

## ADULTS AND COMMUNITIES SCRUTINY COMMITTEE

TUESDAY 11 SEPTEMBER 2018  
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 Adults and Communities Scrutiny Committee Meeting Held on 10 July 2018** 3 - 14
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. **Adult Social Care Annual Complaints Report 2017/18** 15 - 22
6. **Cambridgeshire and Peterborough Safeguarding Adult Board Annual Report 2017-18** 23 - 92
7. **Community Resilience: A Shared Approach** 93 - 100



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.

**Did you know? All Peterborough City Council's meeting agendas are available online or via the modern.gov app. Help us achieve our environmental protection aspirations and view this agenda online instead of printing it.**

8.	<b>Safer Off The Streets</b>	<b>101 - 112</b>
9.	<b>Monitoring Scrutiny Recommendations</b>	<b>113 - 120</b>
10.	<b>Forward Plan of Executive Decisions</b>	<b>121 - 168</b>
11.	<b>Work Programme 2018/2019</b>	<b>169 - 176</b>
12.	<b>Date of Next Meeting</b>	

Tuesday, 13 November 2018

#### **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.*

#### **Recording of Council Meetings:**

Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. Audio recordings of meetings may be published on the Council's website. A protocol on this facility is available at:

<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: N Simons (Chairman), A Ali, S Bashir, R Bisby (Vice Chairman), R Brown, A Ellis, J R Fox, S Hemraj, D King, L Serluca and A Shaheed

Substitutes: Councillors: M Jamil, A Joseph, S Lane, J Lillis and G Nawaz

Co-opted Members: Parish Councillor N Boyce, Parish Councillor James Hayes

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

**MINUTES OF THE ADULTS AND COMMUNITIES SCRUTINY COMMITTEE MEETING  
HELD AT 7PM ON  
TUESDAY 10 JULY 2018  
BOURGES/VIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

**Committee Members Present:** Councillors: N Simons (Chair), A Ali, S Bashir, R Bisby, A Ellis, J Fox, S Hemraj, D King, G Nawaz, N Sandford, L Serluca,  
Co-opted Members: Parish Councillors N Boyce, J Hayes

**Officers Present:** Adrian Chapman – Service Director, Community and Safety  
Ian Phillips - Head of Community and Safety Transformation  
Sarah Ferguson - Assistant Director of Housing, Communities and Youth  
Jawaid Khan - Cohesion Manager  
Sean Evans - Head of Housing Needs  
Rob Hill - Assistant Director of Community Safety / Prevention and Enforcement  
Sarah Hebblethwaite - Housing Needs Operations Manager  
Daniel Kalley - Senior Democratic Services Officer  
David Beauchamp - Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence received

**2. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS**

There were no declarations of interest or whipping declarations.

**3. MINUTES OF THE ADULTS AND COMMUNITIES SCRUTINY COMMITTEE MEETING HELD ON 13 MARCH 2018.**

The minutes of the Adults and Communities Scrutiny Committee meeting held on 13 March 2018 were agreed as a true and accurate record.

**4. CALL IN OF ANY CABINET, CABINET MEMBER OR KEY OFFICER DECISIONS**

There were no requests for Call-in to consider.

**5. APPOINTMENT OF CO-OPTED MEMBERS**

The Senior Democratic Services Officer introduced the report which recommended that the Committee appoint Parish Councillor Neil Boyce as a non-voting co-opted member to represent the rural area. A further recommendation included in the report was to appoint a second Parish Councillor James Hayes as a non-voting co-opted member also to represent the rural area. Both nominations had been put forward from the Parish Council Liaison forum. The incorrect spelling of Parish Cllr. James Hayes surname on the report was noted.

The Committee unanimously agreed to appoint both Neil Boyce and James Hayes as co-opted members of the Committee to represent the rural area.

The nominated persons were in attendance at the meeting and the Chairman invited both Neil Boyce and James Hayes join the Committee for the remainder of the meeting.

## **AGREED ACTIONS:**

The Adults and Communities Scrutiny Committee considered the report and **RESOLVED** to appoint both Parish Councillor Neil Boyce and Parish Councillor James Hayes as non-voting co-opted members to represent the rural areas for the municipal year 2018/2019. Both appointments to be reviewed annually at the beginning of the next municipal year.

## **6. INTEGRATED COMMUNITIES STRATEGY**

The report was introduced by the Head of Community and Safety Transformation accompanied by the Assistant Director of Housing, Communities and Youth and the Cohesion Manager. The report asked the Committee to review the progress made in developing the Peterborough Together Partnership and proposals for developing the delivery plan for submission to Government and to review and comment on the strategic priorities identified.

The Adults and Communities Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- There was a limited timeframe available to set up the programme and write a delivery plan and was therefore not as comprehensive as officers would like, hence the limited discussion around older and lonely people within the report. It was highlighted that this was a delivery plan to go through to government.
- Conversations with Age U.K. were ongoing about what could be done to support and integrate elderly people. Although a solution had not yet been found, the issues surrounding older people were being considered and would be part of plans going forward.
- No mention was made of the Armed Services Board. Officers had spoken at the Armed Forces Partnership Board about issues such as upskilling and unemployment. The Integrated Communities Strategy aimed to be as inclusive as possible however there were a limited number of seats on the Peterborough Together Partnership Board. The Peterborough Together Partnership Board's Select Committees and Working Groups would make sure engagement takes place.
- It was noted that sections of the community were being left behind, especially young people of Asian background with good qualifications raised in Peterborough who still ended up in low paying work. In order to achieve real integration and cohesion, all communities needed to be represented within the public sector and within organisations with whom the council had contracts that were not necessarily always adhering to the principles of equal opportunities. This could be a major barrier to integration and cohesion.
- There was general recognition of the importance of the English language as a tool of integration.
- Members noted that the Inclusive Cities Programme provided an opportunity to share learning and understanding about how cities in the UK and the USA experienced significant population change as a result of inward migration and how to develop inclusive and welcoming communities.
- An active dialogue would need to take place with employers to ensure all young people had employment and education opportunities.
- Work would be undertaken with the Ministry of Housing, Communities and Local Government to identify the correct indicators of integration and cohesion. The Ministry were keen to identify the council's ideas about how to measure success and work together to build a robust performance framework around the strategy. Sustainability was key and short term investment must generate long-term change.
- European citizens who may feel isolated due to the national debate surrounding Brexit would be engaged through supplementary schools, projects on a national level and adequate emphasis on engaging with all communities including Europeans and through connectors and champions. It was noted that there were five major European communities

in Peterborough including Polish, Lithuanian, Latvian, Roma and Portuguese. Officers were confident about the strategy.

- It was noted that Community Cohesion should not be considered a new phenomenon in Peterborough. Goals should not be too difficult to reach despite national challenges such as Brexit. The strategy should be 'linked in' and 'mainstreamed' and should be sustainable for a long period of time.
- The Peterborough Racial Equality Council had been absent from the agenda of community engagement. Their offices had closed and their participation in community groups was very limited. There were doubts over whether they were still in operation although there were links with their volunteers who were active.
- It was mentioned that many European workers may lack a voice due to working long hours and that engagement with trade unions may help with this. It was asked if there should be a representative from a trade union or the Peterborough Trades Union Council on the Board. Officers responded that they would consult with the Chairman regarding this. The Peterborough Community Group Forum worked with members of European Communities to ensure their voices were heard.
- Members noted the lack of cross-party representation from Peterborough City Councillors on the Board. Members were informed that the Select Committees were being organised on a tight timeframe, with the focus being on working with community organisations and other public sector providers to try and pull information together. The Board was only one part of the process and engaging with members and the wider community had been identified as important and detailed consultation and research would be undertaken. The Adults and Communities Scrutiny Community was seen as having an important role. Queries regarding representation from a wider group of stakeholders would be discussed as the strategies developed in the months following this meeting.
- Members mentioned that it was important that the process was open and inclusive to show this had not been planned and imposed on a 'top down' basis. It was also queried as to whether the meetings would be held in public. Officers responded that that they would be working with different neighbourhoods to develop closer engagement. Integration could not be decided at Board level but from the communities themselves. Both urban and rural areas would be included and meetings had already taken place in Millfield and New England. There was a need to proceed quickly.
- Members expressed general support for the Integrated Communities Strategy.
- Members asked if the advertised Integration Programme Manager Role would be focusing on women or young people and women. Officers responded that the Integration Programme Manager role was in addition to the work currently being done by the Cohesion Team. Women had been specifically mentioned in the advertisement for this post because of issues highlighted in the 2016 Casey review of integration about women, marginalised women and young people and encouraging social mixing. Work needed to be done with existing partners representing women but there was an appetite to bring women from different communities together. Examples were given of collaborative initiatives between women from different religious backgrounds in Peterborough.
- Members commented that funding should be prioritised to groups with equal gender representation.
- Members commented that further support was needed for the hard to reach and marginalised groups.
- The size of Peterborough presented a good opportunity to make an impact and the support of committee members was encouraged to help keep the strategy sustainable over a long period of time.
- Officer's agreed that young people needed to be at the heart of the Integrated Communities Strategy. The Young People's Select Committee had met and the deputy youth MP was present Work with young people would take place to gain initial ideas and National Citizen Service was being used as part of this.
- Encouraging people from different social backgrounds to meet socially was important.

- There was a limit to how many people could be involved on the Board, hence the lack of representatives from Further and Higher Education providers. However, they have been consulted with.
- A good relationship had emerged with the University Centre with research pieces having been undertaken in social science programmes which provided a new insight. This provided an opportunity to work in a different way.
- The importance of engaging the Gypsy, Traveller and Roma communities was noted and great efforts were made in this area. The Peterborough Community Group Forum was chaired by a member of the Roma community.
- Members suggested that the work of the Select Committees should be carried out in public and in as open and inclusive way as is possible. This was proposed by Councillor Sandford and Seconded by Councillor Fox. The Chairman put the recommendation to the vote (7 in favour, 0 against, 2 abstentions). The additional recommendation was therefore agreed upon.
- The Service Director, Community and Safety suggested that the committee recommend that additional members are included on the Board and noted those organisations that had been previously mentioned by members. Councillor Ellis, seconded by Councillor Sandford proposed this as an additional recommendation. The Chairman put the recommendation to the vote (8 in favour, 0 against 2 abstentions). The additional recommendation was therefore carried.

#### **AGREED ACTIONS:**

The Adults and Communities Scrutiny Committee **RESOLVED** to note the contents of the report and

1. Review the progress made in developing the Peterborough Together Partnership and proposals for developing the delivery plan for submission to Government; and
2. Review and comment on the strategic priorities identified.

#### **RECOMMENDATIONS:**

1. The Adults and Communities Scrutiny Committee **RESOLVED** to recommend to the Peterborough Together Partnership that the work of the Select Committees be carried out in public in an open and inclusive way as much as possible.
2. The Adults and Communities Scrutiny Committee **RESOLVED** to recommended that representatives of the following organisations are included on the Board of the Peterborough Together Partnership:
  - Peterborough Trades Union Council
  - Armed Forces Partnership Board
  - Representatives from opposition parties of the Council
  - North West Anglia NHS Foundation Trust
  - Peterborough Regional College
  - City College Peterborough

#### **7. HOMELESSNESS STRATEGY AND ROUGH SLEEPING ACTION PLANS PROGRESS REPORT**

The Report was introduced by the Housing Needs Operations Manager accompanied by the Head of Housing Needs. The report provided the Committee with an update of progress on the Homelessness Reductions Strategy Action Plan and the recommendations of the Rough

Sleeping Task & Finish Group, which were agreed by Cabinet on the 20th March 2017. The report also provides an update on the Housing Needs service.

The Adults and Communities Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- Work to prevent homelessness had been tried for a number of years. Under the Homelessness Reduction Act, all local authorities would work in the same way which was welcomed.
- From October 2018 statutory agencies would have a duty to refer those who are or at risk of becoming homeless to the council. The Homelessness Team had worked with many partners across a range of agencies to ensure that people knew where to go to access the services they needed.
- The successful funding bid to the Ministry of Housing, Communities and Local Government for Rough Sleeping initiatives represented what was needed for the city. Work was done with those who became 'street homeless' and the additional funding would give the council an opportunity to work further with them. The council did not wish to exclude anyone who became homeless. If a person did not have a local connection with Peterborough, the team would support them to return to where their local connections and support networks were to give them the opportunity to thrive.
- Recommendation RS13 (in Appendix 2) had been closed without being taken forward as officers had received advice from colleagues in Housing Strategy and Planning that such quotas could not be included because of the viability assessments undertaken by developers. If such quotas were applied, many schemes would not go forward. The recommendation was that the percentage of affordable homes required in the Local Plan be increased from 30% to 35% with 70% being affordable rented housing.
- The Service Director, Community and Safety clarified that the requirement for affordable housing was still present in the Local Plan. It was also clarified that the recommendation in the report was to increase the proportion of affordable rented accommodation, rather than affordable housing more generally and it was this more specific recommendation that was difficult to provide evidence for.
- Members queried why including a quota in the Local Plan was considered unviable when it had been included in the Housing Strategy and asked if planning law had changed to prevent this. Members commented that planning committees often drop affordable housing requirements when asked by developers and suggested a failure of the council to implement quotas.
- Members suggested that affordable rented accommodation was likely to be the only type of accommodation accessible to those who were homeless.
- Members asked if a quota of affordable rented accommodation could be provided if it could be proved that there was a link between homelessness and a lack of affordable rented accommodation.
- There was a 'break clause' in the St Michael's Gate contract in November 2018. The council would review temporary accommodation requirements and decide whether to enter into the third year of the contract until November 2019. The situation is different to when the contract was signed with demand exceeding supply. If the contract was not extended 72 units would be lost, potentially to another local authority.
- It was suggested that a lack of housing was the primary cause of homelessness with more council houses being required. More support needed to be put in place for those in temporary accommodation with complex needs.
- Members asked if officers were confident that the budget could be found to keep the work going and if the recommendations of the Task and Finish Group could be implemented given that the funding was time-limited. Officers highlighted the importance of partnership governance and working with partners to develop a holistic response. A strong group had been brought together including the voluntary, community and faith sector within which the

council was a key partner. Funding had been received this year and discussions would take place with the Ministry about the possibility of extending funding into the following year. This would then give the council time to embed its 'whole system approach'.

- The Medesham Homes programme would include the delivery of affordable rented accommodation. Although some of this might be used as temporary accommodation in the early stages, 'temporary accommodation' in the present context did not mean someone living in a property for a few weeks and then moving on. Some households had lived in St Michael's Gate for 12-15 months which was possibly longer than if they had rented a property in the private sector. It was hoped that the majority of Medesham properties would be let as affordable rented accommodation through the choice-based lettings system to people on the housing register and in need.
- Medesham was scheduled to come on-line in July and concern was expressed by Members about how long it had taken and asked how many properties were being provided this year and in the future. Officers stated that 260 units were planned over the next three years. Figures were available on how many per year but these were not immediately accessible during the meeting.
- Members stated that Peterborough's Homelessness Strategy compared favourably with other cities and that underlying issues, such as drug and alcohol addiction and mental health need to be tackled.
- Some members commented that building council houses would not help to alleviate homelessness and suggested that care should be taken that homeless people outside of Peterborough were not attracted to the city by the extent of the council's housing provision.
- Members asked if the recorded number of homelessness cases referred to individuals or families. Officers clarified that cases ranged from a single individual to families with 5 children. Most of those in temporary accommodation would be families or vulnerable single people, for example those with a mental illness or problems with drug or alcohol misuse. Those visible on the streets were generally not those who voluntarily present themselves as homeless and required further outreach work.
- The main reason for homelessness was the loss of private sector accommodation caused by rents rising higher than household incomes, the decreased profitability of being a private landlord and the selling of properties by landlords when prices were high. Prices had increased and accommodation was increasingly being used as an investment.
- Members asked whether rough sleepers generally wanted support or if they were 'happy' living on the street. Officers responded that this was not a simple situation. Rough sleepers fell into different categories.
  - Those who are new to the streets and were willing to engage with the council to embrace an offer to leave the streets and accept support.
  - Long term rough sleepers with highly complex needs
- The Housing Needs Manager Operations Manager was asked to organise a visit for Members of the Committee to speak to rough sleepers to better understand the situations they find themselves in.
- Members had previously been invited to a prison to investigate the release process. They were told that prisoners are given £46 and told go to the council offices at Bayard Place. Members asked what happens after this. Officers responded that every person's situation was different although the assessment undertaken would be consistent. An action plan to help each individual secure accommodation would be developed although the level of support available would depend on their needs. Some would receive emergency accommodation until somewhere permanent could be secured although this was not for everyone. The council did have a duty to assist however and this could include financial support for finding accommodation in the private sector.
- Members stated that prisoners said that they would likely return to prison if they were unable to gain accommodation on the day of release with prison being seen as an 'easy option'. The duty to refer that would apply from October 2018 would mean the prison service would provide the maximum notice possible of upcoming releases. This would

allow prisoners to make alternative provision for their accommodation should provision not be available on the day of release.

