

**MINUTES OF THE CABINET MEETING
HELD AT 10:00AM ON
MONDAY, 10 JULY 2017
BOURGES/VIERSEN ROOM, TOWN HALL, PETERBOROUGH**

Cabinet Members Present: Councillor Holdich (Chair), Councillor Ayres Councillor Elsey, Councillor Fitzgerald, Councillor Hiller, Councillor Lamb, Councillor Smith, and Councillor Walsh

Cabinet Advisors Present: Councillor Allen and Councillor Stokes

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Seaton.

2. DECLARATIONS OF INTEREST

Agenda Item 7 - Amendment of Existing Loan Arrangements to Empower

Councillor Elsey confirmed that this item was not related to the Empower Community Interest Company, which he was involved with.

Agenda Item 8 - Funding of the Initial Project Proposed by Medesham Homes

Councillor Hiller declared that he was a Director for Medesham Homes, along with the Corporate Director of Growth and Regeneration. Both would leave the meeting when this item was discussed.

3. MINUTES OF THE CABINET MEETINGS HELD ON 20 MARCH 2017

The minutes of the meeting held on 20 March 2017 were agreed as a true and accurate record.

4. PETITIONS PRESENTED TO CABINET

There were no petitions presented to Cabinet.

STRATEGIC DECISIONS

5. IMPLEMENTATION OF PETERBOROUGH LOTTERY

Cabinet received a report in relation to the implementation of a Peterborough Lottery scheme.

The purpose of the report was to gain agreement to the launch of an online Peterborough Lottery to help fund discretionary support to local voluntary and community sector (VCS) organisations, and to enable good causes to raise funds directly in one of the first schemes of its kind in the country.

The Corporate Director: Resources introduced the report and advised that it was agreed within the budget proposals that such a scheme would be looked into. External stakeholders and the Scrutiny Committee had been consulted on the proposals, which

included a full range of policies around how the scheme would be managed. It was recommended that Gatherwell be appointed as the lottery management company, with a further report to be presented to Cabinet in relation to the distribution of funding.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- Tickets would be available for anybody in the UK to buy via an online service;
- Policing of age restrictions was covered by a strict sign up process, monitored by Gatherwell. This would not be fool proof, however all necessary steps would be in place;
- There would not be any exclusions to participation;
- The 60% of gross income to go to local causes did not include the prize money allocation;
- The top prize money was £25,000. This was an insured amount;
- It was suggested that criteria for bodies to receive funding could be tightened, specifically to include the need to audit accounts;
- In relation to concerns around encouraging gambling, attention was drawn to the lotteries already available in the area. The proposed scheme was the most protected way to run a lottery, through online registration. Participation required a level of pre-meditation;
- There was a limit on the number of tickets an individual could buy, this information would be circulated;
- To change the scheme from an online service to a walk in service, a variation to the scheme would have to be agreed;
- The gambling license included a initial fee and an annual re-accreditation;
- Any group in the area could apply for funding, as long as the Council was satisfied that the money was to be spent on local causes;
- It was anticipated that the scheme commence in Autumn and be promoted through digital media, the press, and other bodies; and
- A further report was requested 6 months into the scheme to evaluate its progress.

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

- 1) Approve the setting up of a Peterborough Lottery in accordance with the Medium Term Financial Plan;
- 2) Authorise the Corporate Director, Resource to establish the 'Peterborough Lottery' in accordance with the policies in the attached appendices including implementing and running the Peterborough Lottery;
- 3) Authorise the appointment of Gatherwell as the external lottery management company (ELM) to deliver the Peterborough Lottery;
- 4) Agree that the proposed distribution of funding be considered at a future meeting of Cabinet; and
- 5) Agree that a report would return to Cabinet in six months to provide an update on the progress of the Peterborough Lottery scheme.

REASONS FOR THE DECISION

To help in addressing the budgetary pressures facing the council in the future, and to enable community groups to 'self-help' by gaining access to their own lottery within the Peterborough Lottery umbrella scheme.

