kelly Interim Service Director, Financial Services Tel: 01733 384564 marion.kelly@pet erborough.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.	<p>Serco ICT Contract Amendments – KEY/28NOV16/03 To agree amendments to the Serco ICT Contract.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>June 2017</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant stakeholders and Serco.</p>	<p>Marion Kelly Interim Service Director, Financial Services Tel: 01733 384564 marion.kelly@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>
9.	<p>Section 256 Agreement Care at Home KEY/12DEC16/01 To seek permission to enter into a S256 Agreement with the NHS to allow Peterborough City Council to commission Care at Home Services on their behalf realising economies of scale and higher degree of market management.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>October 2017</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Rajnish Ahuja Procurement Project Manager (Interim) Tel: 01733 317471 Email: rajnish.ahuja@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>10. Passenger Transport Services - KEY/26DEC/05 Implement Passenger Transport framework to provide transport services to mainstream and SEN pupils Expenditure over £500k</p>	<p>Councillor Lynne Ayres Cabinet Member for Education</p>	<p>June 2017</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant Internal & external stakeholders</p>	<p>Bryony Wolstenholme Tel: 01733 317452 Email: Bryony.wolstenholme.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>11. Oakdale Primary School Expansion – KEY/6FEB17/01 Award of Contract for the expansion of Oakdale Primary School from 1FE to 2FE, including the approval of property, legal and financial arrangements for various enabling agreements with third parties</p>	<p>Councillor Lynne Ayres Cabinet Member for Education</p>	<p>July 2017</p>	<p>Children and Education Scrutiny Committee</p>	<p>Stanground South, Councillors Ray Bisby, Chris Harper and Brian Rush</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Email: Brian.howard@peterborough.gov.uk Sharon Bishop Tel: 01733 863997 Email: sharon.bishop@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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12. 101	Assessed Needs Contracts with Care Homes KEY/20FEB17/01 Approval to enter into contractual arrangements with Care Homes [residential and nursing] in order meet eligible service users' assessed needs until such time as a Pseudo Dynamic Purchasing System has been established.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	June 2017 Adults and Communities Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Helene Carr, Head of Commissioning Social Care Tel: 01733 863901 Email: Helene.carr@pet-erborough.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>13. Discretionary rate relief - KEY/20FEB17/02 From business rates for charities, similar organisations not established or conducted for profit and rural businesses</p> <p>102</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>June 2017</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Vicki Palazon Head of Finance (Business Operations & Development) Email: vicki.palazon@pe-terborough.gov.uk Tel:01733 864104</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