- Officers stated that prisoners were among the most at-risk groups and noted the good work that had taken place across the County in partnership with Cambridgeshire County Council, the Office of the Police and Crime Commissioner and district council partners. A workshop was held in May 2018 to look at this issue and generated recommendations to develop new pathways to deliver better working relationships with the probation, the prison service and housing services. This was being worked on and would be released imminently.
- Members stated that the demand for housing has not been met locally or nationally over the last few decades and that it would be necessary to 'catch up'. It was noted that homelessness was embarrassing in the 21st century. The hard work of the officers under difficult circumstances and with limited resources was noted.
- Officers stated that they shared members' sentiments and stated that as hard as the team work, if 20 people were sleeping rough, it appeared that the service was not performing even if 1,000 other people were housed. The Housing Needs team did not want anyone to be sleeping rough. They were aware of the increase of numbers and were confident that the additional funding will help to tackle this.
- Members asked if there was evidence that changing to direct payments of housing benefits to tenants had led to an increase in evictions. Officers responded that the issues surrounding evictions and Universal Credit and direct payment were well documented with private sector landlords nervous about letting properties to people in receipt of benefits.
- Members suggested there was a distinction to draw between those who were forced to live on the streets, e.g. through death, divorce or unemployment and those who did so voluntarily, e.g. through drug, alcohol or gambling abuse. It was asked how the council assessed and prioritised who to help and what the 'exit strategy' was to help people rebuild their lives.
- Officers responded that the council would consider anyone's case regardless of needs or circumstances and that everybody's situation was different. A non-discriminatory approach was used although a person's circumstances or level of need might have a bearing on the final outcome. The approach was to empower people to make a change. Many entrenched rough sleepers considered their situation to be normal. It was not easy to change their perception and months of engagement was necessary. They might not take up the offer of help and the support needed to be available when they changed their mind which could be a long term process.
- The difference between beggars and rough sleepers was highlighted and Members challenged the idea that people chose to sleep rough.
- It was asked what extra work would be taken on by the additional 2 outreach officers (4 in total). It was noted that there were rough sleepers across the city, in places such as Bretton, Werrington and Millfield, not just the city centre, and it was asked if the Outreach Team would be working in these areas. Outreach workers were out across the city every day responding and engaging with individuals. Increasing the number of officers would mean that double the work could be done. Regular day-to-day contact with all those who sleep rough was important to build support plans as well as work with partner agencies such as Aspire and mental health services. The funding package would enable officers to give anyone an offer to leave the streets and empower and sustain them to find accommodation.
- The StreetLink project, provided by the Homeless Link charitable organisation, enabled members of the public to report incidents when people were sleeping rough. These reports came from all areas of the city
- One of the 'Amber' actions was about the Communication Strategy. This work had developed since the report was produced and more information would come out in the months to follow after the meeting. Officers would ensure that engagement with councillors was part of the strategy and that members of the Committee were included in this.
- Members sought clarification on the progress of utilising empty homes and asked how many landlords had come forward. Officers mentioned that there had been media

coverage of empty homes and the leasing scheme which resulted in encouraging signs with a number of landlords contacting officers to help with demand issues. The newly appointed Housing Commissioner, Adam Cliff, was helping to lease homes from private sector landlords to increase levels of temporary and move-on accommodation. Rachel Hughes had been recruited to Adam's former role of Empty Homes Officer and was working closely with him.

- It was asked what work was being done with housing associations to increase stock and buy properties as they became available. Officers stated that housing associations played a vital role and that the council had a positive relationship with them. Cross Keys homes had previously been buying homes off the open market to increase their stock and this was being restarted as part of the Medesham Homes programme. Consideration was being given to how the council could utilise the private ownership market alongside the development pipeline of accommodation.
- Members commented that there appeared to be an increase in the use of abandoned boats being used by people sleeping rough. Officers responded that this had not been looked at as a matter of course. Historically, reports had been received about abandoned or derelict boats being used by rough sleepers and those people were engaged with as the reports came in. Officers would pass on Members' comments to the Outreach Team so they could investigate further. Members noted that boats were particularly prevalent around Millennium Bridge and many were in poor condition.

#### **AGREED ACTIONS:**

The Adults and Communities Scrutiny Committee **RESOLVED** to note the contents of the report and scrutinise the progress updates in relation to the Homelessness Reduction Strategy Action Plan, the Rough Sleeper Task and Finish Group recommendations and the Housing Needs Service update. It was also agreed that;

1. The Head of Housing Needs would provide the Committee with the number of homes provided this year by Medesham and the projected figure per year over the next three years; and
2. Organise a visit for Members of the Committee to speak to rough sleepers to better understand the situations they find themselves in.

20:45hrs. Councillor Bisby left the meeting.

#### **CRIME AND DISORDER SCRUTINY COMMITTEE FOR ITEMS 8 & 9 ONLY**

#### **8. DOMESTIC ABUSE AND SEXUAL VIOLENCE STRATEGY - PROGRESS IN 2017/18**

The Report was introduced by the Assistant Director for Housing Communities and Youth which updated members on the Countywide work carried out during 2017 - 2018 to tackle domestic abuse and sexual violence in line with the countywide strategy, in the context of local priorities of the Safer Peterborough Partnership.

The Adults and Communities Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- Members sought clarification as to whether victims, male or female, came from a particular cultural background or if rates of abuse were evenly spread among different communities. Officers responded that domestic violence could affect anyone and the council was only aware of reported incidents, not the overall occurrence. Services, such as Children's Services, did have anecdotal evidence about communities in which domestic abuse and sexual violence were underreported.

- No specific data was available about the sexual abuse of vulnerable people, primarily women, in the street. However the council had secured funding for an Independent Domestic Violence Advisor, specialising in stalking and harassment, covered under Paragraph 4.6 of the report under the 'Prepare' heading. The government were keen to fund this and this work would take place from the Victims' Hub in Peterborough.
- There was a national correlation between high profile football matches and domestic abuse incidents. This had nothing to do with football specifically, but stemmed more from the abuse of alcohol. The Council had tried to build in sufficient capacity to respond to spikes in incident rates.
- 'Children of Adam' was a local charity run by young people. It was non-political and helped all communities.
- Members of the committee were offered the opportunity visit the Cambridgeshire Constabulary's Domestic Violence team to gain a greater understanding of the challenges being faced.

#### **AGREED ACTIONS:**

1. The Adults and Communities Scrutiny Committee **RESOLVED** to note the contents of the report and;
  - Scrutinise the progress of the delivery of Cambridgeshire and Peterborough Violence Against Women and Girls (Domestic Abuse and Sexual Violence) Strategy during 2017 - 18.
  - Comment on priorities for 2018/19
  - Note the intention to bring a further paper to the Committee in September 2018 to consider Peterborough City Council's plan for accreditation to the White Ribbon Campaign.

## **9. ENVIRONMENTAL ENFORCEMENT - KINGDOM REVIEW**

The report was introduced by the Assistant Director of Community Safety and Prevention and Enforcement which updated members on the current performance and delivery in relationship to the existing environmental enforcement contract as well as future plans.

The Adults and Communities Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- Members felt that the Kingdom Environmental Services trial had been effective and highlighted the actions that had been targeted were anti-social behaviour. Members cited specific examples which they found particularly concerning including spitting and urinating. Members stated that more officers were needed and that the work needed to be spread around the city.
- Members asked for clarity on the 35 cases of 'Failing to dismount from a cycle' and asked if this was a different offence to 'Unauthorised cycling (on Bridge Street)'. It was noted that the data regarding cycling in the restricted area may have been slightly misleading as the Kingdom computer system sometimes produced data under this alternative heading but both referred to the same offence of cycling through the restricted zone.
- Members stated that the work done was vital and expressed support for this being extended across the city. Parking enforcement was highlighted as being a particular issue.
- Whilst members considered the work to be vital, concerns were expressed about anti-social behaviour enforcement being privatised alongside the reduction of the numbers of police officers. It was suggested that the self-funding nature of the scheme could mean enforcement becomes excessive with 'easy hits' being targeted. Members expressed

support for in-house delivery of the Environmental Enforcement work once the trial period had concluded.

- Officers were aiming to have final plans for the next financial year and would then present to Cabinet.
- Officers stated that Kingdom Environmental Services were paid a proportion of every ticket issued but that regular reviews were undertaken with Kingdom and few tickets had been issued incorrectly. Some had been overruled, e.g. for medical reasons, but there were very few of these.
- Concerns were also expressed about cycling enforcement and whether this could be off-putting to cyclists. Officers responded that different delivery options were being explored. More work needed to be done with organisations such as Sustrans. An alternative route had been provided around the back of Bridge Street and more needed to be done to publicise this.
- Members suggested that the in-house delivery should be considered because of its potential to generate revenue for the Council. The importance of acting commercially by making money to invest in services was noted. Members mentioned that the 'cost neutral' nature of the scheme was concerning as any profits would go the company and not the council and this was not logical. Officers emphasised that that this was a trial to see how the service could make a difference and it would be necessary to examine the best of way doing this in the future.
- Members questioned the prioritisation of enforcement and stated that people attending ward surgeries were generally more concerned with issues such as fly-tipping and verge parking than illicit cycling or littering in Bridge Street. It was asked why cycling on Bridge Street was being prioritised at the expense of other issues when no one has been injured from this.
- No warnings were given prior to issuing a ticket except for under-18s who are not fined. However, when introducing the system, a six-week transition period was in place where people were given warnings.
- The City Centre and Millfield were picked as the most suitable areas for the trial and information from these areas was being evaluated before the council moved towards the next stage. The possibility of a Public Space Protection Order for Woodston was being investigated by officers and issues were being looked at that affected that particular community, e.g. discarded needles, not cycling. Officers would like to see this develop around every area
- Members asked if there was any data available about the number of tickets issued to different age groups and other demographic information. Officers stated while they did not have the data to hand, it was available and would be circulated to members of the committee.
- Members expressed general support for enforcing the law and felt that activities such as spitting, littering, cycling along Bridge Street and fly tipping were not acceptable and must be clamped down on. This enforcement could no longer be left to the police and other agencies must be involved.
- Members raised the possibility of expanding the remit of the enforcement scheme to incorporate additional areas environmental enforcement, especially fly tipping and parking crime. Officers stated that this was a supplementary service on top of existing parking enforcement and that the council's enforcement programme goes beyond the trial with Kingdom Environmental Services.
- Members requested that a hierarchy of enforcement priorities be made available to the committee for future scrutiny. The Service Director for Community and Safety suggested that a briefing note should be circulated to members of the committee outlining all the areas of enforcement that the council was responsible for. If something was not on this list, the possibility of these powers being secured could be investigated to inform the Service Director of Community Safety's work on his options paper.
- The Service Director for Community and Safety welcomed the recommendation to review the potential for bringing the service in-house in order to generate income to reinvest in other services, and have more control over priorities.

### **AGREED ACTIONS:**

The Adults and Communities Scrutiny Committee **RESOLVED** to note the contents of the report and

1. Scrutinised the report and provided feedback on current performance, delivery arrangements and future service plans and:
2. Requested that the Assistant Director of Community Safety and Prevention and Enforcement provides a briefing note to the Committee outlining all the areas of enforcement that the Council is responsible for.
3. Requested the Assistant Director of Community Safety and Prevention and Enforcement provides members of the committee with a briefing note containing information on the number of tickets issued to particular age groups and other demographic information.

### **RECOMMENDATION:**

The Adults and Communities Scrutiny Committee **RESOLVED** to recommend to Cabinet that those areas of enforcement currently carried out by Kingdom Environmental Services should be brought in-house and operated directly by the Council once the trial period had concluded.

## **10. REVIEW OF 2017/18 AND WORK PROGRAMME FOR 2018/2019**

The Senior Democratic Services Officer introduced the report which invited the Committee to approve its draft work programme for the 2018/19 municipal years, consider its work in the previous year, monitor previous recommendations and note the terms of reference for the Committee.

### **AGREED ACTIONS**

The Adults and Communities Scrutiny Committee noted the contents of the report and

1. Considered items presented to the Adults and Communities Scrutiny Committee during 2017/18.
2. Determined its priorities, and approved the draft work programme for 2018/2019 in Appendix 1.
3. Noted the Recommendations Monitoring Report attached at Appendix 2.
4. Noted 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 Adults and Communities Scrutiny Committee and paragraph 3.4 Crime and Disorder as attached at Appendix 3.

## **11. FORWARD PLAN OF EXECUTIVE DECISIONS**

The Senior Democratic Services Officer introduced the report which invited members to consider the most recent version of the Forward Plan of Executive Decisions and identify any relevant items for inclusion within the Committee's work programme or to request further information.

### **AGREED ACTIONS:**

The Adults and Communities Scrutiny Committee considered the contents of the report and **RESOLVED** to note the Forward Plan of Executive Decisions.

**12. DATE OF NEXT MEETING:**

11th September 2018

CHAIRMAN  
7.00pm – 9.31pm

<b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 5
<b>11 SEPTEMBER 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Charlotte Black, Service Director: Adults & Safeguarding for both Cambridgeshire & Peterborough Councils	
Cabinet Member(s) responsible:	Councillor Wayne Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	
Contact Officer(s):	Debbie McQuade, Assistant Director Adult Operations, Adult Social Care	Tel. 01733 452440

**ADULT SOCIAL CARE ANNUAL COMPLAINTS REPORT 2017/18**

R E C O M M E N D A T I O N S	
FROM: Charlotte Black, Service Director: Adults & Safeguarding for both Cambridgeshire & Peterborough Councils	<b>Deadline date:</b> N/A
It is recommended that Adults and Communities Scrutiny Committee scrutinises and reviews the Adult Social Care Annual Complaints Report for 2017/18.	

**1. ORIGIN OF REPORT**

1.1 The report is a statutory requirement under the Local Authority Social Services and National Health Service Complaints (England) Regulations 2009.

**2. PURPOSE AND REASON FOR REPORT**

- 2.1 The purpose of this report is to provide information on Adult Social Care complaints and compliments received between 1 April 2017 and 31 March 2018.
- 2.2 This report is for the Adults and Communities Scrutiny Committee to consider under its Terms of Reference. No.2.1, Functions determined by Council, 1. Adult Social Care.
- 2.3 This report links to the council's corporate priorities of
- Safeguarding vulnerable children and adults
  - Achieving the best health and wellbeing for the city

**3. TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	
---	-----------	----------------------------------	--

**4. BACKGROUND AND KEY ISSUES**

4.1 Complaints received by Peterborough City Council Adult Social Care are managed under The Local Authority Social Services and National Health Service Complaints (England) Regulations 2009. Since January 2013 complaints have been managed by the Peterborough City Council Central Complaints Office, run by Serco for the Council.

**5. CONSULTATION**

5.1 N/A

**6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 The report is for information.

**7. REASON FOR THE RECOMMENDATION**

7.1 The report is for information.

**8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 N/A.

**9. IMPLICATIONS**

**Financial Implications**

9.1 N/A

**Legal Implications**

9.2 N/A

**Equalities Implications**

9.3 N/A

**Rural Implications**

9.4 N/A

**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 1 - Annual Complaints Report 2017/2018

## APPENDIX 1 - ANNUAL COMPLAINTS REPORT 2017/18

### 1. Purpose

1.1 To report on Adult Social Care complaints and compliments received between 1 April 2017 and 31 March 2018.

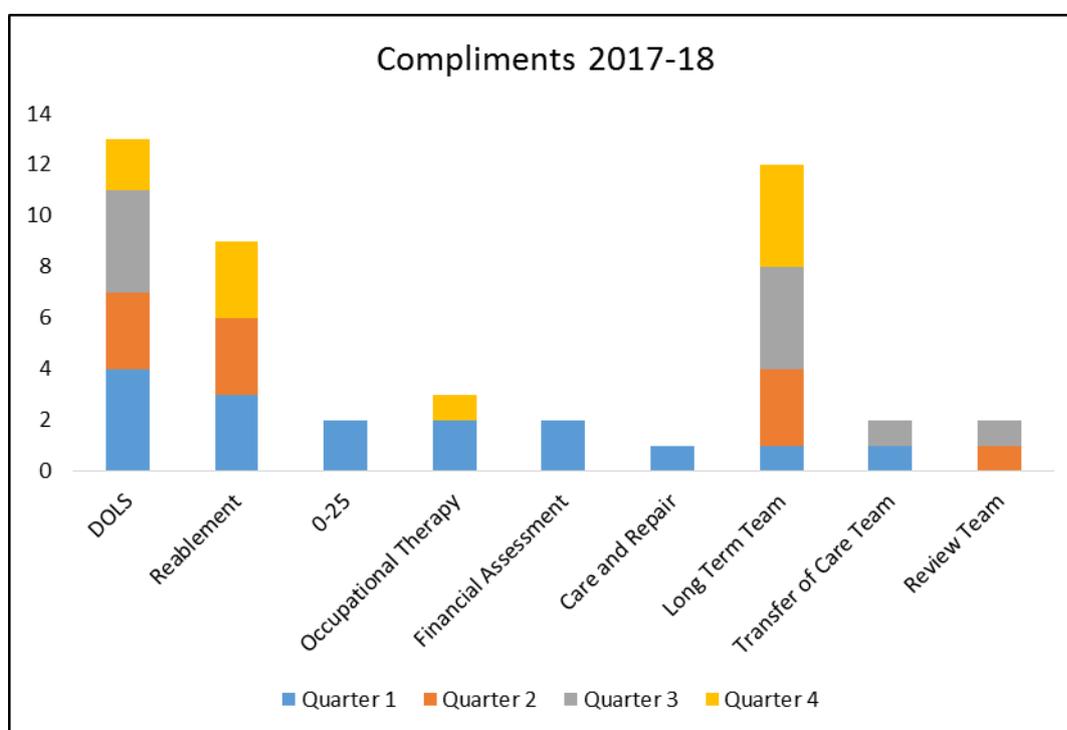
### 2. Background

2.1 Complaints received by Peterborough City Council Adult Social Care are managed under The Local Authority Social Services and National Health Service Complaints (England) Regulations 2009.

2.2 Since January 2013 complaints have been managed by the Peterborough City Council Central Complaints Office, run by Serco for the Council.

### 3. Compliments

3.1 During 2017/2018 a total of **46** compliments were logged. (During 2016/17 a total of 36 compliments were logged).



### 4. Complaints Received

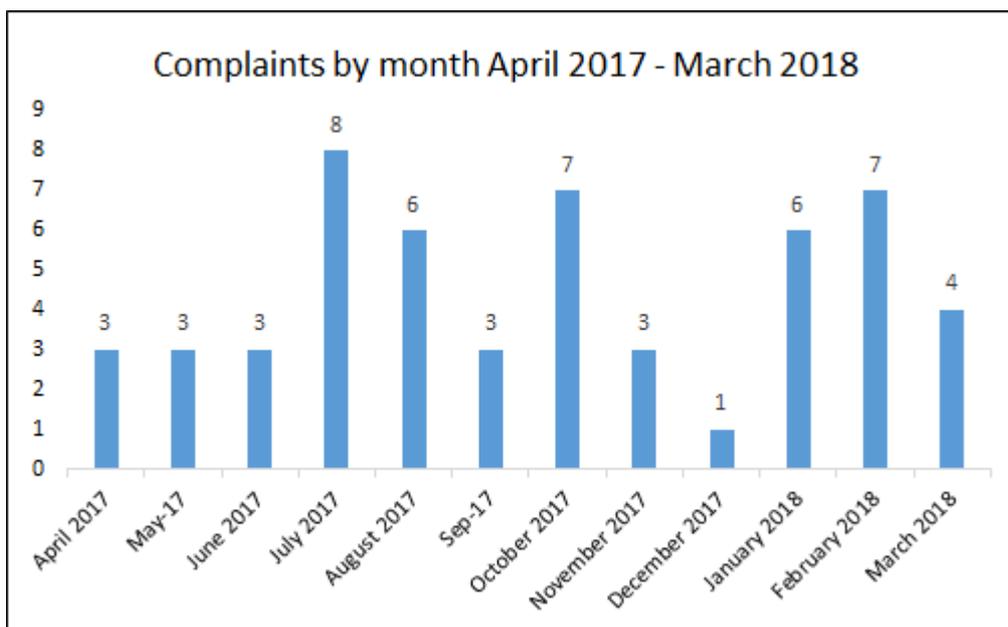
4.1 During 2017/2018 a total of **63** formal complaints were logged about Adult Social Care services. Nine complaints were withdrawn.