ALTERNATIVE OPTIONS CONSIDERED

Do Nothing. This was discounted on the basis that the scheme would deliver savings to the Council which would otherwise be lost.

6. PAYMENT STRATEGY

Cabinet received a report in relation to a the consultations for the next phase of the digital transformation programme on projects within the Front Door project impacted by the implementation of the Payments Strategy 2017 – 2021.

The purpose of the report was to for Cabinet to commence consultation on the council's Payment Strategy 2017 - 2021 including the proposed closure of the cash office and making available online the administration and payments process for parking permits and taxi licensing.

The Head of Finance (Business Operations and Development) introduced the report and advised that the updates to the Payment Strategy would amend the 2008 Strategy. It was proposed to launch three separate consultations ahead of the updates in relation to payments to be made, Parking Permits administration, Taxi Licensing administration. It was noted that alternative routes for other forms of payment were already in place. The Council would continue to engage with vulnerable individuals to ensure that they were not disadvantaged.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- Cash payments would still be possible through certain banks, post offices or other identified 'pay zones'. Vulnerable individuals would continue to be supported;
- Facilities were also available in libraries or community hubs. Online activity would be encouraged through the Digital Inclusion Programme. It was, however, recognised that this would not be suitable for all, and other methods would be available. This included a postal service for parking permits;
- 40% of other authorities had already rolled out a similar scheme;
- 3 separate consultations were being proposed as different customers were affected by each scheme. Parking and Licensing catered to two bespoke areas that required consultation;
- High visibility campaigns would be undertaken around the cash office proposals;
- Individual accounts would be required for each individual making a payment, or applying for a permit of licence. This would operate in a similar fashion to the selective licensing programme;
- Currently around 1,100 people utilised the cash office, with transactions continuing to fall.
- Visitor parking permits would also be covered by the online service, with virtual permit books available that can subsequently be activated when used;
- The proposals would bring in a saving of £100,000 a year; and
- Customer service would remain the same and would be available to offer help for online systems.

Cabinet considered the report and **RESOLVED** to approve three separate consultations for the next phase of our digital transformation programme on projects within the Front Door project impacted by the implementation of the Payments Strategy 2017 - 2021:

- 1) The Payment Strategy 2017 - 2021 sets out the vision for how customers will make payments to the council in future, with an emphasis on more digital channels. This could include the council not providing a cash office in the future;

- 2) A change to the Parking Permits administration and payment by making the process entirely available online; and
- 3) A change to the Taxi Licensing administration and payment by making the process entirely available online.

REASONS FOR THE DECISION

The reasons for the recommendations were as follows:

- The Payment Strategy was last updated in 2008 and since then there has been a number of changes to council services, continued dwelling and business growth resulting in more payments due to the council and technology advancements in how payments can be made.
- The updated strategy needs to align with the council's current and future initiatives, e.g. the implementation of the Front Door Project which aims to investigate all customer contact channels and touchpoints across the council between 2016 and 2018 in order to drive channel shift and manage contact demand. This will be delivered by transforming the way customers access council services through new and improved digital channels which will enable self-serve and increase self-management by customers, and also divert demand away from council services.
- The permit parking and taxi licensing processes were paper based and not aligned to the council digital strategies, and to how customers want to transact with the council in the future.
- To provide the customer with a convenient, safe, accessible and more cost effective way to apply for and pay for council services.
- To deliver the council with efficiency savings.

ALTERNATIVE OPTIONS CONSIDERED

Do nothing and continue with the existing Payment Strategy 2008. This was not an option, as outlined in the report, the council and the way customers choose to interact with the council was changing, particularly now with more public services being available through digital channels. The council had a duty to ensure that it was providing best value in its delivery of services.

Do nothing and continue to provide parking permits and taxi licensing as a face to face service from either the cash office or as part of another service. This was rejected as provision of face to face services was considerably more expensive than provision of services online. Additionally, customers had reduced choice in accessing these services during normal office opening hours rather than at a time that suits them and from any device. This option was also not in alignment with the council's Technology Strategy 2014 - 2019 or the Front Door programme.