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14.	Academy Conversion – KEY/20FEB17/05 Conversion of maintained school to academy status	Councillor Lynne Ayres Cabinet Member for Education	June 2017	Children and Education Scrutiny Committee	TCB	Relevant internal and external stakeholders.	Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Brian.howard@peterborough.gov.uk Sharon Bishop Tel: 01733 863997 sharon.bishop@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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15.	<p>Shared Lives - KEY/06MAR17/01 To seek permission to consult with relevant parties on the Commissioning Board decision to deregister the service, support service users and carers into alternative care arrangements</p>	<p>Councillor Wayne Fitzgerald Deputy Cabinet Member for Integrated Adult Social Care and Health</p>	<p>June 2017</p>	<p>Adult and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Janet Warren Assistant Commissioner Tel:01733 863865 janet.warren@pet-erborough.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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16.	Academy Conversion - KEY/06MAR17/02 - Conversion of a maintained school to academy status	Councillor Lynne Ayres Cabinet Member for Education	June 2017	Children and Education Scrutiny Committee	TBC	Relevant internal and external stakeholders.	Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Brian.howard@peterborough.gov.uk Sharon Bishop Tel: 01733 863997 sharon.bishop@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
17.	Academy Conversion - KEY/06MAR17/03 - Conversion of a maintained school to academy status	Councillor Lynne Ayres Cabinet Member for Education	June 2017	Children and Education Scrutiny Committee	TBC	Relevant internal and external stakeholders.	Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Brian.howard@peterborough.gov.uk Sharon Bishop Tel: 01733 863997 sharon.bishop@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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106	<p>18. Decision Request for Implementation of Millfield, New England and parts of Park Ward (Eastfield) and East Ward (Embankment) Public Space Protection Order - KEY/06MAR17/04 For the Cabinet Member to approve the implementation of the aforementioned Public Space Protection Order following public consultation.</p>	Councillor Walsh, Cabinet Member for Communities	June 2017	Adult & Communities Scrutiny Committee	North, Park, Central and East Ward Councillors	All relevant ward councillors and interested parties have been consulted via the proposed PSPO consultation process. Ward Cllrs will also receive notification of the decision prior to being published.	Laura Kelsey, Senior Prevention & Enforcement Service Officer and Anti-social Behaviour thematic lead Tel: 01733 453563 laura.kelsey@pet-erborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
	<p>19. Agile Working Devices - KEY/06MAR17/05 Purchase and implementation of Chromebooks and / or suitable devices to support agile working</p>	Cabinet Member for Resources	June 2017	Growth, Environment & Resources Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Vicki Palazon, Head of Finance (Business Operations and Development), Tel:01733 864104 Email: vicki.palazon@pet-erborough.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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20.	Award of Contract for the Management and Operation of Dogsthorpe HRC – KEY/03APR17/03 To award a contract for the management and operation of Dogsthorpe HRC.	Councillor Gavin Elsey, Cabinet Member for Waste and Street Scene	June 2017	Growth, Environment & Resources Scrutiny Committee	All wards	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.

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21.	<p>Junction 20 Capacity Improvements (A47/A15 interchange) – KEY/03APR17/04</p> <p>Recommendation to approve the issue of additional work packages to Skanska (Construction) UK Limited. These additional works have been agreed with and fully funded by the Local Enterprise Partnership (LEP).</p>	<p>Councillor Peter Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>June 2017</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>Gunthorpe, Dogsthorpe and Paston & Walton</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Machen (Executive Director Growth & Regeneration) Tel: (01733) 453475 E-mail: Simon.Machen@peterborough.gov.uk</p> <p>Martin Brooker (Senior Engineer) Tel: (01733) 452691 E-mail: Martin.Brooker@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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22.	Affordable Warmth Strategy 2017 – 2019 KEY/17APR17/03 Recommendation to approve the Affordable Warmth Strategy 2017 - 2019	Councillor Walsh, Cabinet Member for Communities	June 2017 Adults and Communities Scrutiny Committee	All wards	Relevant internal and external stakeholders. The draft strategy will be placed on PCC Consultation pages for 3 week consultation period	Sharon Malia - Housing Programmes Manager, Tel: 01733 863764 sharon.malia@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. BRE Integrated Dwelling Level Housing Stock Modelling Report July 2016 Housing Renewals Policy 2017 - 2019
23.	Provision Of Temporary Accommodation - KEY/17APR17/04 To enter into a lease arrangement with Cross Keys Homes for the management of additional temporary accommodation at Elizabeth Court, Peterborough	Councillor David Seaton Cabinet Member for Resources	June 2017 Adults and Communities Scrutiny Committee	Park Ward, Cllrs Ferris, Peach and Shearman	Relevant internal and external stakeholders.	Oliver Hayward Assistant Director of People Commissioning and Commercial Operations Oliver.hayward@peterborough.gov.uk Tel: 01733 863708	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p>24.</p> <p>110</p>	<p>Approval for Westgate highway works - KEY/01MAY17/01 - Following approval of the 2017/18 Council budget, approval is sought for the design and construction of the Westgate public realm highway improvement scheme.</p>	<p>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>June 2017</p> <p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central / All wards</p>	<p>Relevant internal and external stakeholders</p> <p>Consultation will be undertaken during the design stage of the project and will include ward cllrs, the RNIB, Disability Forum, taxi trade, bus companies and businesses.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer. 01733 317465 lewis.banks@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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25. Approval for Junction 18 (Rhubarb bridge) highway works - KEY/01MAY17/02 - Following approval of the 2017/18 Council budget, approval is sought for the design and construction of the Junction 18 highway scheme.	Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development	June 2017	Growth, Environment and Resources Scrutiny Committee	Paston & Walton, North, Ravensthorpe, Bretton	Relevant internal and external stakeholders Initial consultation occurred as part of the Fourth Local Transport Plan and the MTFS. Further consultation will be undertaken during the design stage of the project and will include ward cllrs, the community, the Disability Forum, Cycle Forum, schools and businesses .	Lewis Banks, Principal Sustainable Transport Planning Officer. 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. MTFS, Fourth Local Transport Plan