4.2 In addition, four complaints followed the council's corporate complaints procedures and eight complaints from the 0-25 Service followed the Children's Social Care complaints processes.

4.3 The following analysis relates to the **54** complaints that followed the statutory adults complaints procedures. In 2016/2017 69 complaints were logged.

## 5. Complaints Received by Month and Quarter

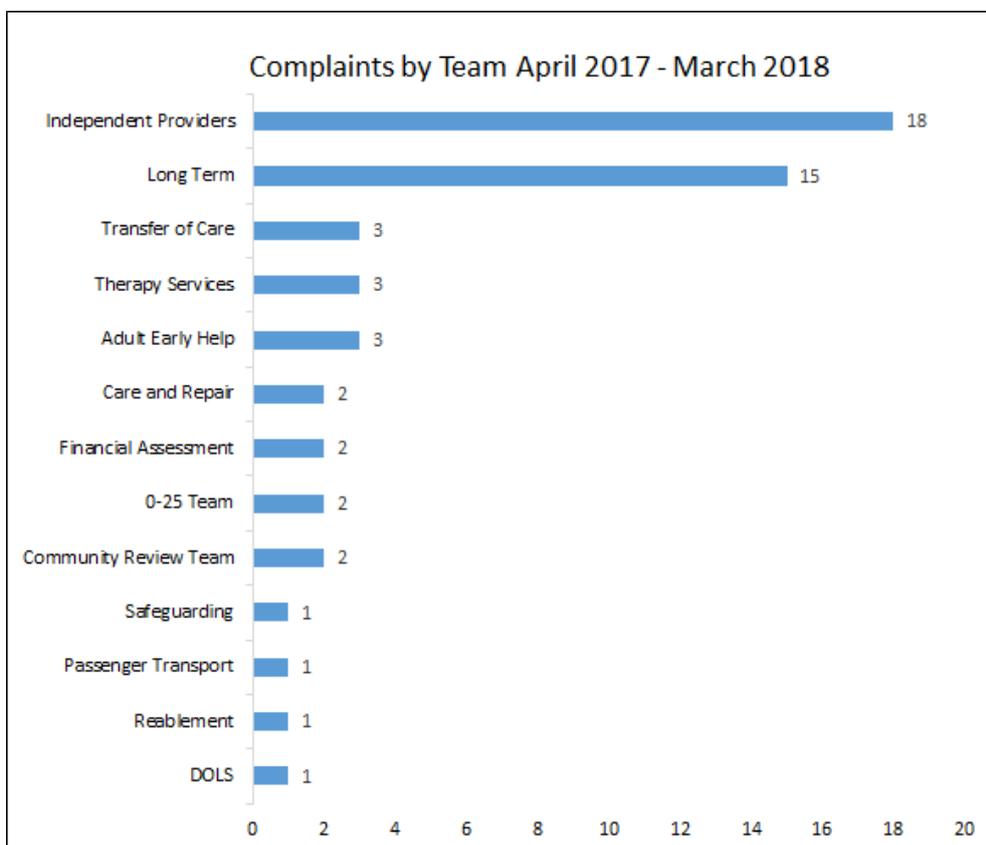
5.1 The graph below shows complaints received by month.



By Quarter, complaints were received as follows (last year's results in brackets):

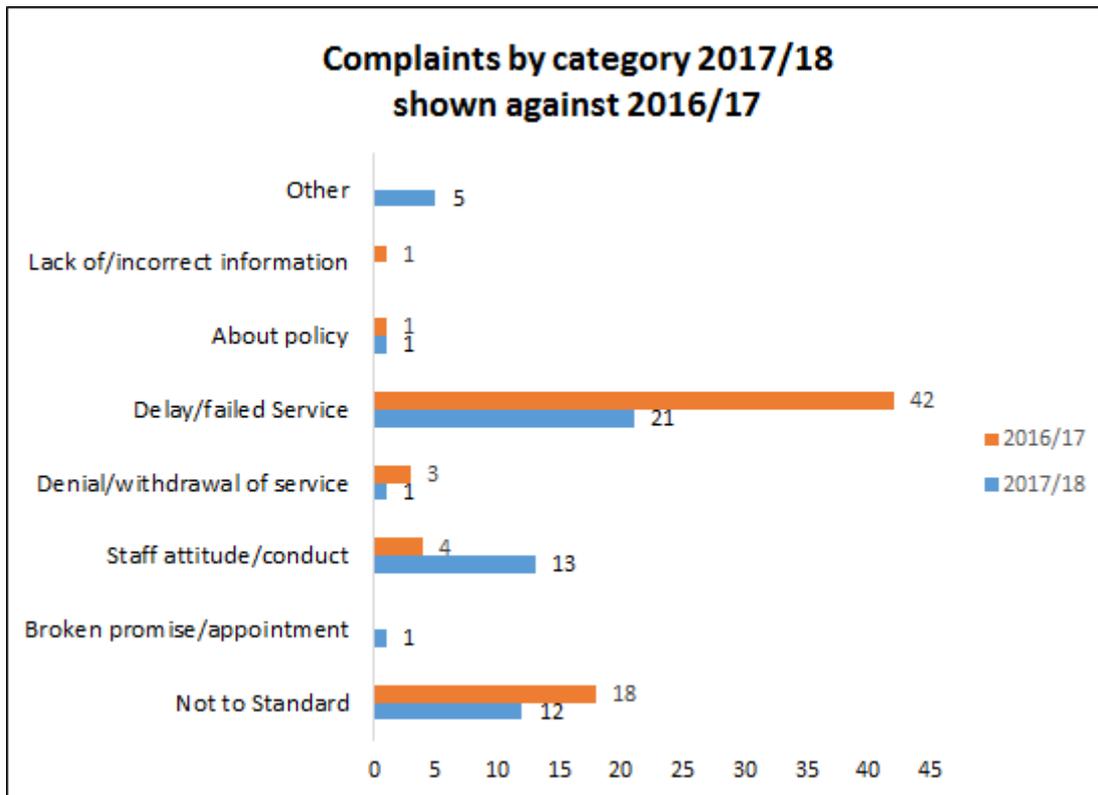
Quarter 1 April to June 2017	9	(16)
Quarter 2 July to September 2017	17	(21)
Quarter 3 October to December 2017	11	(17)
Quarter 4 January to March 2018	17	(15)

## 6. Complaints Received by Team



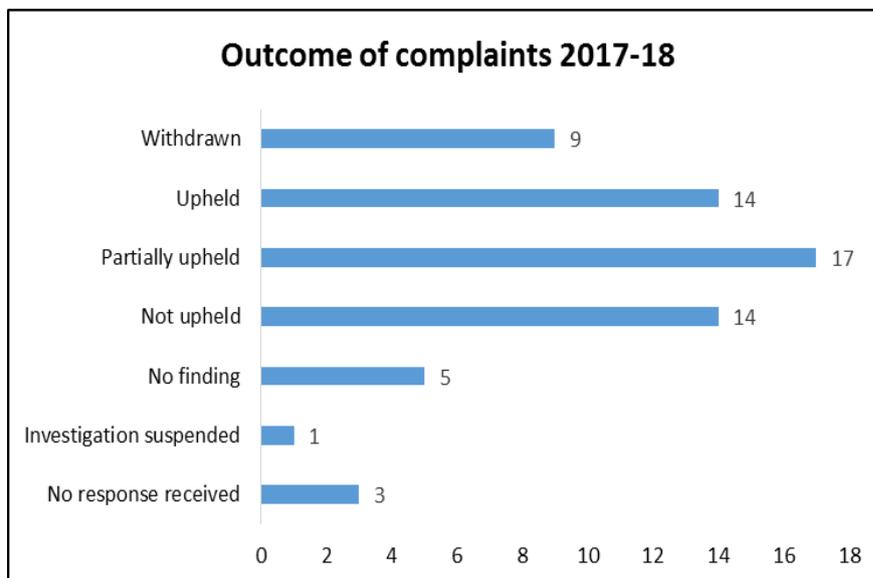
6.1 The highest number of complaints were logged against independent care providers and the long term social care service.

**7. Complaints Received by Category**



7.1 The highest number of complaints were received in the category Delay/Failed Service.

**8. Outcome of complaints**



- 22% of complaints were not upheld
- 27% were partially upheld
- 22% were upheld
- 14% were withdrawn
- 8% had no finding
- 2% had the investigation suspended
- 5% had no response received

8.1 Complaints recorded as 'no finding' were where the investigating manager had not given an indication of whether the complaint was upheld or not. The Complaints Manager has put in place processes going forward to ensure that this information is sought from the investigating manager.

## **9. Escalated Complaints**

9.1 Seven complaints were escalated during the year and received a further response. One complaint went straight to the Director as requested by the Chief Executive.

9.2 One complaint was reviewed by the Local Government Ombudsman, but was not upheld.

## **10. Themes and Topics from Complaints**

10.1 Complaints covered the following topics and themes:

- Standard of care delivered by independent sector care providers, both in care homes and in the community
- Belongings going missing during respite stays
- Conduct/attitude of social workers
- Not involving family and carers in decisions relating to where an individual lives
- Problems with a change of home care provider following the closure of a care agency
- Poor discharge planning and implementation
- Information not passed to respite providers in a timely manner
- Equipment ordered not arriving in a timely manner
- Disputes over care invoices and financial assessments
- Inaccuracies in review
- Care agencies not staying for the correct time and timesheets not completed accurately
- Carers acting inappropriately in service users home (applying makeup etc)
- Medication errors
- Issues with collecting service user money from the Town Hall
- Dissatisfaction with works undertaken to adapt the home

## **11. Learning from Complaints and Action Taken as a Result of Complaints**

11.1 The department is committed to learning from complaints and to continuously improving the processes for handling complaints. Examples of improvements that have been made as a result of complaints include:

- An inventory was introduced for care homes to ensure belongings are recorded
- Induction training review was undertaken by a care agency to ensure duration of carers at calls is closely monitored
- Processes were reviewed to ensure Care and Repair receive all the information they need to be able to assess the impact the works will have on individuals
- Reminder to the Adult Early Help team to ensure that all information is passed to respite providers

11.2 The Quality Assurance Team audit the number of complaints response letters that have been uploaded to Frameworki and make recommendations on how the letters could be improved.

11.3 For example in Quarter One the findings were as follows:

- All but one letter included the standard paragraph to contact the Central Complaints Office if they are not satisfied with the response provided
- The majority of responses were well written and included what was done about the original complaint and what was found out after the investigation
- One complaint letter included the wrong complaint reference number and three had no reference numbers included
- One letter had formatting errors

Recommendations made included:

- All complaint letters should use the most recent version of the PCC letterhead and include the standard complaints paragraph
- All complaints and responses should be uploaded to the service user record as 'restricted documents'
- Complaint response letters should follow the same format, ensuring that:
  - The original complaint is outlined
  - Clearly detail how it was investigated
  - What was found
  - Whether or not the complaint was upheld
  - What we are doing to ensure the same situation does not happen again, or what we have learned and changed as a result
  - What the complainant's next steps are if they are still dissatisfied

This page is intentionally left blank

<b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 6
<b>11 SEPTEMBER 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Wendi Ogle Welbourn, Executive Director: People and Communities Cambridgeshire & Peterborough Councils	
Cabinet Member(s) responsible:	Councillor Wayne Fitzgerald Cabinet Member for Integrated Adult Social Care and Health	
Contact Officer(s):	Jo Procter, Head of Cambridge and Peterborough Safeguarding Adult and Children's Safeguarding Boards	Tel. 863765

**CAMBRIDGESHIRE & PETERBOROUGH SAFEGUARDING ADULT BOARD ANNUAL REPORT 2017-18**

<b>R E C O M M E N D A T I O N S</b>	
<b>FROM:</b> Russell Wate QPM – Chair of Cambridgeshire & Peterborough Safeguarding Adult Board	<b>Deadline date:</b> n/a
It is recommended that the Adults and Communities Scrutiny Committee receive and note the content of the Cambridgeshire and Peterborough Safeguarding Adult Board Annual Report 2017-2018	

**1. ORIGIN OF REPORT**

The report is submitted to the Adults and Communities Scrutiny Committee following sign off and publication of the Cambridgeshire and Peterborough Safeguarding Adult Board Annual Report 17/18 in July 2018.

There is a statutory requirement under the Care Act 2014 that Safeguarding Adult Boards publish an annual report detailing the work of the Board.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The purpose of the report being brought to the Adults Scrutiny Committee is to ensure members are fully aware of the work and progress of the Cambridgeshire and Peterborough Safeguarding Adult Board.

The report covers the period from April 2017-March 2018 and was published in July 2018.

2.2 This report is for the Adults and Communities Scrutiny Committee to consider under its Terms of Reference. No.2.1, Functions determined by Council, 1. Adult Social Care.

2.3 This report links directly with the safeguarding vulnerable adult's corporate priority. The extent to which Safeguarding is delivered effectively will have an impact on:

- The capacity of families to meet their own needs independently
- The long term health of vulnerable adults

**3. TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	-----

#### **4. BACKGROUND AND KEY ISSUES**

- 4.1 The annual report includes information on the work that has been undertaken by the Cambridgeshire and Peterborough Safeguarding Adult Board in the period April 2017- March 2018.

Partner agencies, including Peterborough City Council, contributed to the information contained within the annual report.

The annual report highlights the significant events during the last year, summarises both the work of the Safeguarding Adult Board and the work of the sub committees. It highlights areas of good practice and presents statistical information about safeguarding performance.

The annual report was approved by the Safeguarding Adult Board in July 2018 and was subsequently published on the Boards website ([www.safeguardingpeterborough.org.uk](http://www.safeguardingpeterborough.org.uk)) and shared on social media.

Members are requested to note the contents of the report.

#### **5. CONSULTATION**

- 5.1 Partner agencies, including Peterborough City Council, contributed to the information contained within the annual report.

#### **6. ANTICIPATED OUTCOMES OR IMPACT**

- 6.1 The annual report highlights the significant events during the last year, summarises both the work of the Safeguarding Adult Board and the work of the sub committees. It highlights areas of good practice and presents statistical information about safeguarding performance.

The report has been brought to the Adults Scrutiny Committee for information purposes.

#### **7. REASON FOR THE RECOMMENDATION**

- 7.1 There are no recommendations for the Committee to consider as the report is for information only.

#### **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 There was no reason to consider alternative options. It is a statutory responsibility of the Safeguarding Adult Board to produce an annual report.

#### **9. IMPLICATIONS**

##### **Financial Implications**

- 9.1 There are no financial implications

##### **Legal Implications**

- 9.2 There are no legal implications

##### **Equalities Implications**

- 9.3 There are no equalities implications

##### **Rural Implications**

- 9.4 There are no rural implications

**10. BACKGROUND DOCUMENTS**

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

- 10.1 The majority of statistics contained within the annual report are from the Safeguarding Adult Board dataset.  
Partners provided information (including data) from their agencies which was used to formulate the annual report.

**11. APPENDICES**

- 11.1 Appendix 1- Annual Report of Cambridgeshire and Peterborough Safeguarding Adults Board 2017-18

This page is intentionally left blank



Cambridgeshire  
and Peterborough  
Safeguarding  
Adults Board  
Annual Report 2017/18

## Foreword

By Dr Russell Wate QPM, Independent Chair Peterborough Safeguarding Children Board

It gives me great pleasure to present to you Cambridgeshire and Peterborough's Safeguarding Adults Board annual report for the period April 2017 – March 2018.

This has been a momentous year for those of us involved with safeguarding the most vulnerable in our society, its children and adults at risk. In response we have put in place new ways of working that mean we are better able to measure what is needed and then meet those needs.

The review of Local Safeguarding Children Boards and the Social Care Act 2017 have changed how agencies will work together to protect children. This Report describes how our response to this has meant a joining together of the Boards across Cambridgeshire and Peterborough into one Adult Board coinciding with the creation of one Children Board. We have merged the Teams that keeps the Boards functioning to support these changes. This has allowed us to increase the effectiveness of our efforts and reduce barriers to services across different parts of the County whilst saving money for front-line services.

This is therefore the first Safeguarding Adults Board Report for Cambridgeshire and Peterborough. It outlines the activities and achievements of the Board and its partners over the last year and how well we have delivered on our priorities and actions in the Business Plan. It is our account to the community of the work we have done to safeguard and enhance the wellbeing of adults with care and support needs.

Safeguarding is about people -their wishes, aspirations and needs. What we as a Board do has to be judged in terms of whether it has placed adults in need of safeguarding at the centre of its work. How well we hear and respond to what people want is the measure of our success. I am confident we have the right mechanisms in place to carry out our role, and look forward to Chairing the Board as it uses those mechanisms to ensure safeguarding in Cambridgeshire and Peterborough is sensitive to the needs of the people involved, effective and above all personal.