The continued delivery of a Cash Office was considered, but as Bayard Place was set to close, the council would need to finance the refurbishment of a new office and pay commercial rents for a presence in the city centre, when there were alternative, more cost effective, convenient and accessible channels available to the customer, e.g. bank, Payzone/Post Office, internet, etc. Therefore, the recommendation was not to have a Cash Office. It was important to note that there were over 50 locations throughout the city (i.e. banks, Payzones and Post Offices) which were more convenient and accessible (i.e. open longer hours than the Cash Office), and would accept payments for council services by cheque, cash and credit/debit cards.

It was considered to continue to take payments over the phone, but this was a very

expensive payment method and as there were alternative automated touch tone telephone and digital methods, it was recommended that the council actively encourages and shifts customers to these cheaper alternatives.

7. AMENDMENT OF EXISTING LOAN ARRANGEMENTS TO EMPOWER

Cabinet received a report in relation to the amendment of the terms of the strategic partnership and financing agreement with Empower Community Management LLP.

The purpose of the report was to authorise the extension of the existing funding facility provided by the Council to ECS Peterborough 1 LLP (ECSP1) which was authorised and increased by decisions DEC14/CAB/112, OCT15/CMDN/84, OCT15/CMDN/85 and SEPT16/CAB/53 and FEB17/CAB/20.

The Corporate Director: Resources introduced the report.

Cabinet debated the report and it was confirmed that the security for the loan was the assets to the Council in the form of the solar panels once installed.

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

- 1) Approve the amendment of the terms of the Strategic Partnership with Empower Community Management LLP as set out at paragraph 4.2;
- 2) Approve the amendment of the financing agreement with ECS Peterborough 1 LLP;
- 3) Approve the Council entering into such further agreements with ECS Peterborough 1 LLP and any other body necessary to facilitate the arrangements set out in this report; and
- 4) Delegate to the Corporate Director, Resources and the Director of Governance the ability to finalise matters 1 to 3 above.

REASONS FOR THE DECISION

To generate a surplus income which would contribute to the Renewable Energy Savings targets in the Medium Term Financial Strategy.

ALTERNATIVE OPTIONS CONSIDERED

The Council had a discretion as to whether to extend the duration of the funding facility to ECSP1. However if the Council did not proceed it would lose the opportunity to receive the additional interest income from the projects financed in the period of the extension until their completion and subsequent re-financing took place.

8. FUNDING OF THE INITIAL PROJECT PROPOSED BY MEDESHAM HOMES

Councillor Hiller and Simon Machen left the meeting at this point.

Cabinet received a report in relation to a the funding of the proposed project by Medesham Homes

The purpose of the report was for Cabinet consider and approve the funding of the initial project to be brought forward by Medesham Homes LLP, the Housing Joint Venture Company owned by the Council and CKH Developments Ltd.

The Interim Service Director Financial Services introduced the report and advised that £9 million of funding was requested by Medesham Homes. Medesham Homes was an LLP formed between the Council and Cross Keys Homes, and looked to establish 81 homes on 2 adjacent units.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- The proposal would result in the delivery of a significant level of affordable housing;
- The Planning and Environmental Protection Committee had considered the proposals to determine the appropriate level of affordable housing on the site;
- The project would allow a market rate to be charged, which would be higher than the borrowing rate, thus contributing to the Medium Term Financial Strategy;
- Due diligence and independent advice had been sought on the loan. Security was available through the land, and therefore no financial risk was presented;
- A continual report would be received from Medesham based on an agreed set of indicators; and
- A not point would the loan extend beyond the facility that was built.

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

- 1) Approve a facility of £9m to provide funding for the initial project of Medesham Homes LLP;
- 2) Authorise the Director of Governance and Corporate Director Resources to exercise delegated authority to finalise and agree all necessary due diligence on the project; and
- 3) Authorise the Director of Governance and Corporate Director Resources to exercise delegated authority to finalise and agree all necessary legal agreements with Medesham Homes LLP to secure the funding for the project.