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<p>26.</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">112</p>	<p>Approval for Parkway maintenance - KEY/01MAY17/03 Following approval of the 2017/18 Council budget, approval is sought for significant maintenance work to be undertaken on the Parkways.</p>	<p>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>June 2017</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders</p> <p>Initial consultation occurred as part of the Fourth Local Transport Plan and the MTFS. Further information will be provided to ward members and the public.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer. 01733 317465 lewis.banks@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>MTFS, Fourth Local Transport Plan</p>

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<p>27. Town Hall South – remodelling - KEY/01MAY17/04 To award the contract for the remodelling of the area in the Town Hall to be let.</p>	<p>Councillor Seaton, Cabinet Member for Resources</p>	<p>June 2017</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central ward</p>	<p>Relevant internal and external stakeholders</p> <p>Consultation with Ward Councillors and usual internal and external stakeholders</p>	<p>Jane McDaid, Head of Property, 01733 384540, jane.mcdaid@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

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<p>28. To approve CCTV upgrade and 5 year maintenance contract - KEY/01MAY17/06 CCTV maintenance contract renewal, upgrade to the system and replacement of the current maintenance arrangement.</p>	<p>Councillor Walsh, Cabinet Member for Communities</p>	<p>June 17</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Noorman Crabb, CCTV Manager Tel: 01733 453408 e mail: noorman.crabb@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>29. Authorise the award of the Nene Bridge Bearings Scheme - KEY/01MAY17/07 Authorise the award of the Nene Bridge Bearings bridge works to Skanksa Construction UK Ltd through the Council's Peterborough Highway Services Contract 2013-2013</p>	<p>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>June 2017</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Peter Tebb, Network and Traffic Manager, Tel:01733 453519, Email: peter.tebb@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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30.	Child and Adolescent Mental Health and Emotional Wellbeing Service – KEY/01MAY17/08 Approve contract award	Councillor Smith, Cabinet Member for Children’s Services	14 July 2017	Health Scrutiny Committee	All wards	Relevant internal and external stakeholders	Jo Melvin, Commissioner Tel: 01733 863980 Email: joanne.melvin@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
115 31.	Real Time Passenger Information - KEY/15MAY17/02 Award of the Contract along with the agreement to sign the partnership and data sharing agreements with neighbouring local authorities and bus operators associated with this contract	Cabinet Member for Growth, Planning, Housing and Economic Development	September 2017	Growth, Environment and Resources Scrutiny Committee	All	Relevant internal and external stakeholders. Consultation has taken place with bus operators in the city and will continue to do so for the duration of the tender process	Peter Tebb Network and Traffic Manager Tel: 01733 453519 Email: Peter.tebb@peterborough.gov.uk Amy Pickstone Senior ITS Officer 5 317481 Email: amy.pickstone@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>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>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>32. Approval to early infrastructure works to facilitate the design and build of two new schools on the Paston Reserve site – KEY/15MAY17/03</p> <p>There is a requirement for infrastructure works to be undertaken on land identified under a S106 Agreement to accommodate a new 2 form entry primary school and an 8 form entry secondary school at the Paston Reserve site. These works include a new access road into the site from Newborough Road, relocation of overhead power cables and fencing to secure the site upon transfer to the Council. These works must be completed ahead of the programme to deliver the new school.</p>	<p>Councillor Lynne Ayres Cabinet Member for Education</p>	<p>June 17</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Gunthorpe</p>	<p>Relevant internal and external stakeholders.</p>	<p>Emma Everitt Capital Projects and Assets Officer Tel: 01733 863660 Email: emma.everitt@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>33. Paston Reserve Primary School - New school build project - KEY/15MAY17/04 School Organisation Plan 2012-17, EFA Contractors Framework Guidance, Guidance for LAs seeking to deliver free school projects</p>	<p>Councillor Lynne Ayres Cabinet Member for Education</p>	<p>September 17</p>	<p>Children and Education Scrutiny Committee</p>	<p>Gunthorpe</p>	<p>Relevant internal and external stakeholders.</p> <p>There will be public consultation on the plans for the new school. Ward Cllr consultation</p>	<p>Emma Everitt Capital Projects and Assets Officer Tel: 01733 863660 Email: emma.everitt@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>34. Paston Reserve Secondary School - New build project - KEY/15MAY17/05 Authorise the Director People and Communities to approve the construction of a new secondary school at the Paston Reserve site up to the value of £xm. Authorise the Director to award the design and build contract. Authorise the Director to enter into the 125 year lease of the school site with the Academy Trust.</p>	<p>Councillor Lynne Ayres Cabinet Member for Education</p>	<p>June 2018</p>	<p>Children and Education Scrutiny Committee</p>	<p>Gunthorpe</p>	<p>Relevant internal and external stakeholders.</p> <p>There will be a public consultation on the plans for the new school. Ward Cllr consultation.</p>	<p>Emma Everitt Capital Projects and Assets Officer Tel: 01733 863660 Email: emma.everitt@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>School Organisation Plan 2012-17. EFA Contractors Framework Guidance. Guidance for LAs seeking to deliver free school projects</p>