Dr Russell Wate QPM

# MAKING SAFEGUARDING PERSONAL IN CAMBRIDGESHIRE AND PETERBOROUGH



## Contents

Foreword .....	1
About the Board .....	3
The Safeguarding Adults Board .....	4
Relationship with other Boards .....	5
Our Aim.....	5
Procedures and Guidance.....	6
Making Safeguarding Personal .....	6
Communication and social engagement.....	7
Highlights.....	8
Safeguarding in Cambridgeshire and Peterborough .....	9
The Context of Cambridgeshire and Peterborough .....	10
Safeguarding in Cambridgeshire.....	15
Safeguarding in Peterborough .....	19
Progress against the Board Priorities .....	30
Strategic Business Plan 2017-2019.....	31
Listening and responding to the voices of the people of Cambridgeshire and Peterborough:.....	31
Prevention - by anticipating and identifying issues before abuse and neglect can occur to prevent harm from taking place .....	31
Ensuring practitioners work within the principles of Making Safeguarding Personal (MSP) .....	31
Ensuring the workforce is appropriately skilled and trained to identify and respond to issues of abuse and neglect. ....	31
Monitor, scrutinise and challenge safeguarding practice across the partnership.....	32
Raising awareness of the role of the SAB's and safeguarding issues across communities .....	32
Our Priorities:.....	33
Domestic Abuse –.....	33
Neglect (including self-neglect and hoarding) .....	33
Adults living with mental health issues .....	34
Other areas of work.....	34
Suicide and Serious Self-Harm .....	34
Human Trafficking and Modern Slavery.....	34
Pressure Ulcers Protocol.....	34
Learning and Improvement .....	35
Learning Disabilities Mortality Review (LeDeR).....	36
Quality and Effectiveness Subgroup.....	37
Safeguarding Adults Review Subgroup .....	37
Completed SARs .....	38
Training and Development.....	40
Statutory Partners .....	43
Cambridgeshire Constabulary.....	44
Cambridgeshire and Peterborough Clinical Commissioning Group (CAPCCG) .....	46
Local Authority .....	49
Appendix 1 Glossary and Jargon Buster .....	56
Appendix 2 Board Administration and Budget Contributions .....	60

# About the Board



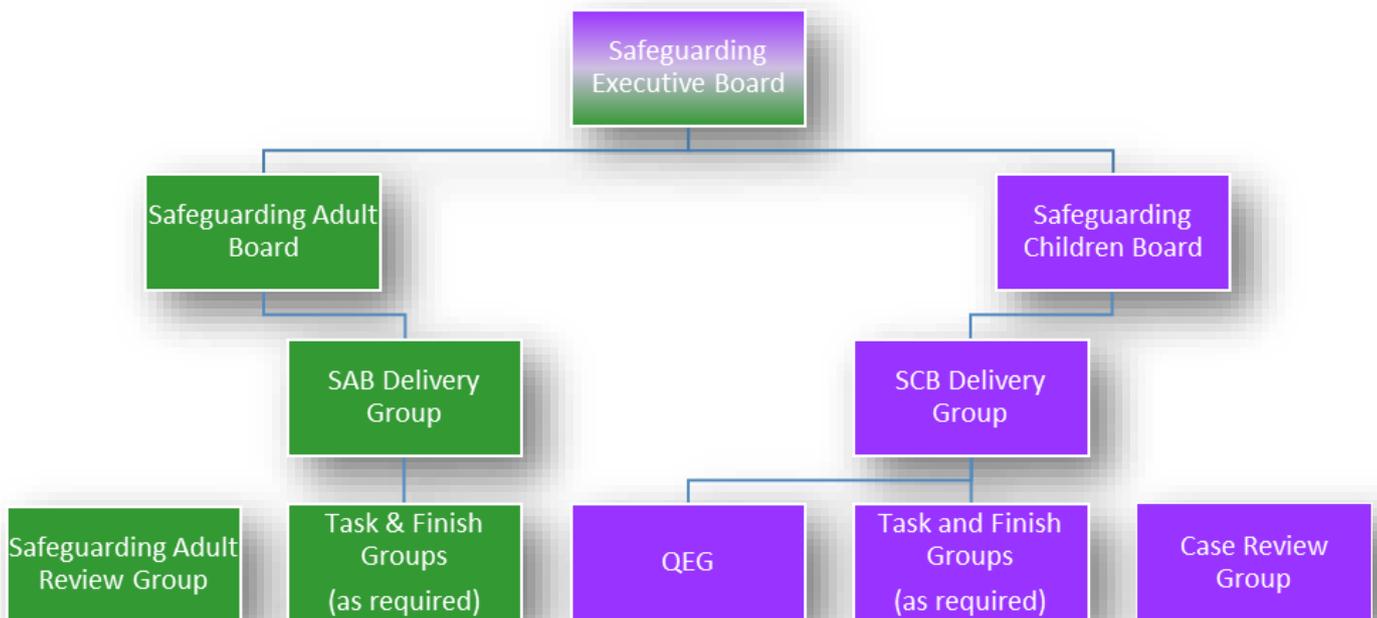
## The Safeguarding Adults Board

“14.133 Each local authority must set up a Safeguarding Adults Board (SAB). The main objective of a SAB is to assure itself that local safeguarding arrangements and partners act to help and protect adults in its area who meet the criteria set out at paragraph 14.2.

14.134 The SAB has a strategic role that is greater than the sum of the operational duties of the core partners. It oversees and leads adult safeguarding across the locality and will be interested in a range of matters that contribute to the prevention of abuse and neglect. These will include the safety of patients in its local health services, quality of local care and support services, effectiveness of prisons and approved premises in safeguarding offenders and

awareness and responsiveness of further education services. The SAB will need intelligence on safeguarding in all providers of health and social care in its locality (not just those with whom its members commission or contract). It is important that SAB partners feel able to challenge each other and other organisations where it believes that their actions or inactions are increasing the risk of abuse or neglect. This will include commissioners, as well as providers of services.” ([Care Act Statutory Guidance](#))

During the course of 2017 to 2018 Cambridgeshire and Peterborough Adults and Adult’s Boards came together in one structure supported by a merged Business Unit.



The **Joint Safeguarding Executive Board** is the overarching countywide governance board for both the Safeguarding Adults Board and Safeguarding Children Board and will consider issues around both the adults and children safeguarding agendas. This is a high level strategic board which will primarily focus on safeguarding systems, performance and

resourcing and has the statutory accountability for safeguarding in both local authority areas.

The **Safeguarding Adults Board** is responsible for progressing the Board’s business priorities through its business plan and finalise the annual report. It will authorise the policy, process, strategy and guidance required to support Board priorities and effective safeguarding. It will



scrutinise, challenge and maintain an overview of the state of adult safeguarding in Cambridgeshire and Peterborough. This will be undertaken through quality assurance activity, learning and development programmes and commissioning and overseeing SAR's / learning reviews

The **Adult Board Delivery group** will implement the business plan, manage the preparation of detailed proposals and documents for SAB approval, coordinate the dataset, audits and other sources of information about safeguarding in the local authority areas and ensure that learning is used to inform and improve practice, including through the SAB training programme.

All existing sub groups, with the exception of the **Safeguarding Adults Review (SAR)**, and **Quality and Effectiveness (QEG)** subgroups, were replaced with time limited task and finish groups.

## Relationship with other Boards

For the Board to be influential in coordinating and ensuring the effectiveness of safeguarding arrangements, it is important that it has strong links with other groups and boards who impact on adult services. The Safeguarding Boards work very closely with the Health and Wellbeing boards in both local authority areas, the Countywide Community Safety Partnership, the Local Family Justice Board, and the MAPPA Strategic Management Board. This ensures that all aspects of safeguarding are taken into account by the other statutory boards and there is a co-ordinated and consistent approach.

The Board Chair is also a member of other strategic and statutory partnerships within Cambridgeshire and Peterborough which include the Health and Wellbeing Boards, the County Wide Community Safety Partnership, the Safer Peterborough Partnership and the Strategic MAPPA Board. These links mean that safeguarding adults remains on the agenda of these groups and is a continuing consideration for all members, widening the influence of the Safeguarding Adult Board across all services and activities in Cambridgeshire and Peterborough.

In addition, the Head of Service is a member of the Domestic Abuse Governance Board and the Adult and Families Joint Commissioning Board.

## Our Aim

Our aim is clear:

***Safety, Enablement, Empowerment and Prevention will be at the centre of everything we do - by working with partner agencies to safeguard adults at risk of abuse and neglect. We also have a broader aim in promoting the wider understanding of what safeguarding is and our shared responsibility in this area.***

We have worked towards these aims by building on the firm foundation the two boards had developed, through shared values and beliefs, brought together by close partnership working, commitment and our mutual accountability

Our aim is developed around the six principles that underpin adult safeguarding:



## Procedures and Guidance



One of the first priorities of the joint SAB was to establish new multi-agency procedures; the Practice and Procedures sub-group pulled this work together and in May 2017 the Executive Board approved the new [Cambridgeshire and Peterborough Multi-agency Safeguarding Adults Policy and Procedures](#), and these were adopted across the county, and are available on our [website](#). These will be reviewed in 2018.

Also reviewed and updated was the escalation procedure, and new [Safer Recruitment](#) guidance was introduced.

## Making Safeguarding Personal



The Care Act 2014 defines safeguarding adults as protecting an adult's right to live in safety, free from abuse and neglect. Making Safeguarding Personal (MSP) aims to make safeguarding person-centred and outcome focussed and moves away from process-driven approaches to safeguarding. This continues to be a priority for the SAB and the inaugural meeting of

the joint SAB reviewed progress in Cambridgeshire and Peterborough and pulled together the work on MSP in the two Local Authority Areas into a shared Action Plan, which is now being implemented.

MSP and the six principles are a "golden thread" that run through all we do. This includes:

- Multi-agency Procedures - What staff should be considering and doing to be in line with MSP is embedded into the procedures and guidance.
- The SAB Audit framework - Agency service delivery is measured against MSP principles.
- Our website and communications - The term and what it means is repeatedly emphasised and promoted on all of our materials
- The agency self-assessment process was structured around MSP principles
- All SAB training explicitly incorporates MSP
- MSP was a theme at the SAB Conference and across the March Awareness Month,



## Communication and social engagement



The SAB has its own website which links with the LSCB website, making it more accessible for those working in both adult and children's services and for the general public. The website can be found at: [www.safeguardingpeterborough.org.uk](http://www.safeguardingpeterborough.org.uk)

Although the materials and resources on the site have been rebranded for Cambridgeshire and Peterborough, and it is accessible across the county, we are still waiting for the site to be allocated a new web address which will easily identify it as being for

Cambridgeshire and Peterborough. This change is imminent

The first Cambridgeshire and Peterborough Safeguarding Adults newsletter was published in January 2018. This was sent out via email to a wide range of partners and interested parties, and is also available on the SAB website. It is aimed at anyone who has an interest in safeguarding adults at risk. The newsletter aims to be an important means to keep practitioners and professionals up to date, and to share good practice and important information, it includes updates on local and national policies and developments in Safeguarding, learning from Safeguarding Adult Reviews and upcoming multi-agency training events. Contributions to the newsletter are received from various partner agencies and other information is sourced from national publications and organisations (ADASS, LGA etc.).

Throughout the year we have rebranded all our leaflets with the new joint logo and these are available on the website.



Following on from last year's successful **Safeguarding Adults Awareness** month, which took place in Peterborough, the SAB decided to run another awareness month, this time across Cambridgeshire and Peterborough, and across childrens and adult services. Each member agency was asked to commit to either doing or being involved in at least one activity.

A wide range of agencies got involved in lots of different activities including:

- Using social media to spread key messages

- Drop in events
- Including reflection on safeguarding in supervision
- Weekly emails with safeguarding themes to all staff
- Awareness events with stalls and information
- Training events
- Conferences
- Roadshows

At the end of the month agencies were asked to evaluate how the month had gone. Those that responded showed that over 2000 staff were given the awareness message as were over 750 service users and members of the public. Cambridgeshire City Council also shared the “Chelsea’s Choice” production with 918 pupils, and there were also 2 community performances for parents and community groups.

Many partners delivered a communication message highlighting safeguarding, including newsletters, email messages, and training bulletins which went out to over 4000 staff. Many partners also used the month to run specific training events.

Agency comments included:

*“Excellent, well worthwhile”* – Cambs Early Years Team

*“It is important to keep sharing the story, so people remember, and refer when they have concerns”* – Cross Key Homes

*“Found it a helpful challenge to do something innovative, a useful exercise for us all”* – NHS England

*“There was a recognition that safeguarding is everyone’s responsibility, and how it effects the majority of services and staff”* – Cambridgeshire County Council.

*“It has been a useful opportunity to raise awareness of safeguarding and to offer targeted support and learning for our staff”* – CCS NHS Trust

## Highlights

The East Anglia Ambulance Service embraced the month, with key personnel going out to raise awareness amongst their teams, meeting members of the public, and spreading awareness not just in Cambridgeshire and Peterborough, but across their whole area, including Norfolk, Essex and Bedford. In total they met with over 700 staff and 300 service users/public. In their evaluation they said the awareness month had been a very positive experience, and very beneficial to staff and service users. This is a good example that we can learn from for next year.

Cambridgeshire Constabulary also worked with partners to produce a short film highlighting different roles in Safeguarding, and why it’s so important. This film can be found on their YouTube channel:



# Safeguarding in Cambridgeshire and Peterborough

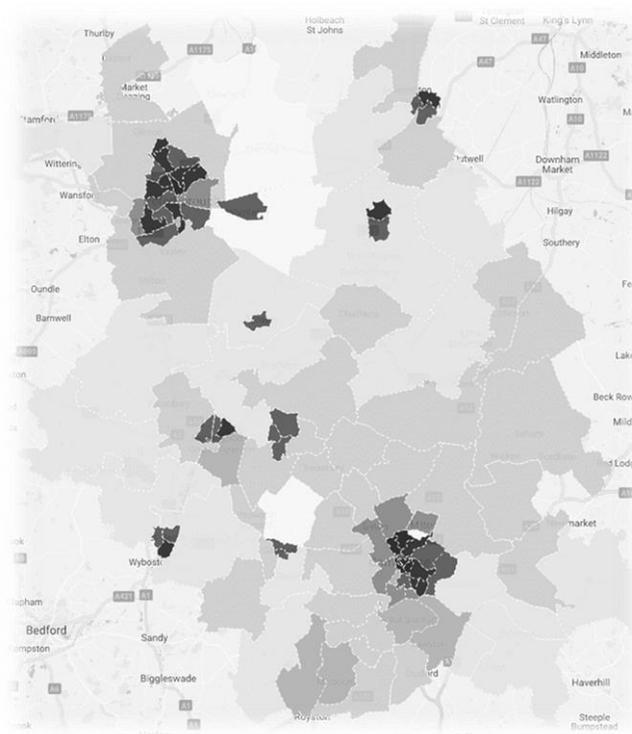




# The Context of Cambridgeshire and Peterborough

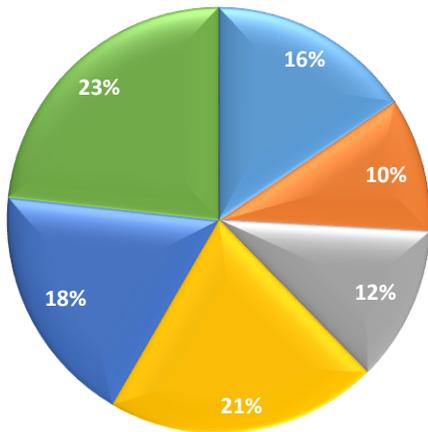
Population (Taken from Cambridgeshire Insight using 2011 census data)

	2015
Cambridge	132,130
East Cambridgeshire	86,300
Fenland	99,170
Huntingdonshire	176,050
South Cambridgeshire	154,660
Peterborough	196,640



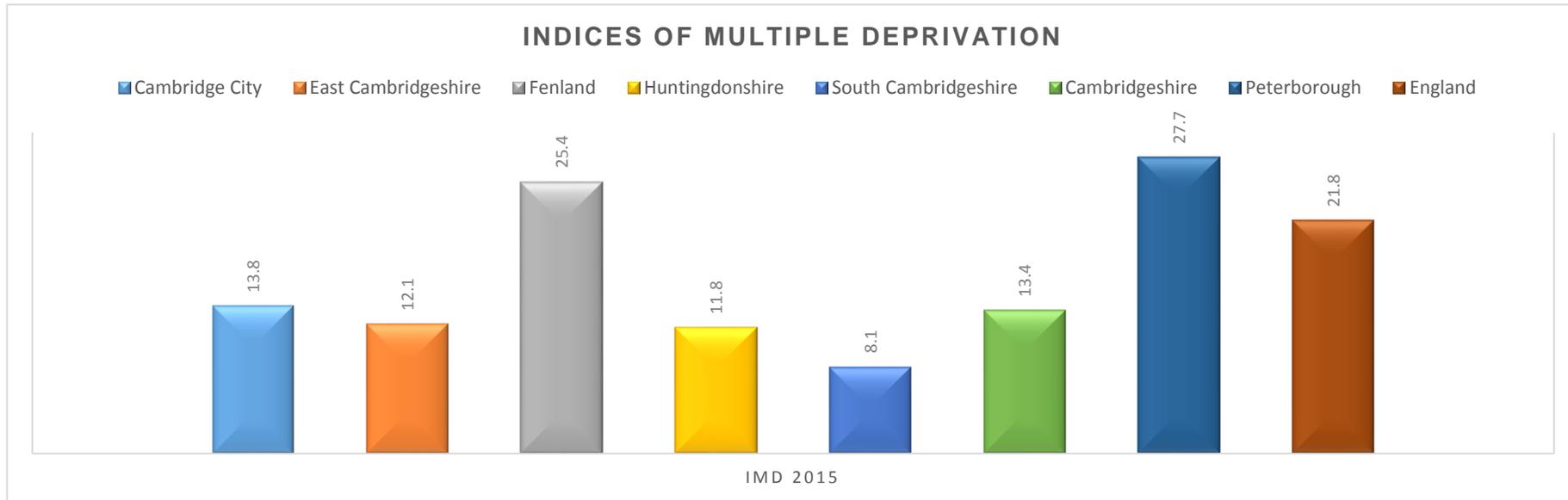
2015

- Cambridge
- East Cambridgeshire
- Fenland
- Huntingdonshire
- South Cambridgeshire
- Peterborough





## Levels of Deprivation



Indices of Multiple Deprivation (IMD) measure relative deprivation between areas; the higher the IMD score, the greater the level of deprivation in the area. Scores reflect levels of deprivation but are not directly comparable, e.g. an area with an IMD score of 30.0 can be assessed as having a higher level of deprivation than an area with a score of 15.0 but it cannot be assumed that the area has twice the deprivation. Data show that Cambridgeshire is markedly less deprived than England, as are all of its districts with the exception of Fenland. The most deprived area within this analysis is Peterborough with an overall IMD score of 27.7.



Care and Support Needs in Cambridgeshire and Peterborough.