REASONS FOR THE DECISION

The funding of this project would help the Council to directly act to ensure the Local Plan's five-year supply requirements continued to be met.

ALTERNATIVE OPTIONS CONSIDERED

Do nothing - The Council could have chosen not to finance the project. This was rejected because it would be inconsistent with the Council's increasingly proactive approach to delivery and contrary to the purpose of setting up the jointly owned company. The Council would also lose the investment return on the loan.

9. PROCUREMENT UPDATE – JULY 2017

Councillor Hiller and Simon Machen re-joined the meeting at this point.

Cabinet received a report in relation to a procurement update. The purpose of the report was for Cabinet to consider the procurement SME and Ethical position statements that the Council would incorporate into procurement undertaken and to update Cabinet on the four outcomes of the five year procurement strategy and work of the Procurement Working Group.

The Head of Finance (Business Operations and Development) and the Head of Serco Procurement introduced the report and advised that the report set out the progress and achievements of the service since the approval of the strategy.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- The Small Medium Enterprise position statement would bring the procurement of smaller contracts in line with those of a larger scale;
- Members were pleased to see the Ethical position statement proposed;
- The Procurement Working Group comprised Senior Officers from each directorate and members of the Serco Management Team; and
- It was suggested that the wording of the Ethical position statement needed strengthening around issues related to Child Labour.

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

- 1) Approve the procurement Small Medium Enterprise (SME) position statement;
- 2) Approve the procurement Ethical position statement, subject to a strengthening of wording in relation to Child Labour; and
- 3) Note the progress of delivering the Procurement Strategy and work of the Procurement Working Group.

REASONS FOR THE DECISION

The strategy provided a framework for procuring goods, works and services with third parties over the next five years. The strategy included monitoring arrangements by providing Cabinet with an annual update.

ALTERNATIVE OPTIONS CONSIDERED

The Council could do nothing, however, the Council had committed to a five year procurement strategy as the Council spent in excess of £200 million per annum on procurement activity and the Council Contract Rules refer to the Council having a procurement strategy.

10. BUDGET MONITORING REPORT FINAL OUTTURN 2016/2017

Cabinet received a report in relation to the Budget Monitoring Report Final Outturn 2016/2017.

The purpose of the report was to provide Cabinet with the outturn position for both the revenue budget and capital programme for 2016/17, subject to any changes required in the finalisation of the Statement of Accounts.

The Corporate Director: Resources introduced the report and advised that the outturn report had been incorporated into the Statement of Accounts by the Audit Committee. An overspend had been predicted, however the spending had now been brought to below the target.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- Additional recommendations were proposed to ensure that all recommendations from the cross party budget working group were subjected to Scrutiny throughout the year, and that efficiency savings were implemented without delay.

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

- 1) Note the final outturn position for 2016/17 (subject to finalisation of the statutory statement of accounts) of a £1.3m underspend on the Council's revenue budget;
- 2) Note the outturn spending of £76.8m in the Council's capital programme in 2016/17;
- 3) Note the reserves position, including the position on the Grant Equalisation reserve;
- 4) Note the performance against the prudential indicators;
- 5) Note the performance on treasury management activities, payment of creditors, collection performance for debtors, local taxation and benefit overpayments;
- 6) Agree that when the All Party Budget Group make any recommendations which affects service they are to be referred to the next appropriate scrutiny panel for discussion and agreement; and
- 7) Agree that when the All Party Budget Group recommends efficiency savings they be implemented without delay.

REASONS FOR THE DECISION

The monitoring report formed part of the 2016/17 closure of accounts and decision making framework culminating in the production of the Statement of Accounts and informed Cabinet of the final position.

ALTERNATIVE OPTIONS CONSIDERED

No alternative options were considered.

11. SAFER PETERBOROUGH PARTNERSHIP PLAN 2017 - 2020

Cabinet received a report in relation to the Safer Peterborough Partnership Plan 2017 – 2020. The purpose of the report was to obtain the Cabinets views on the proposed Safer Peterborough Plan 2017 - 2020 and to seek approval for this Plan.