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118	<p>35. Enterprise Managed Services Contract - KEY/15MAY17/06 Termination of the current 23 year contract with Enterprise Managed Services (Amey) and future service delivery</p>	Cabinet	10 July 2017	Growth, Environment and Resources Scrutiny Committee	All Wards	Relevant internal and external stakeholders.	James Collingridge, Amey Partnership Manager, Tel: 01733 864736 Email: james.collingridge@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
	<p>36. Implementation of the Peterborough Lottery - KEY/29MAY17/01 To seek approval for the full implementation of the Peterborough Lottery which was included in the budget proposals submitted to Council</p>	Cabinet	10 July 17	Growth, Environment and Resources Scrutiny Committee	All wards	Relevant internal and external stakeholders. Consultation has been held with CMT and Council (as part of the budget proposals)	Andy Cox, Head of Energy Programmes, Tel: 01733452465, Email: andy.cox@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. Peterborough Lottery Proposal

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<p>37. Amendment of existing loan arrangements to Empower - KEY/29MAY17/02 Term of loan to be extended to reflect changing operating environment since commencement. Other clauses may also be amended</p> <p>119</p>	Cabinet	10 July 2017	Growth, Environment and Resources Scrutiny Committee	All wards	Relevant internal and external stakeholders.	John Harrison, Corporate Director, Resources Tel: 01733 452520 Email: 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.
<p>38. Payment Strategy – KEY/29MAY17/03 How customers will pay for services and make payments due to the council in the next three to five years</p>	Cabinet	10 July 2017	Growth, Environment and Resources Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Vicki Palazon, Head of Finance, Tel: 01733 864104, Email: 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.