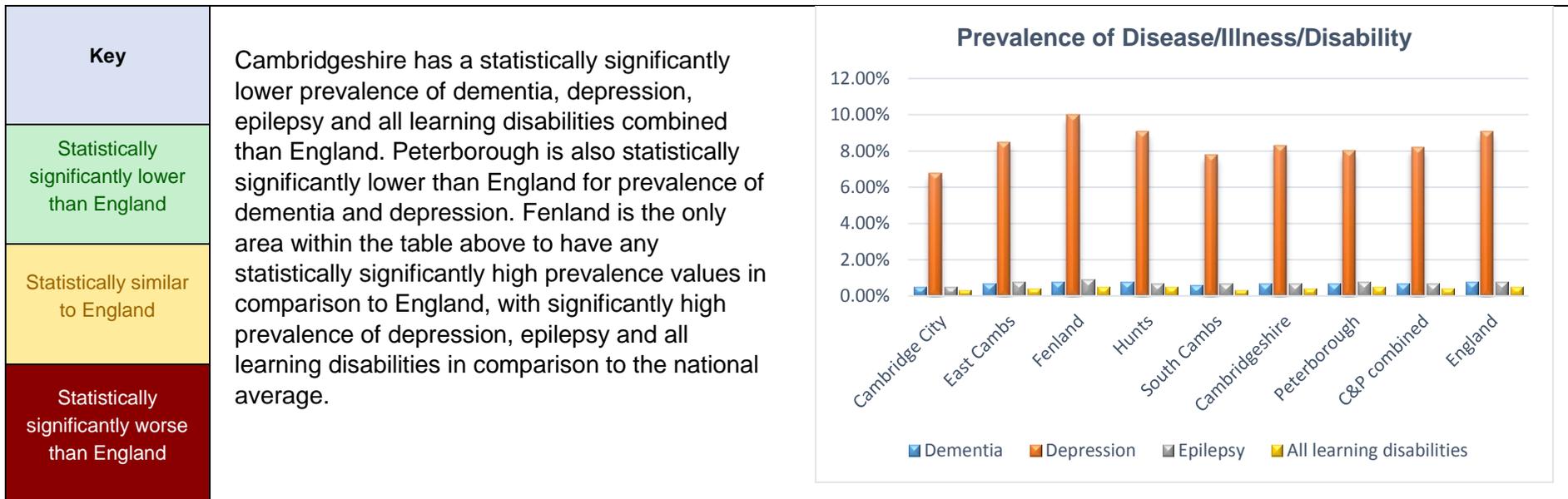
What do we know about how many people in our area would come under safeguarding, where are they what are their care needs?

1. Disease/Illness/Disability Prevalence – Cambridgeshire Districts, Cambridgeshire, Peterborough & England, 2016/17

Indicator	Cambridge City	East Cambs	Fenland	Hunts	South Cambs	Cambridgeshire	Peterborough	C&P combined	England
Dementia	0.5%	0.7%	0.8%	0.8%	0.6%	0.7%	0.7%	0.7%	0.8%
Depression	6.8%	8.5%	10.0%	9.1%	7.8%	8.3%	8.0%	8.2%	9.1%
Epilepsy	0.5%	0.8%	0.9%	0.7%	0.7%	0.7%	0.8%	0.7%	0.8%
All learning disabilities	0.3%	0.4%	0.5%	0.5%	0.3%	0.4%	0.5%	0.4%	0.5%

Source: Quality Outcomes Framework

39

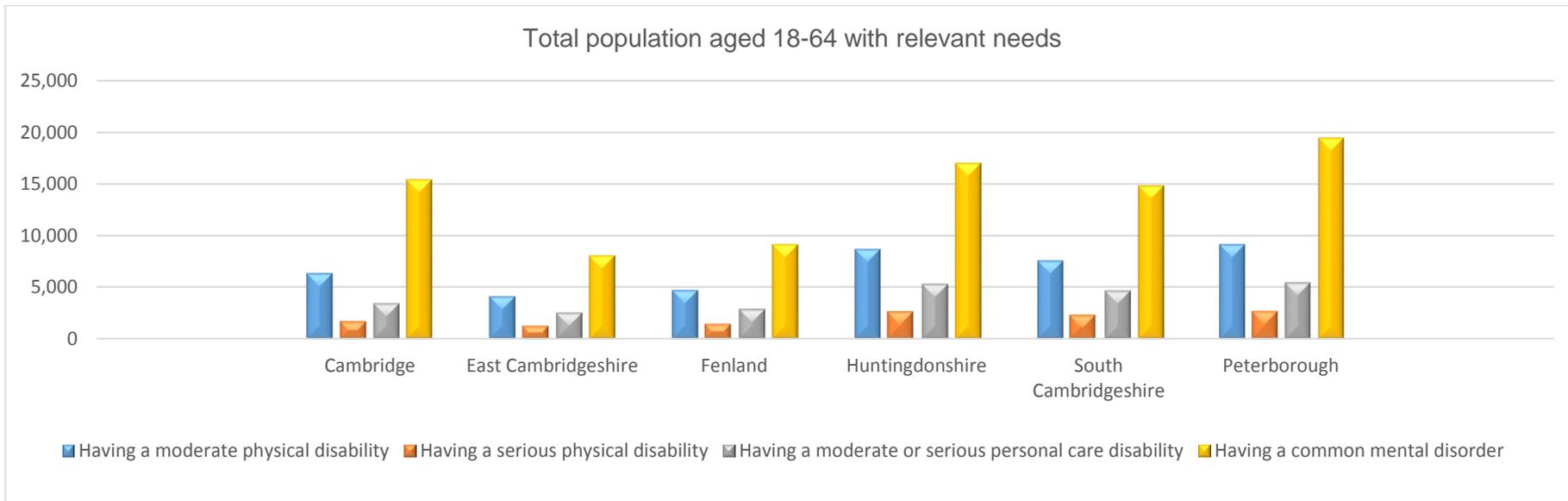




2. Total population aged 18-64 with relevant needs (Based on 2015 figures and with a high level of reliability):

Area	Having a moderate physical disability	Having a serious physical disability	Having a moderate or serious personal care disability	Having a common mental disorder
Cambridge	6,332	1,679	3,435	15,435
East Cambridgeshire	4,116	1,245	2,530	8,128
Fenland	4,721	1,429	2,886	9,211
Huntingdonshire	8,638	2,598	5,282	17,030
South Cambridgeshire	7,531	2,274	4,626	14,859
Cambridgeshire	31,338	9,224	18,759	64,663
Peterborough	9,101	2,618	5,411	19,458

40



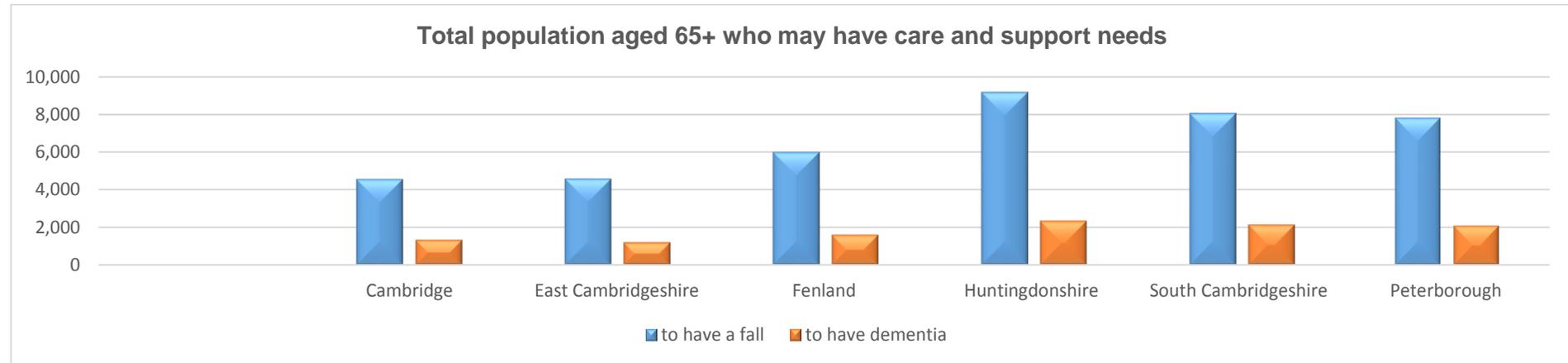


**Total population aged 65+ who may have care and support needs:**

Falls are the most common cause of emergency hospital admissions for older people and significantly impact on long term outcomes, e.g. being a major cause of people moving from their own home to long-term nursing or residential care. The table above outlines predicted numbers of falls in residents aged 65+, who may still be susceptible to hospital admission/minor injury and potentially lose resilience as a result of falls. The second set of data is the numbers of people suffering from dementia

Area	to have a fall	to have dementia
Cambridge	4,552	1,316
East Cambridgeshire	4,581	1,183
Fenland	5,987	1,579
Huntingdonshire	9,161	2,311
South Cambridgeshire	8,045	2,113
Cambridgeshire	32,326	8,502
Peterborough	7,792	2,051

41





## Safeguarding in Cambridgeshire

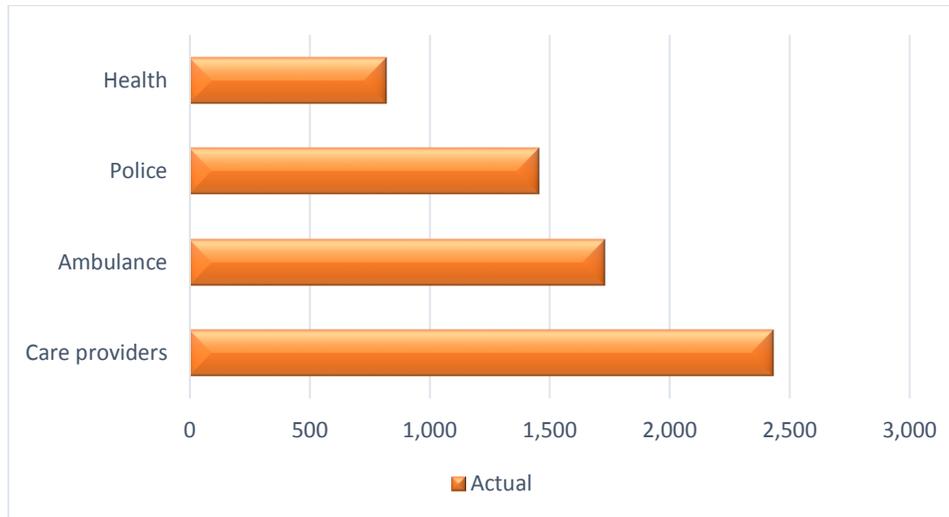
### MULTI-AGENCY SAFEGUARDING HUB (MASH) DATA

#### How much abuse was reported?

CCC Adult MASH received 9,805 concerns in 2017/18, this was an increase on the previous year of 1,061 (12.1%). The Adult MASH carried out 391 enquiries themselves and asked adult social care teams and others to carry out a further 1,130 enquiries

#### Who reported the abuse?

The four main sources for safeguarding concerns received by the adult MASH are;



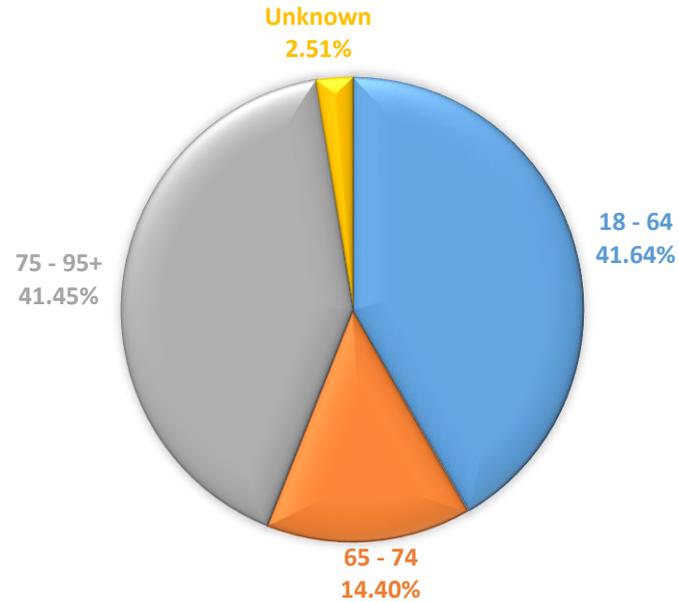
Source	Actual	% split
Care providers	2,431	27.80%
Ambulance	1,727	19.80%
Police	1,455	16.60%
Health	816	9.30%



Who was abused? By their age:

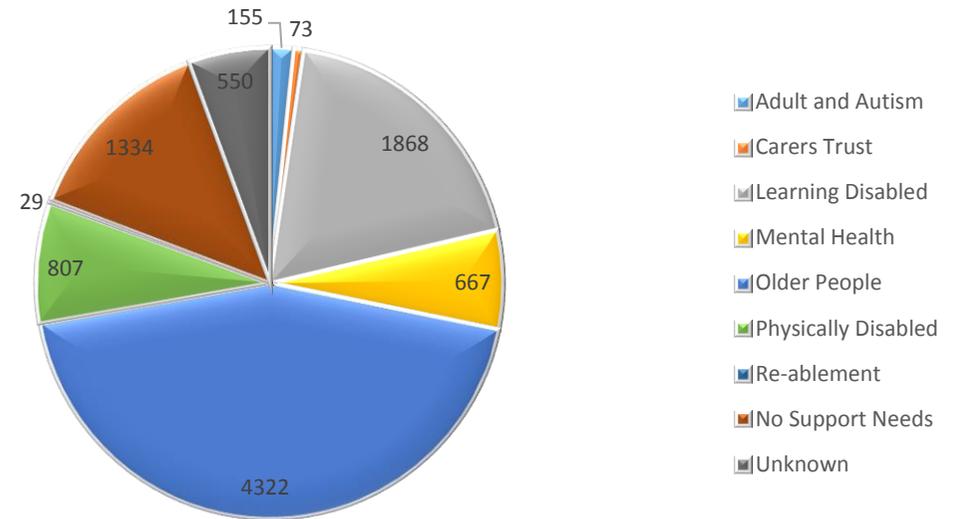
43

AGE RANGE



Age range	Actual	% split
Total for age range 18-64	4,083	41.6%
Total for age range 65-74	1,412	14.4%
Total for age range 75-95+	4,064	41.5%
Unknown	246	2.5%

Support type

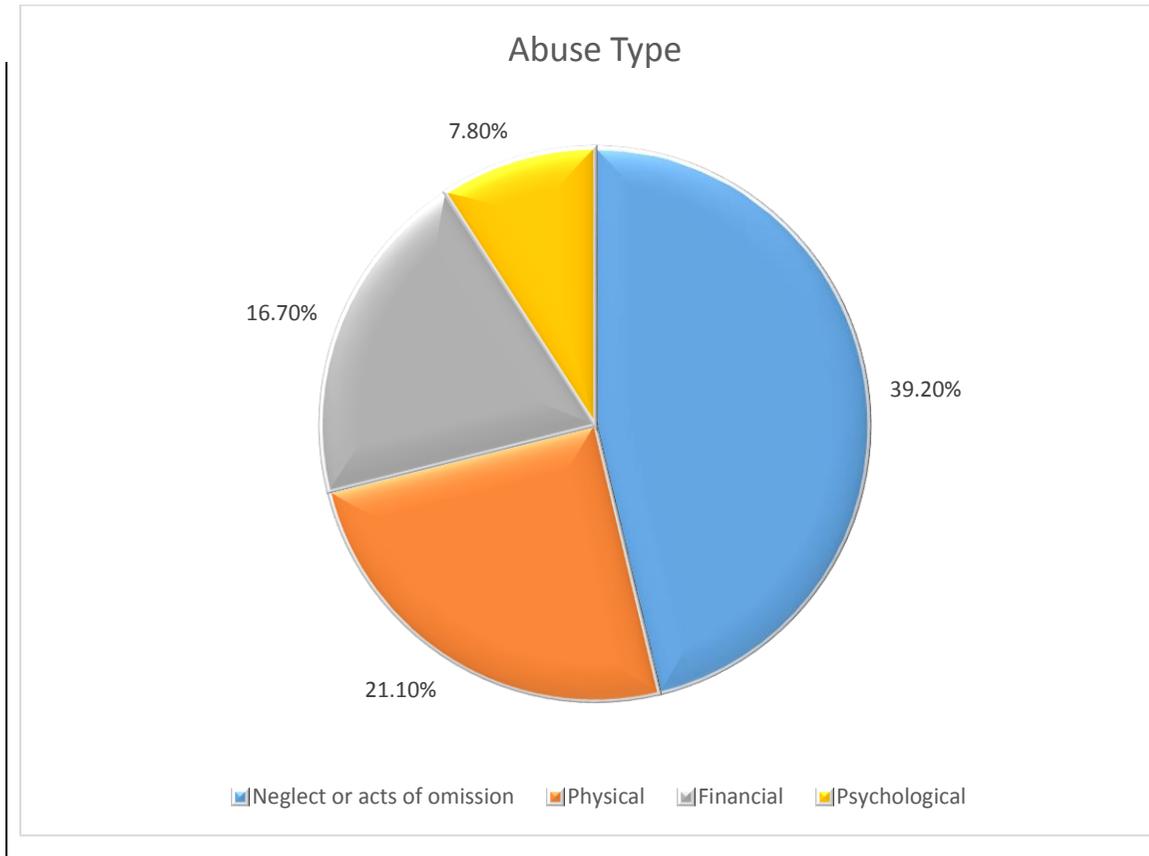


Support type	Actual	% split	Support type	Actual	% split
Adult & Autism	155	1.6%	Physically Disabled	807	8.2%
Carers Trust	73	0.7%	Re-ablement	29	0.3%
Learning Disabled	1,868	19.1%	No Support Needs	1,334	13.6%
Mental Health	667	6.8%	Unknown	550	5.6%
Older People	4,322	44.1%			



## What sort of abuse was reported?

For the CCC enquiries recorded the most common abuse types were;