The Cabinet Member for Communities introduced the report and advised that the Plan set out the commitments of the Safer Peterborough Partnership over the coming years. The five priorities of the Plan included Offender Management, Domestic Abuse and Sexual Violence, Resilient Communities, Substance Misuse, and Mental Health. These were all considered 'high harm' issues. Low harm issues, including, fly tipping, antisocial behaviour, and road safety were also considered key and could quickly become serious. It was noted that the Prevention and Enforcement Service were able to focus on the low harm issues. It was proposed to establish a cross party working group to examine how communities could work together to address low harm issues seriously.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- Officers were in the early stages of establish the Working Group. It was considered that this would commence in the Autumn;

- The Partnership had taken a strong stance on Hate Crime and it was considered that residents were confident to report Hate Crime within the city, with 8 different reporting centres available;
- The impact of the Kingdom contract had been positive, with 747 notices issued in low level areas for issues such as littering and cycling. This programme would be expanded to the Millfield area;
- The priorities of the Plan were chosen via an evidence based approach, assessing what the Constabulary's needs were. Quality of life issues would continue to be dealt with by the Prevention and Enforcement service;
- It was noted that there was a difference between strategic priorities and business as usual. No less focus would be given to normal business as a result of the priorities identified;
- Collaboration between Cambridgeshire County Council and Peterborough City Council was encouraged in order to share good practice, though it was accepted that different types of crimes would be focused on in different areas;
- The Police and Crime Commissioner objectives tied into the Safer Peterborough Partnership Plan and it was noted that the Commissioner was happy with the Partnership's objectives; and
- It was intended to improve the relationship between the Partnership and other boards, including the Health and Wellbeing Board and the Safeguarding Boards.

Cabinet considered the report and **RESOLVED** to recommend the Safer Peterborough Plan 2017 - 2020 to Full Council for approval.

REASONS FOR THE DECISION

The Community Safety Plan ensured that the Partnership continued to meet its statutory obligations under the Crime and Disorder Act 1998.

ALTERNATIVE OPTIONS CONSIDERED

No alternative options were considered as the completion of a community safety plan was required by every Community Safety Partnership by statute.

12. PETERBOROUGH LOCAL DEVELOPMENT SCHEME (LDS)

Cabinet received a report in relation to the Peterborough Local Development Scheme (LDS). The purpose of the report was to enable Cabinet to consider whether or not to commence a new Minerals and Waste Local Plan for Peterborough. Also, Cabinet was asked to support a revised timetable for preparing the already commenced Peterborough Local Plan.

The Cabinet Member for Growth, Planning, Housing, and Economic Development introduced the report and advised that the Council were required under statute to keep the Local Development Scheme up to date and in accordance with the timeframe. Delays had been experienced within the consultation process and, as such, the timetable for delivery required revision. It was further proposed to commence a Minerals and Waste Plan with Cambridgeshire County Council, which was last reviewed in 2008.

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

- 1) Approve commencement of a review of the Cambridgeshire and Peterborough Minerals and Waste Local Plan for Peterborough, working jointly with Cambridgeshire County Council; and

- 2) Approves the attached Local Development Scheme (LDS), which sets out a timetable for the production of the Peterborough Local Plan and a Minerals and Waste Local Plan, to come into effect on 14 July 2017.

REASONS FOR THE DECISION

An up to date Minerals and Waste Local Plan provided certainty for developers, land owners, service providers and local residents in terms of where future development will take place. It was also important to keep the LDS up to date in respect of the ongoing preparation of the Peterborough Local Plan.

ALTERNATIVE OPTIONS CONSIDERED

The option of not preparing a revised Minerals and Waste Local Plan had been considered. Whilst superficially attractive from a financial perspective (because staff resource and other expense will not be used on its preparation), it had been rejected because the present plan was pre-NPPF, was now over five years old (and would be eight years old at the point of adopting a new one, if commenced today), and, if not updated, the Council was at risk of uncoordinated and unplanned minerals and waste development having to be approved on a case by case basis, often by costly planning appeal routes.