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<p>39. Approval to award places on the Pseudo DPS for Residential Care Providers - KEY/29MAY17/04 Provide permission for the Council to enter into contractual arrangements with Residential Care Providers following the publication of a PIN notice inviting providers to submit prices and sign up to the Council's Residential Care Terms and Conditions. This ensures compliance with the Public Procurement Regulations 2015 and the Care Act 2014</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>November 2017</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Helene Carr, Head of Commissioning Social Care Tel: 01733 863901, Email: Helene.carr@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>40. Woodston Expansion – KEY/26JUNE17/01 Award of Contract for the expansion of Woodston Primary School to accommodate an additional 210 children</p>	<p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p>	<p>October 2017</p>	<p>Children and Education Scrutiny Committee</p>	<p>Fletton & Woodston</p>	<p>Relevant internal and external stakeholders. Public consultation to be held July 2017</p>	<p>Sharon Bishop, Capital Projects & Assets Officer, Tel: 01733 863997, Email: sharon.bishop@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. School Organisational Plan 2015 - 2020</p>

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41	St George's (Heltwate) remodelling – KEY/26JUNE17/02 Award of Contract for the remodelling and refurbishment of part of the St George's School site to accommodate up to 40 KS4 children from Heltwate School	Councillor Lynne Ayres, Cabinet Member for Education, Skills and University	August 2017	Children and Education Scrutiny Committee	Park Ward	Relevant internal and external stakeholders.	Sharon Bishop. Capital Projects & Assets Office, Tel: 01733 863997, Email: sharon.bishop@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. School Organisational Plan 2015 – 2020

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>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
<p>Approval of funding for Medesham Homes - KEY/10JUL17/02 Project Approval</p> <p>122</p>	Cabinet	10 July 2017	Growth, Environment and Resources Scrutiny Committee	All	Relevant internal and external stakeholders.	<p>Marion Kelly, Interim Service Director Financial Services Email: marion.kelly@pete.rborough.gov.uk Tel: 01733 384564</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>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
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PREVIOUSLY ADVERTISED DECISIONS

1. 123	Vivacity Funding – To fund Vivacity £1278 until March 2017 (via DWP grant funding) to provide digital support for UC claimants to make benefit claims online at Central Library.	Councillor David Seaton Cabinet Member for Resources	June 2017	Growth, Environment & Resources Scrutiny Committee	All	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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DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
2. 124	Vivacity Premier Fitness Invest to Save Scheme - To authorise investment in developing Vivacity Premier Fitness on an invest to save basis	Councillor David Seaton Cabinet Member for Resources	June 2017	Growth, Environment & Resources Scrutiny Committee	All	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources Tel: 01733 452520 Email: John.harrison@peterborouh.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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3.	Delivery of the Council's Capital Receipt Programme through the sale of Welland House, Dogsthorpe - To authorise the sale of Welland House, Dogsthorpe	Councillor David Seaton Cabinet Member for Resources	June 2017	Growth, Environment & Resources Scrutiny Committee	Dogsthorpe Councillors: Ash, Saltmarsh, Sharp	Relevant internal and external stakeholders.	David Gray Capital Projects Officer Tel: 01733 384531 Email: 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.
4.	Procurement Strategy – To update Cabinet on the procurement strategy.	Cabinet	10 July 2017	Growth, Environment & Resources Scrutiny Committee	All	Relevant internal and external stakeholders.	Marion Kelly Interim Service Director, Financial Services Tel: 01733 384564 Email: 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>5. Proposal for Loan of Senior Management Staff Under Joint Arrangements – To approve a sharing agreement for senior management staff.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>June 2017</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>All</p>	<p>Relevant internal and external stakeholders.</p>	<p>Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>6. Safer Peterborough Partnership Plan 2017 - 2020 To recommend the Safer Peterborough Partnership 2017 – 2020 for approval by full Council.</p>	<p>Cabinet</p>	<p>10 July 2017</p>	<p>Adult and Communities Scrutiny Committee</p>	<p>All</p>	<p>Relevant internal and external stakeholders</p>	<p>Hayley Thornhill Senior Policy Manager Tel: 01733 864112 Email: hayley.thornhill@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>7. Funding of Information, Advice and Guidance services within the voluntary sector - To authorise award of grants.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>June 2017</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>All</p>	<p>Relevant internal and external stakeholders</p>	<p>Ian Phillips Senior Policy Manager Tel: 01733 863849 Email: ian.phillips@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>8. Approve an updated Local Development Scheme (LDS) for Peterborough Approve an updated Peterborough Local Development Scheme (LDS) which is the timetable setting out the Development Plan Documents (DPDs) that a local planning authority intends to produce over the next few years.</p>	<p>Cabinet</p>	<p>10 July 2017</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Gemma Wildman Principal Strategic Planning Officer Tel: 01733863824 Email: gemma.wildman@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>LDS timetable</p>