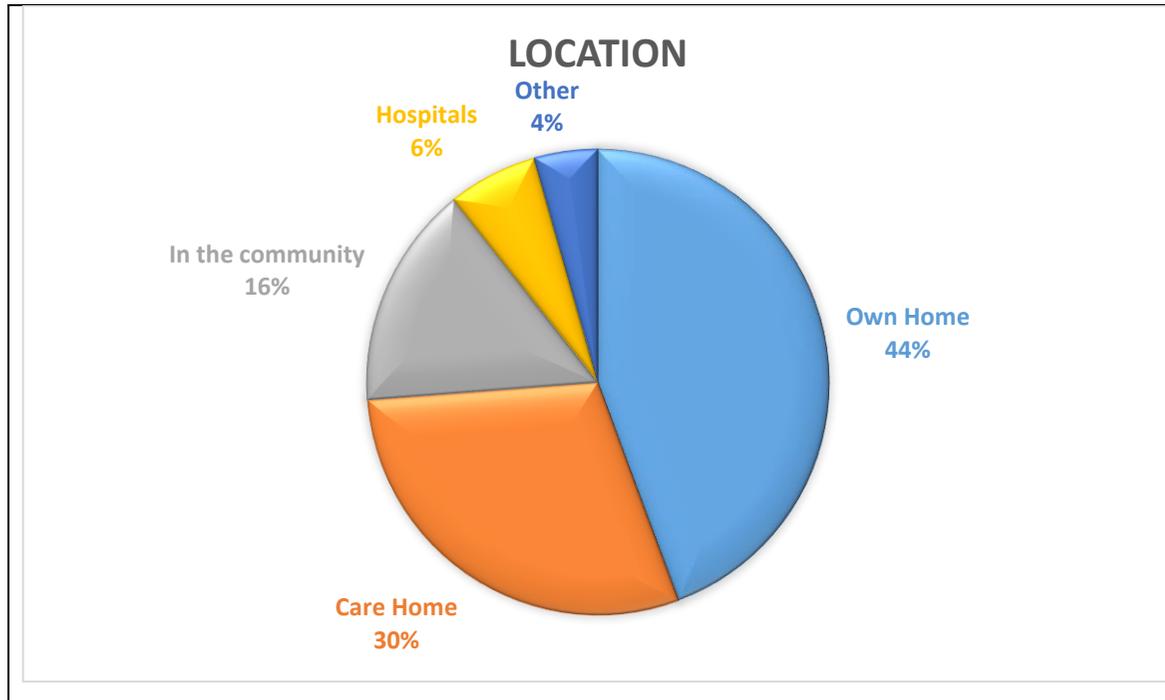


Abuse type	% split
Neglect or acts of omission	39.2%
Physical	21.1%
Financial	16.7%
Psychological	7.8%



### Where did it occur?

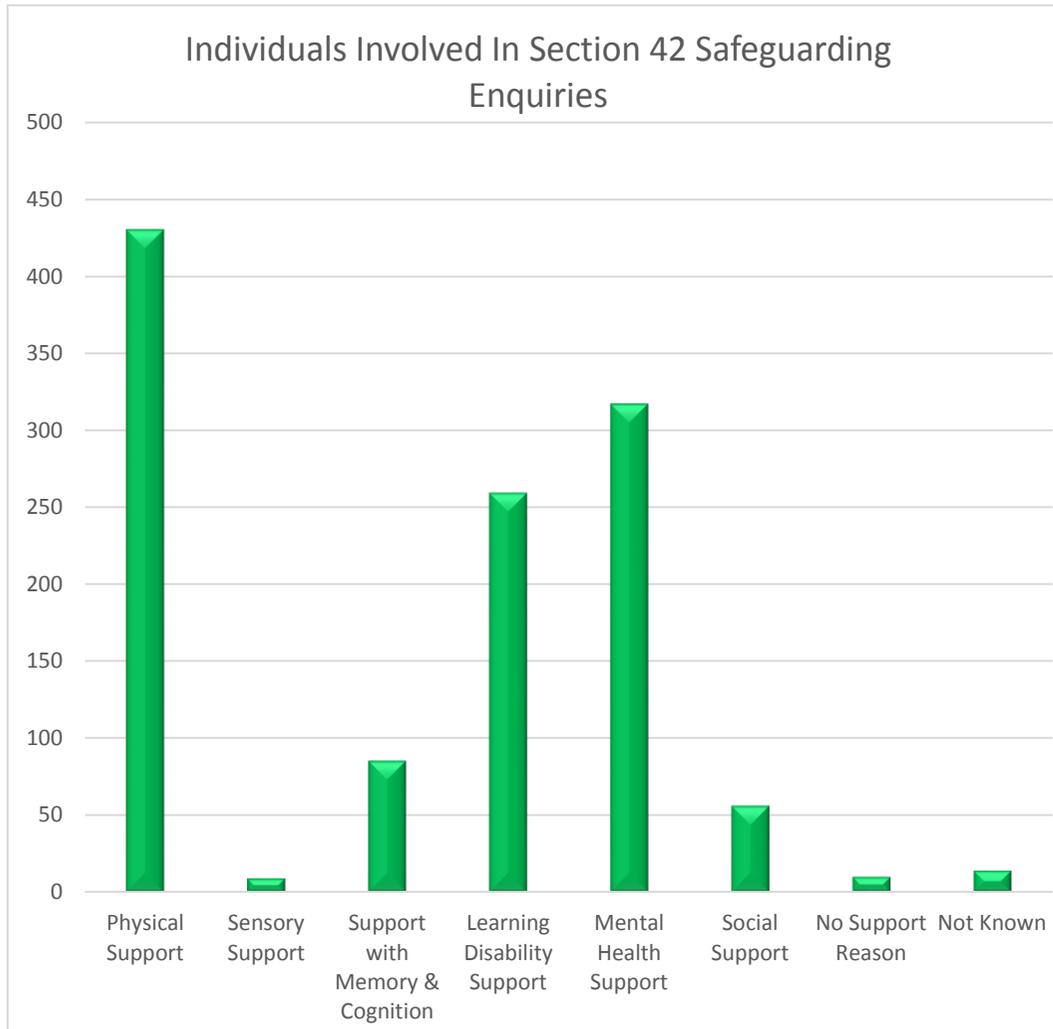
Of the CCC enquiries recorded the main locations where the abuse occurred was in;



Location	% split
Own Home	44.3%
Care homes	29.5%
In the community	15.5%
Hospitals	6.3%
Other	4.4%



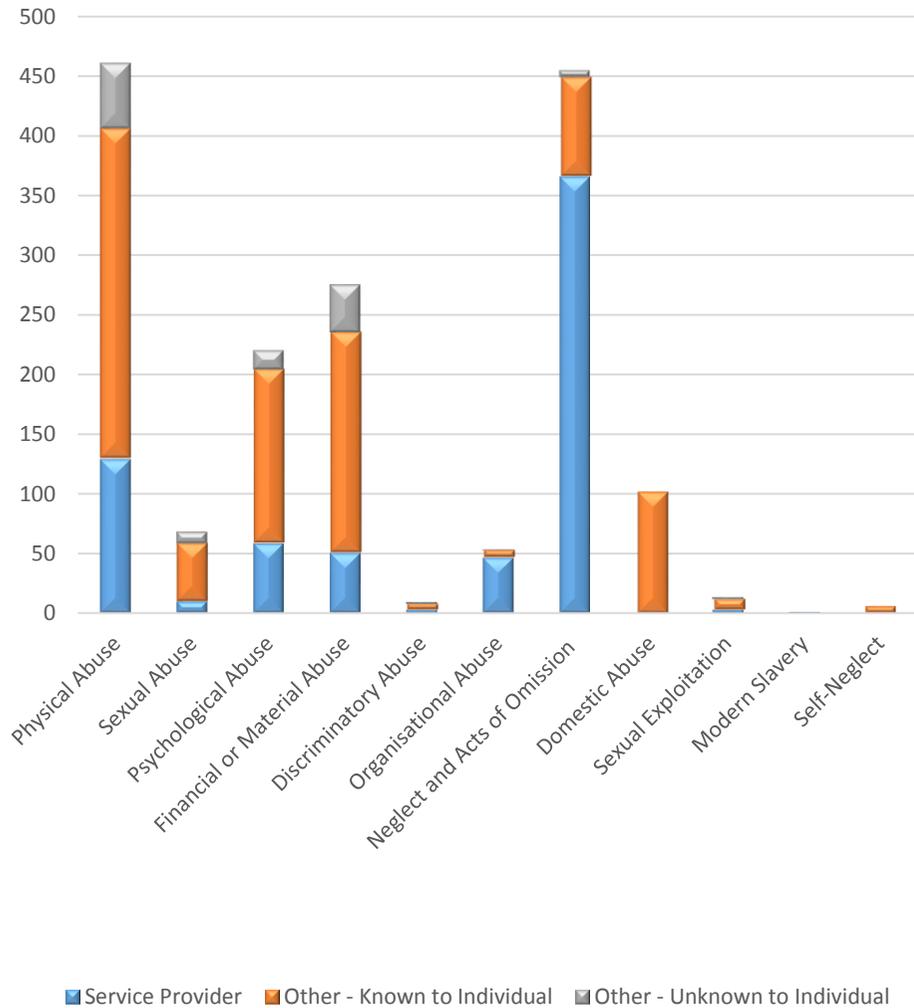
## ENQUIRIES INTO ABUSE AND NEGLECT



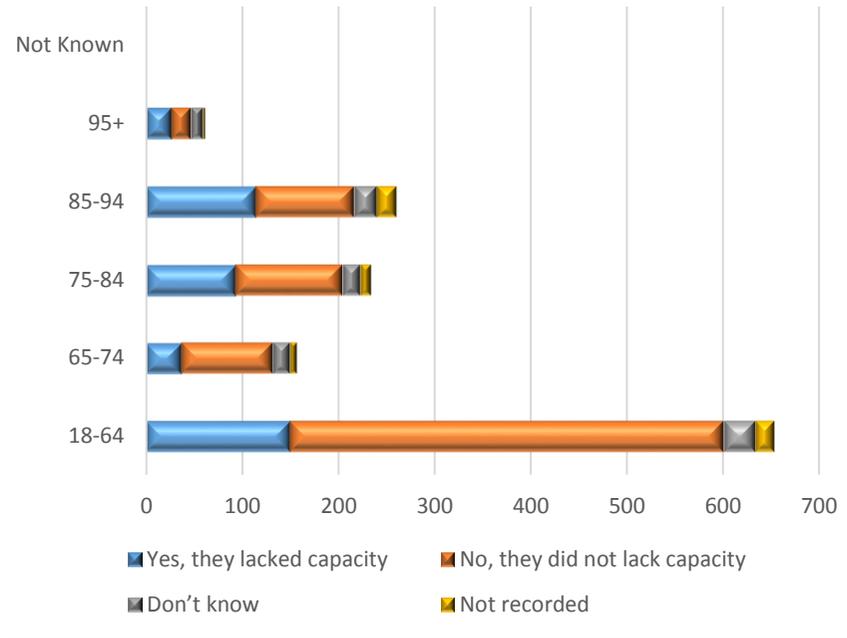
- A significant number of enquiries involved people with physical support, Learning Disability and Mental Health needs.
- Risk was most frequently coming from someone known to the adult at risk, except in cases of Neglect where the service provider was more often the cause of the concern



Type and source of risk



Was the Adult at Risk able to make decisions?

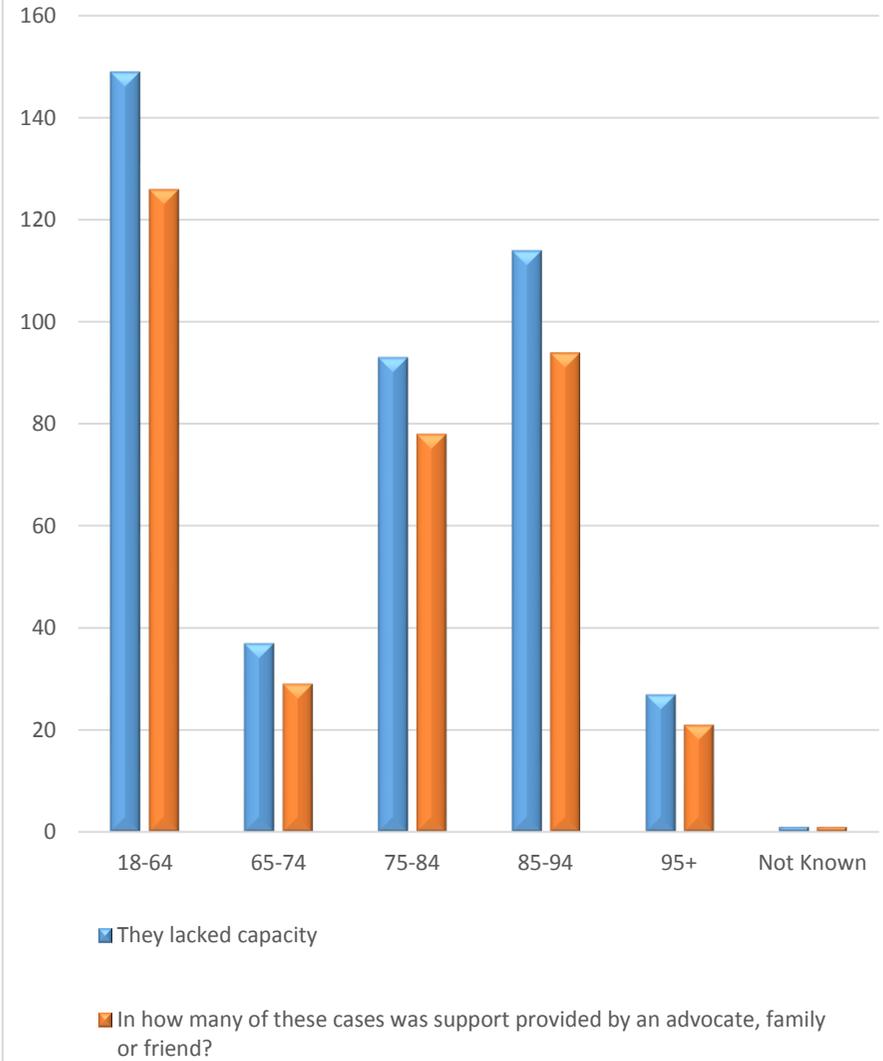


It is critically important to know if the adult at risk is able to make decisions for themselves and as far as possible enable them to do so if they can. A higher proportion of people over 75 were assessed as not being able to make specific decisions compared to younger people.

Where this is the case, work should be done to ensure the adults perspective can be heard by using a family member, friend or professional advocate.

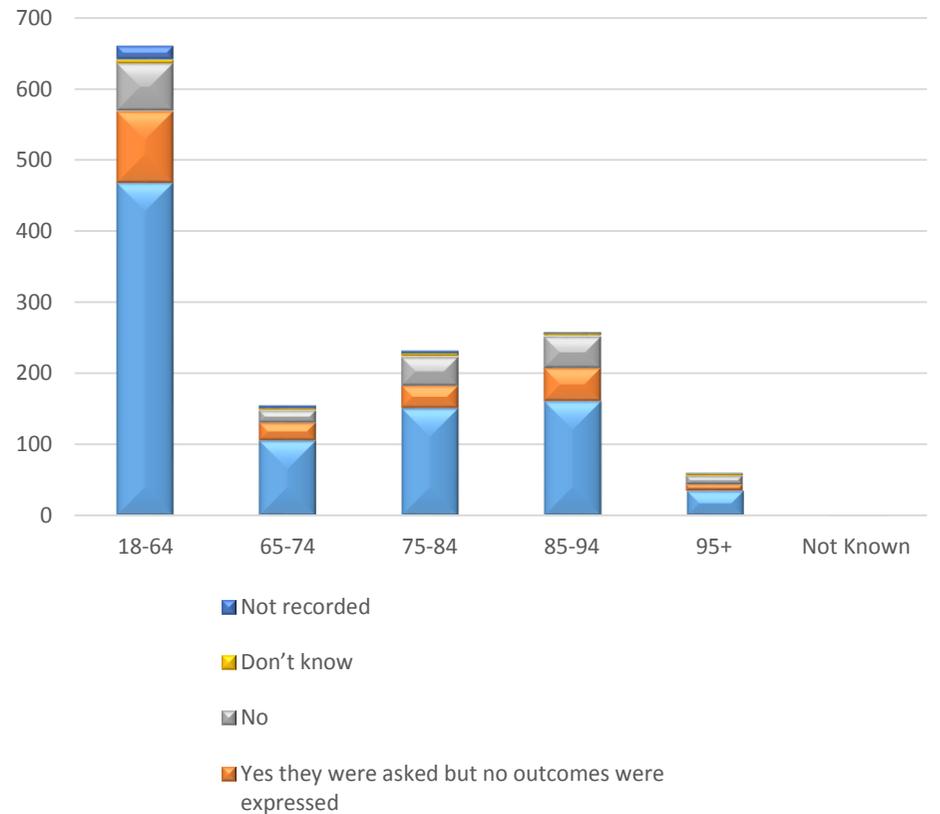


### Were adults enabled to engage?



### The adult at risk should be involved in agreeing the outcome that they want from the Enquiry

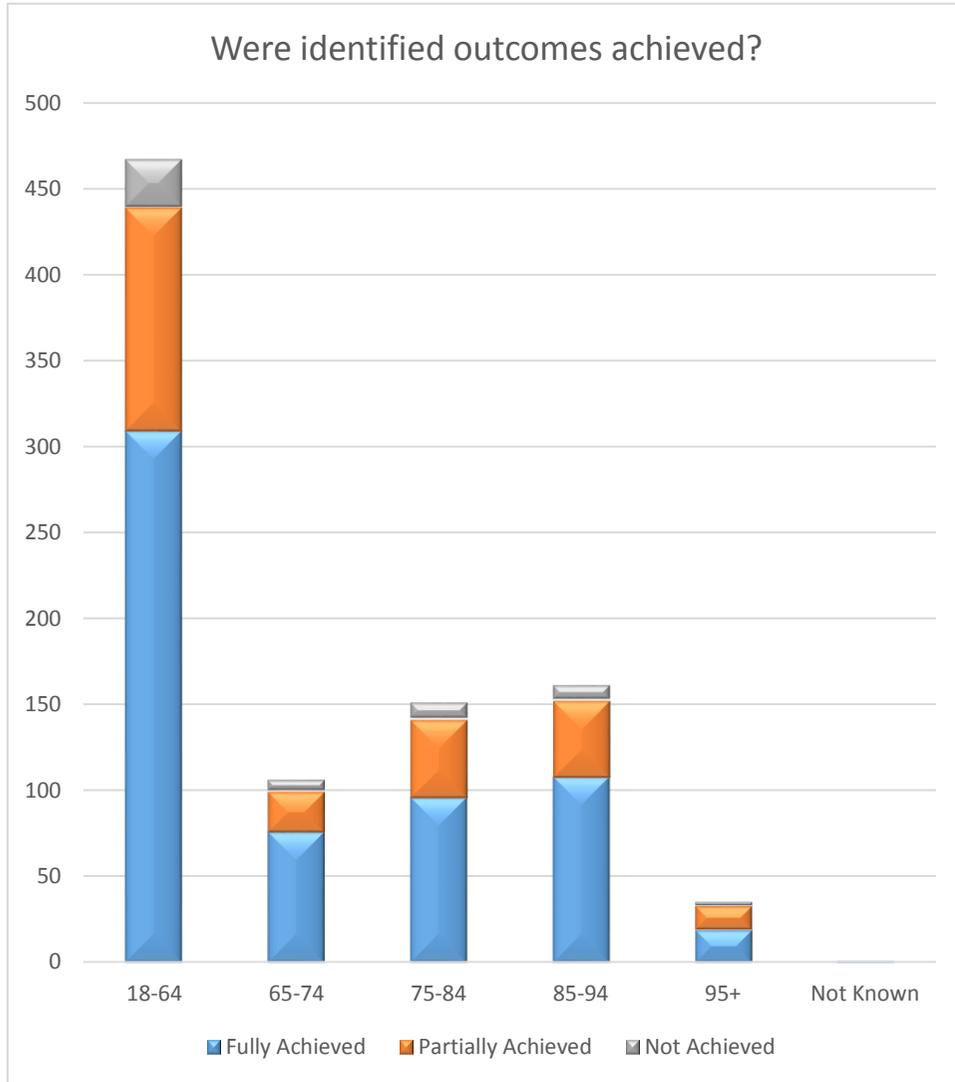
#### Was the adult at risk able to identify their desired outcome?