The option of whether to prepare a Minerals and Waste Plan for Peterborough only and without Cambridgeshire County Council had also been explored, but this had been rejected because preparing the plan for just Peterborough would be less efficient. A joint Plan meant that examination costs and staff expertise could be shared.

The Council could choose not to revise its LDS. This option was rejected as it would not provide up-to-date information for the public, developers and stakeholders on the timetable for producing the documents that will make up the Local Development Framework for Peterborough.

As the existing Peterborough LDS was now slightly out of date, it would mean that the Council would not comply with the section 15 of the Planning and Compulsory Purchase Act 2004 (as amended), which required the Council to maintain an up-to-date LDS.

13. ADOPTION OF THE PEAKIRK NEIGHBOURHOOD PLAN

Cabinet received a report in relation to the adoption of the Peakirk Neighbourhood Plan. The purpose of the report was to seek Cabinet approval to recommend that Council adopts (or 'makes' to use the legal jargon) the Peakirk Neighbourhood Plan and thereby make it part of the Development Plan for Peterborough.

The Cabinet Member for Growth, Planning, Housing, and Economic Development introduced the report and advised that the Neighbourhood Plan was presented to Cabinet following a lengthy process between the Parish Council and the community. A substantial consultation had been undertaken with local residents, along with an independent examination. A referendum had taken place on Thursday 6 July 2017, with 166 votes cast. 152 approved the Plan.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- The hard work of the community was noted;
- It was advised that some financial assistance was available to communities to progress a Neighbourhood Plan, which could be applied for directly from the Government;

- The Plan had received a position local reaction, with resources available from the Council to support the writing of the policy;
- Other external consultants were available to communities for assistance;
- Non-parished areas could progress a Neighbourhood Plan, as long as an established 'forum' was identifiable;
- Councillor Walsh invited officers to the Parish Council Liaison meeting to provide further advice to Parish Councils;
- It was noted that the Neighbourhood Plan would have the same weight as the Local Plan when consideration planning applications;
- The referendum received a 47% turn out, which was considered to be a high level.

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

- 1) Note the verbal update given at the meeting in respect of the outcome of the Referendum on the Peakirk Neighbourhood Plan, which is scheduled for 6 July 2017; and
- 2) Recommend to Full Council that the Peakirk Neighbourhood Plan, as set out at Appendix 1, be 'made' (which means to all intents and purposes 'adopted') and thereby form part of the Development Plan for Peterborough for the purpose of making decisions on relevant planning applications within Peakirk Parish.

REASONS FOR THE DECISION

This recommendation was made to be in accordance with the Localism Act 2011 and the Neighbourhood Planning (General) Regulations (as amended). The plan had been assessed by an independent examiner and officers agreed that the plan met the basic conditions and other requirements of legislation. As such, the Plan should be 'made' part of the Development Plan.

ALTERNATIVE OPTIONS CONSIDERED

Cabinet and Council had very little option at this stage and the decision was fully dependent on the outcome of the referendum. If the outcome of the referendum was positive, then the Plan must be 'made' (adopted) by Council. If 'made' the neighbourhood plan would be used in making decisions on relevant planning applications within the Peakirk Neighbourhood Area, alongside the policies in the wider Development Plan for Peterborough.

MONITORING ITEMS

14. OUTCOME OF PETITIONS

Cabinet received a report in relation to the outcome of petitions. The purpose of the report was to update Cabinet on the progress being made in response to petitions submitted to Council officers.

Cabinet considered the report and **RESOLVED** to note the actions taken in respect of petitions.

REASONS FOR THE DECISION

As the petitions presented in this report had been dealt with by Cabinet Members or officers, it was appropriate that the action taken was reported to Cabinet, prior to it being included within the Executive's report to Council.

ALTERNATIVE OPTIONS CONSIDERED

There had been no alternative options considered.

Chairman
10.00am – 11:35am
10 July 2017