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<p>9. Daily cleanse around Gladstone Street and nearby streets Daily mechanical cleanse in the area focused around Gladstone Street and other nearby streets. This will encompass a mechanical sweeper and operative.</p> <p>128</p>	<p>Councillor Elsey, Cabinet Member for Waste and Street Scene</p>	<p>June 2017</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>Central Ward Cllrs Hussain, Amjad Iqbal, Jamil</p>	<p>Relevant internal and external stakeholders.</p> <p>Cross party task and finish group report which went to the Growth, Environment and Resources Scrutiny Committee it was also part of the full council decision to implement as part of the budget for 2017-18.</p>	<p>James Collingridge, Amey Partnership Manager, Tel: 01733 864736 Email: james.collingridge@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>10. A Lengthmans to be deployed on Lincoln Road Millfield There will be a daily presence along Lincoln Road, the operative will litter pick, empty bins as well as report fly-tips and other environmental issues.</p>	<p>Councillor Elsey, Cabinet Member for Waste and Street Scene</p>	<p>June 2017</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>Central Ward Cllrs Hussain, Amjad Iqbal, Jamil</p>	<p>Relevant internal and external stakeholders.</p> <p>Cross party task and finish group report which went to the Growth, Environment and Resources Scrutiny Committee and it was also approved at Full Council as part of the 2017-18 Budget.</p>	<p>James Collingridge, Amey Partnership Manager, Tel: 01733 864736 Email: james.collingridge@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>11. 2017/18 VCS grant funding Award of grant to VCS organisations to provide Information, Advice and Guidance services</p>	<p>Councillor Seaton, Cabinet Member for Resources</p>	<p>July 2017</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Ian Phillips Senior Policy Manager Tel: 863849 Email: ian.phillips@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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12.	Business Advice Charging Policy To approve the charging policy.	Councillor Walsh, Cabinet Member for Communities	June 2017	Adult and Communities Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Peter Gell Head of Regulatory Services Tel: 01733 453419 Email: Peter.gell@pet erborough.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>13 To 'make' the Peakirk Neighbourhood Plan part of the Development Plan - The decision required is to make the Peakirk Neighbourhood Plan (PNP) part of the Development Plan for Peterborough. This is a formality as the PNP will be subject to a referendum of residents of Peakirk Parish who will decide whether or not they want the PNP to be used in making decisions on planning applications in the area. As it will become part of the Development Plan it requires approval from Full Council, but the options are very limited for the decision. The decision will only be needed if more than 50% of those voting in Peakirk vote for the PNP to be used in planning decisions.</p>	<p>Cabinet</p>	<p>10 July 2017</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Glinton and Castor, Cllrs Holdich and Hiller</p>	<p>Relevant internal and external stakeholders.</p> <p>The Neighbourhood Plan Group have undertaken extensive consultation. PCC consulted on the plan for 6 weeks. It was examined by an independent examiner who recommended that it proceed to referendum. It will be subject to a referendum (date TBC) of all voting residents of Peakirk.</p>	<p>Phil Hylton Senior Planning Officer, Tel: 01733 863879, Email: philip.hylton@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>

PART 4 – NOTIFICATION OF KEY DECISIONS TAKEN UNDER URGENCY PROCEDURES

KEY DECISIONS TAKEN UNDER URGENCY PROCEDURES

<i>DECISION TAKEN</i>	<i>REASON FOR URGENCY</i>	<i>DECISION MAKER</i>	<i>DATE DECISION TAKEN</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>WARD</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>
None.								

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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