And then that outcome should be achieved as far as possible and the risk reduced if not removed.

49





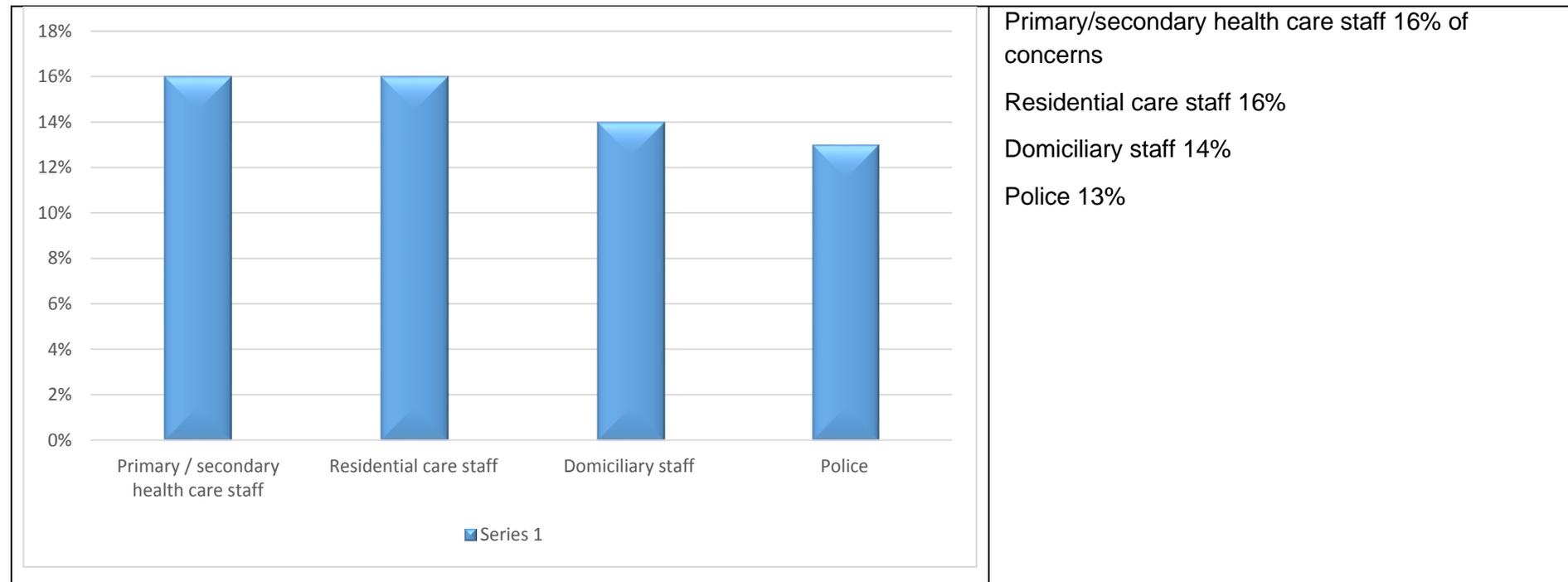
## Safeguarding in Peterborough

### MULTI-AGENCY SAFEGUARDING HUB (MASH) DATA

#### How much abuse was reported?

ASC/CPFT dealt with 1915 new safeguarding concerns (cases that progressed as far as triage) and 227 new enquiries

#### Who reported the abuse?





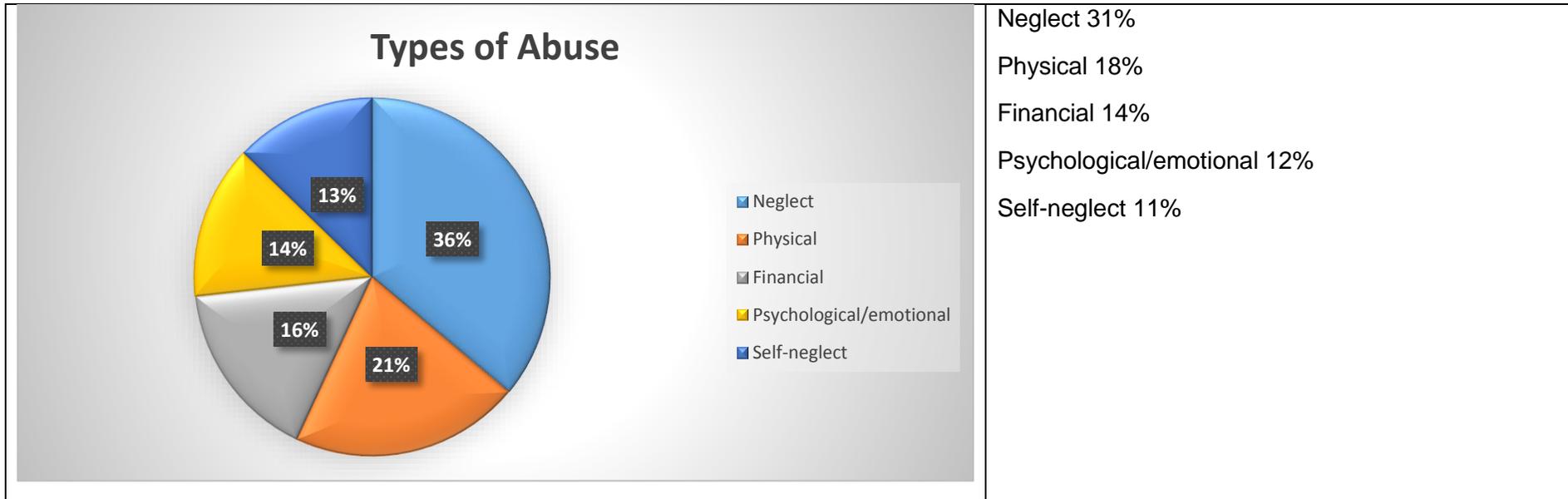
## Who was abused?

Of the individuals involved in new safeguarding concerns

- 22% were aged under 65
- 60% were women
- 52.6% had a physical support need (and were responsible for 54% of the safeguarding concerns)
- 55% were aged 65+
- 40% were men
- 12% had a learning disability (and were responsible for 14% of the safeguarding concerns)
- 23% were aged 85+
- 10% a mental health need (and were responsible for 10% of the safeguarding concerns)



### What sort of abuse was reported?



Neglect 31%  
Physical 18%  
Financial 14%  
Psychological/emotional 12%  
Self-neglect 11%

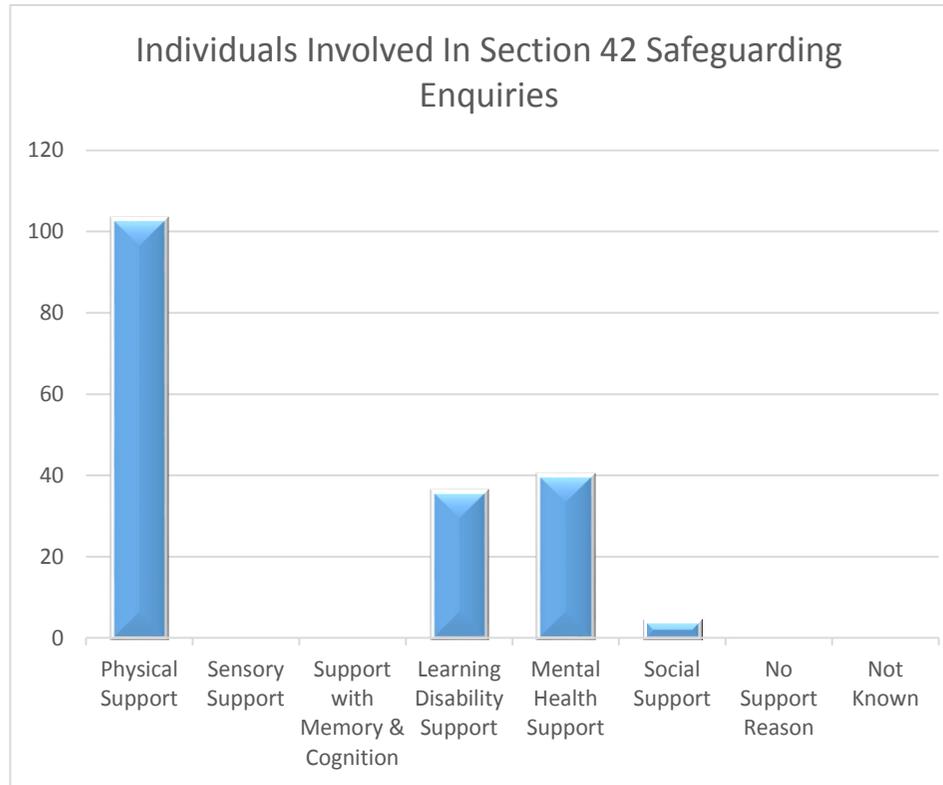
52

### Where did it occur?

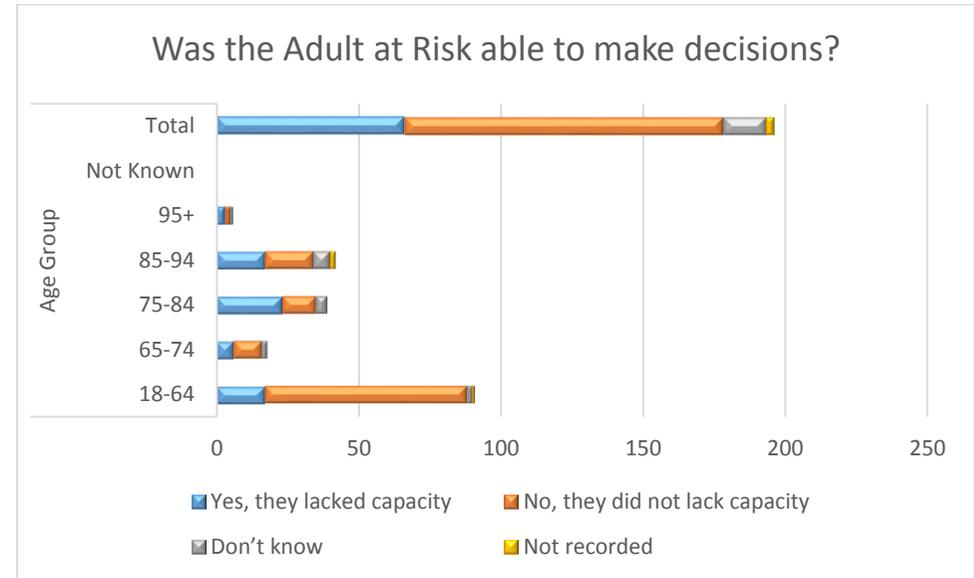
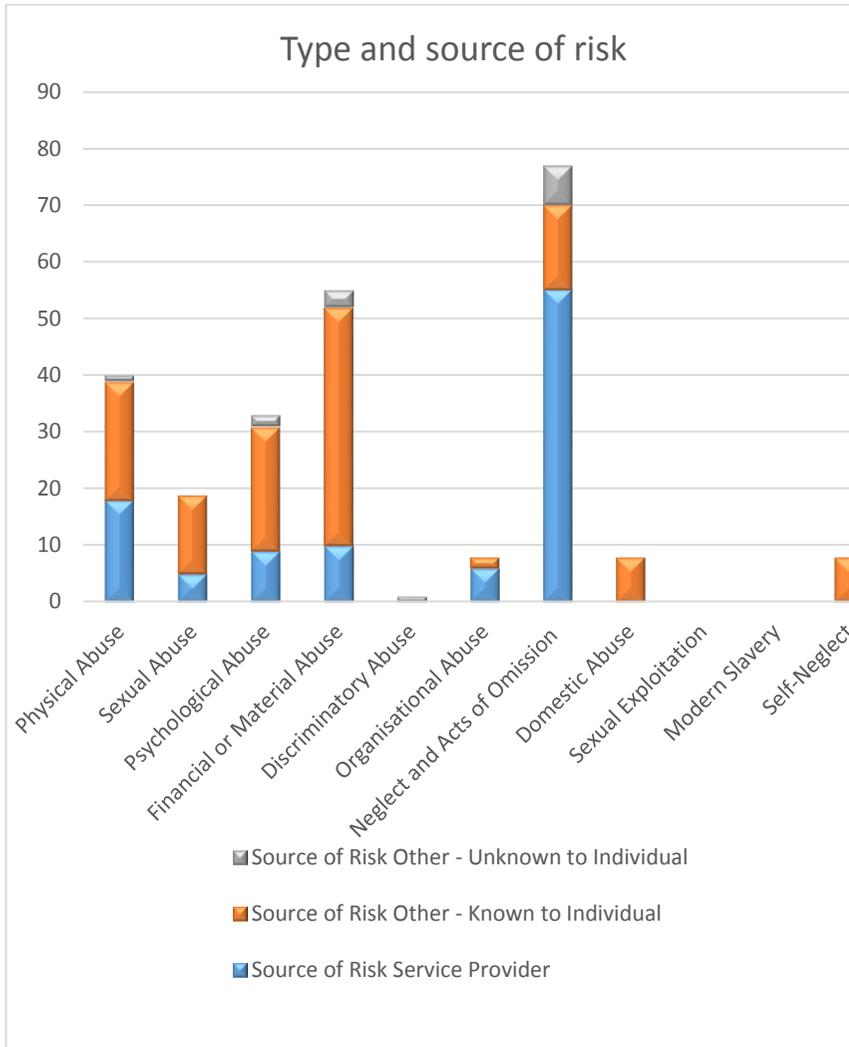
- 52% in the adult's own home
- 20% in a care home
- 10% in hospital
- 10% in the community



## ENQUIRIES INTO ABUSE AND NEGLECT



- **Over half the enquiries made were with adults who had physical support needs.**
- **Risk was most frequently coming from someone known to the adult at risk, except in cases of Neglect where the service provider was more often the cause of the concern**

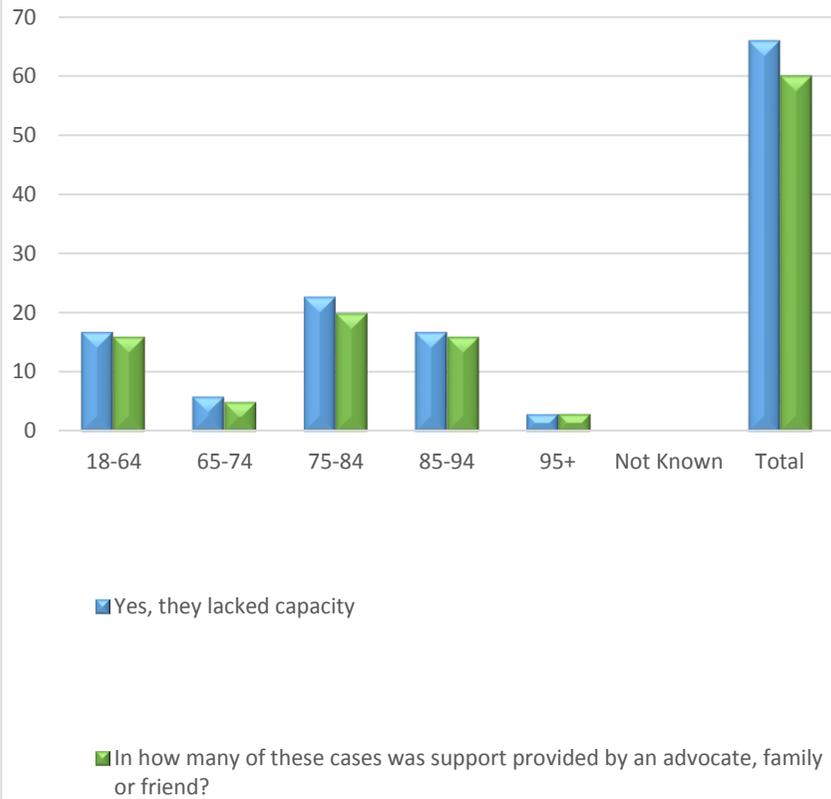


It is critically important to know if the adult at risk is able to make decisions for themselves and as far as possible enable them to do so if they can. A higher proportion of people over 75 were assessed as not being able to make specific decisions compared to younger people.

Where this is the case, work should be done to ensure the adults perspective can be heard by using a family member, friend or professional advocate.

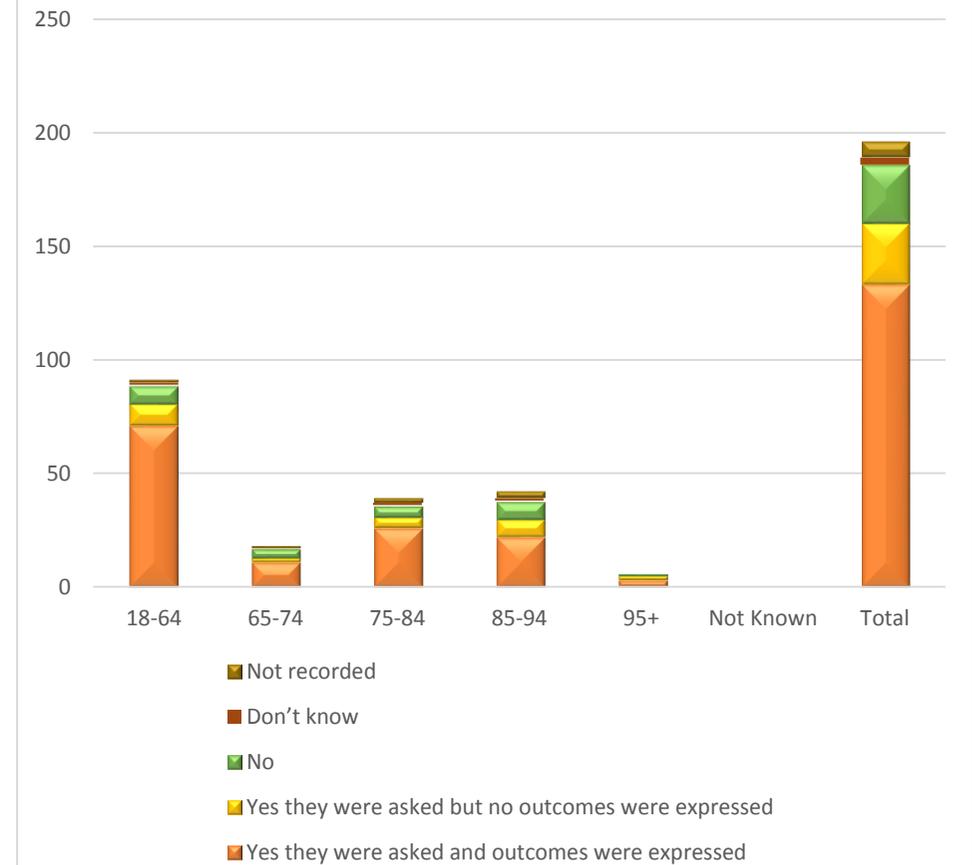


### Were adults enabled to engage?



### The adult at risk should be involved in agreeing the outcome that they want from the Enquiry

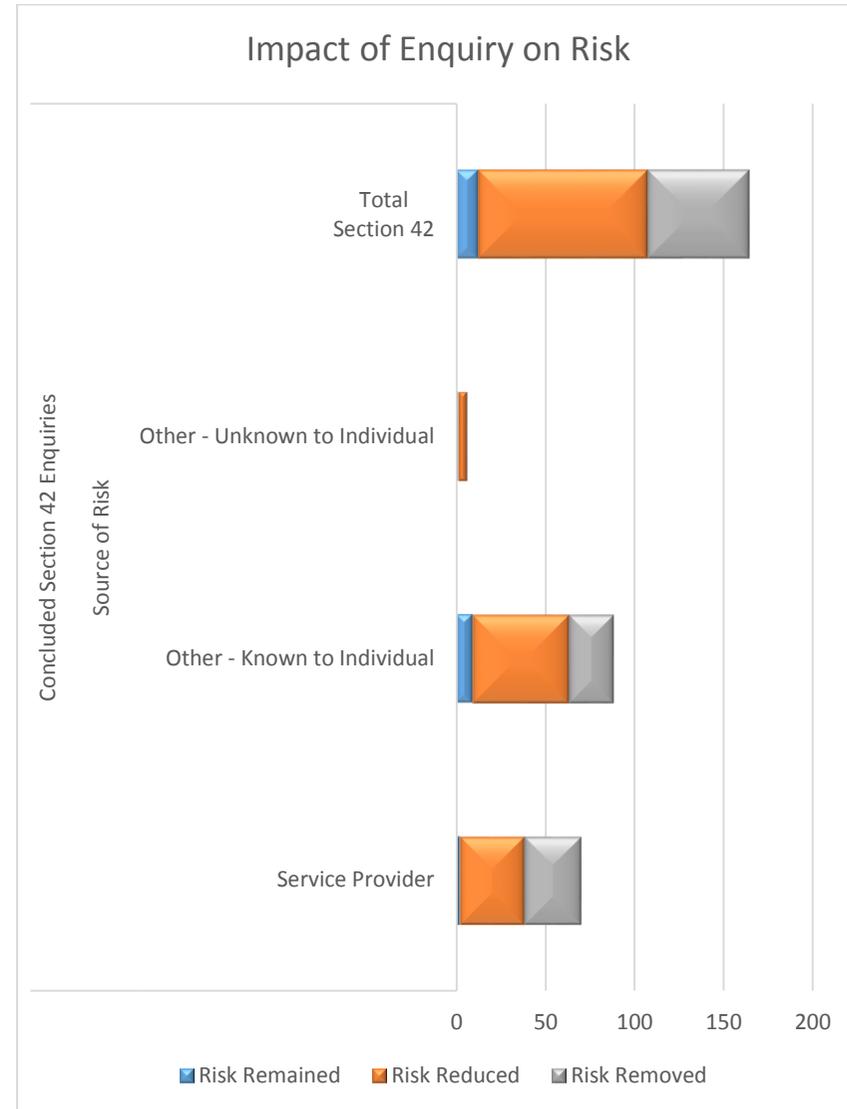
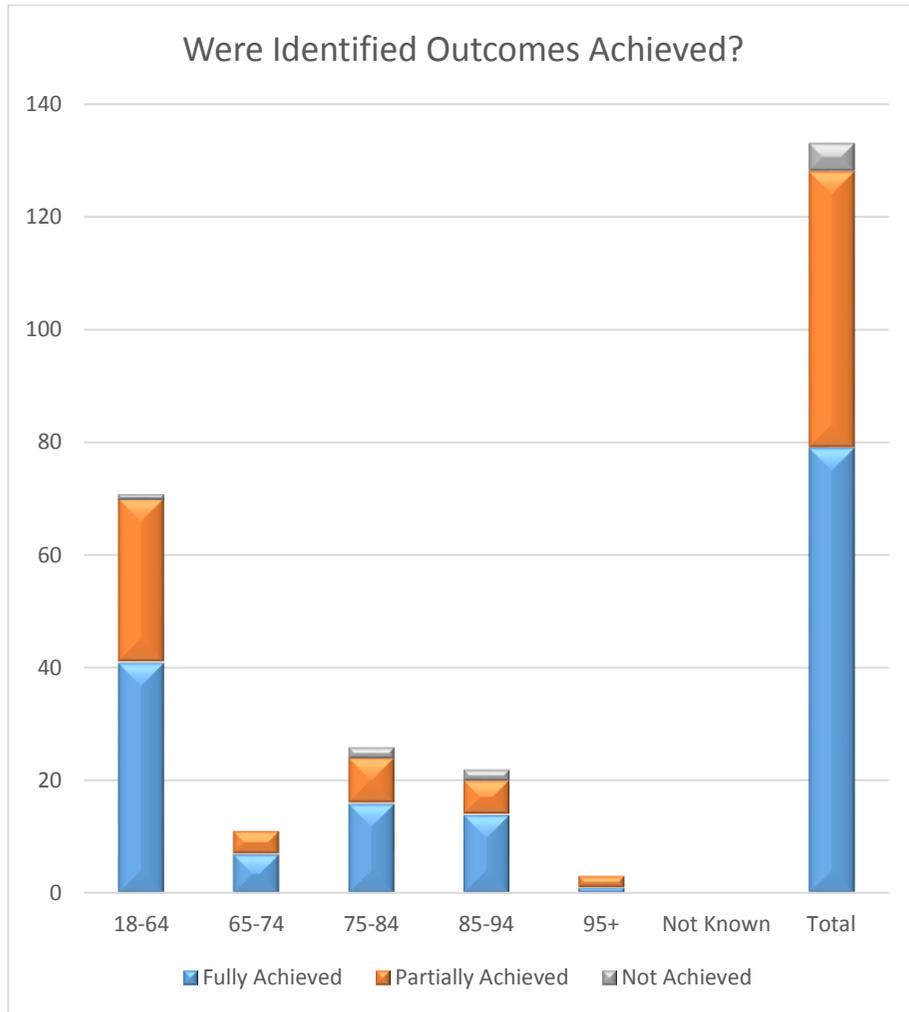
#### Was the Adult at Risk able to identify their desired outcome?





And then that outcome should be achieved as far as possible and the risk reduced if not removed.

56



# Progress against the Board Priorities





## Strategic Business Plan 2017-2019

### Listening and responding to the voices of the people of Cambridgeshire and Peterborough:

We have:

- Worked with a small group of people who use services and/or have experience as carers and are willing to contribute to Board meetings. An additional member has been added to this group and we provide the facilities and support that this role needs.
- Attended Conferences, together with service user representative, launching the Association of Directors of Adult Social Care (ADASS) MSP Toolkit supporting SABs in making service user involvement real.
- Started an initiative to transform the way we do business to allow community feedback to be heard and used at the right time.
- Increase our contact with other community representation groups through meetings, awareness events, SAB communications, and building on existing networks. This includes organisations that work on prevention and early help.

### Prevention - by anticipating and identifying issues before abuse and neglect can occur to prevent harm from taking place

We have:

- Made links with the agencies and voluntary groups that undertake preventative work and are looking to increase their understanding of safeguarding. We have delivered training to staff and volunteers.
- Provided information on the recorded outcomes of cases that do not meet the threshold for social work services in the MASH to improve planning.

### Ensuring practitioners work within the principles of Making Safeguarding Personal (MSP)

We have:

- Ensured that MSP and the six principles are a “golden thread” that run through all we do. This includes:
  - The SAB Procedures. What staff should be considering and doing to be in line with MSP is embedded into the procedures and guidance.
  - The SAB Audit framework. Agency service delivery is measured against MSP principles.
  - Our website and communications. The term and what it means is repeatedly emphasised and promoted on all of our materials
  - An agency self-assessment process was structured around MSP principles
  - All our training explicitly incorporates MSP
  - MSP was a theme at the SAB Conference and across the March Awareness Month
- The inaugural meeting of the Board reviewed progress in Cambridgeshire and Peterborough and pulled together the work on MSP in the two Local Authority Areas into a shared Action Plan, which is now being implemented.

### Ensuring the workforce is appropriately skilled and trained to identify and respond to issues of abuse and neglect.

We have:

- Appointed an experienced trainer to deliver multi-agency training for the SAB alongside a colleague from Peterborough.
- Developed a training offer that covers the Board priorities.
- Worked with other training providers to ensure there is a coherent offer to professionals across all agencies where we compliment rather than compete with each other's programmes.
- Issued a training timetable and run training. The programme is continually expanding its range. Self-Neglect programme running, as is



the joint Children and Adults DA programme. An adults' programmes focusing on elder abuse and Learning Disabilities will be launched within the next three months.

- Received consistent positive feedback about the quality and relevance of the training events
- Initiated the development of a set of standards, quality expectations and assurance criteria for all adult safeguarding training
- Ran a series of Awareness events for people who would not attend formal training sessions
- Ensured MSP is at the core of all training

### **Monitor, scrutinise and challenge safeguarding practice across the partnership.**

We have:

- Conducted a multi-agency audit of cases involving Domestic Abuse, the first such audit to be completed in Cambridgeshire or Peterborough. There were many useful lessons from this audit in regards to working together. These audit findings were turned into SMART Actions, enabling learning to generate change.
- Prepared our next audit, on cases involving neglect within an adult's home.
- Coordinated a structured self-audit by Cambridgeshire County Council, Peterborough City Council, Cambridgeshire and Peterborough CCG and the Police that covered what agencies need to have in place to deliver high quality services in line with MSP. The judgements made were discussed at a multi-agency meeting and the themes were turned into actions for further development. This exercise provided a high level of assurance that agencies were effective in working towards the goal of MSP.
- Analysed information on the work of the Multi-Agency Safeguarding Hub (MASH), including outcomes for those situations that do not lead to social work safeguarding intervention.
- Agreed the main elements of a dataset that summarises the level of activity in

safeguarding, the involvement of the adult at risk and the effectiveness of the work. Currently this is reliant on Social Care information that needs augmenting with relevant information from Health and the Police. This will over time provide evidence on the effectiveness of the safeguarding system.

- Created a picture of the prevalence of people with care and support needs in Cambridgeshire and Peterborough, and the trends in the level of needs, with the support from Public Health colleagues. This will support planning and inform judgements as to whether need is being identified and services are being delivered where it is most required.
- Presented information to the SAB on how safeguarding is working locally, including benchmark data, derived from national data and surveys of those using the services. This has enabled the SAB to have a proper understanding of the strengths and weaknesses of local safeguarding. This has included the low percentage of concerns that go to social work safeguarding and differences in the level of involvement by some providers.

### **Raising awareness of the role of the SAB's and safeguarding issues across communities**

We have:

Coordinated the March Awareness Month. Agencies included

- Age UK
- Cambridgeshire County Council (CCC)
- Peterborough City College
- Domestic Abuse and Sexual Violence Partnership Board (DASV)
- Focus Care Agency
- Hunters Down Care Centre
- NHS England
- Peterborough City Council (PCC)
- Phillia Lodge
- Cambridgeshire Constabulary



- Cambridgeshire and Peterborough CCG – with NHS England
- Cambridgeshire and Peterborough Foundation Trust (NHS) (CPFT)
- East of England Ambulance Trust (NHS)
- Healthwatch
- National Association for Care and Resettlement of Offenders (NACRO)
- North West Anglia Foundation Trust (NHS) (NWAFT)
- Peterborough Diocese
- Vivacity – Library services
- Cambridgeshire Fire and Rescue Service
- Cambridgeshire Community Services (NHS) (CCS)
- Cross Keys Housing
- Hinchingsbrooke Hospital
- National Probation Service
- Papworth Hospitals
- Peterborough Regional College
- Youth Offending Services (YOS)

Events and activities included:

- Using social media to spread key messages
- Holding drop in events
- Reflection on safeguarding in supervision
- Weekly emails with safeguarding themes to all staff
- Awareness events with stalls and information
- Training events and conferences
- Single agency training and communication events

Over 2000 staff were given awareness message and over 750 service users/members of the public.

- Newsletters, email messages, and training bulletins which went out to over 4000 staff.
- Issued the first joint SAB Newsletter
- The Website is now near completion and includes materials on SAB priority areas.
- Prepared and circulated briefings on priority topics
- Delivered an Awareness Roadshow

- Run the SAB Conference on the theme that Safeguarding is Everyone's Business
- Undertaken a presentation on learning from SCR and SARs to new social workers

## Our Priorities:

### Domestic Abuse –

**To ensure that adults at risk of abuse and neglect are protected from all types of Domestic Abuse; and when victims are identified they are provided with appropriate support to recover and are safeguarded in line with the principles of Making Safeguarding Personal. In this priority there will be a particular focus on elder abuse (over 65)**

We have:

- Undertaken a multi-agency audit and identified learning
- Coordinated our action plan within that of the Domestic Abuse and Sexual Violence (DASV) Board to maximise impact and avoid duplication.
- Worked within the DASV processes to effectively cover issues as they relate to adults at risk.
- Issued information, resources and training for staff
- Included the issue in our community awareness material
- Made the development of training covering Elder Domestic Abuse and the impact on those with learning disabilities a priority.

### Neglect (including self-neglect and hoarding)

**To ensure that adults, at risk of abuse and neglect, in all settings, are protected from neglect; and when victims are identified they are provided with appropriate support to recover and are safeguarded in line with the principles of Making Safeguarding Personal.**

- Put in place preparation for a multi-agency audit of cases involving neglect



- Timetabled a multi-agency audit of self-neglect cases
- Initiated a Safeguarding Adults Review (SAR) on a self-neglect case that includes a review of policy and guidance on effective practice
- Completed the SAR on a case involving neglect and begun to apply the learning
- Reviewed materials on the website
- Designed and delivered training that focusses on self-neglect and hoarding
- Liaised with the Fire Service on learning from fatal fire reviews where hoarding was a factor.

### Adults living with mental health issues

**To ensure that adults at risk of abuse and neglect are protected, and that practitioners are skilled and trained appropriately to recognise changes in symptoms and behaviours that may indicate a deterioration in their mental health and that a change in care management/planning is required; and when victims are identified they are provided with appropriate support to recover and are safeguarded in line with the principles of Making Safeguarding Personal.**

We have:

- Joined the Zero Tolerance to Suicide strategic partnership to identify and support the development of its work with adults at risk.
- Identified the training need and made it a priority for the SAB Training
- Timetabled a multi-agency audit

## Other areas of work

### Suicide and Serious Self-Harm

The initial work on a county-wide strategy came from a need to address the numbers of people committing suicide who had been receiving secondary mental health services. This has been expanded to include all who may be at risk of suicide in the future. Many if not all of these would come under safeguarding if abuse, neglect or self-neglect were present and a contributory cause.

### Human Trafficking and Modern Slavery

This is an emerging issue for the Board. Our work needs to be coordinated within the overall approach of the Community Safety Partnerships. Their joint Strategy is still in preparation. We have worked with the police in identifying where adult safeguarding fits within the overall response from agencies on this issue. We do know that this area has a high prevalence of agriculture based modern slavery and that Peterborough and Cambridge have a significant issue regarding sex worker trafficking. Not all victims would require care or support, but many will and safeguarding services need to be available to those that do.

### Pressure Ulcers Protocol

Following the release of a national Pressure Ulcers protocol, the Board has a sub group in place to review local service compliance. To date they have conducted a survey of provider awareness and needs and contacted NHS specialist professionals to confirm compliance of policy and practice with protocol. Amended local guidance to follow by September.

# Learning and Improvement



## Learning Disabilities Mortality Review (LeDeR)

The Learning Disabilities Mortality Review (LeDeR) programme was established to support local areas to review the deaths of people with learning disabilities, identify learning from those deaths, and take forward the learning into service improvement initiatives.

The programme has developed a review process for the deaths of people with learning disabilities. All deaths receive an initial review; those where there are any areas of concern in relation to the care of the person who has died, or if it is felt that further learning could be gained, receive a full multi-agency review of the death.

More information, including easy read material, can be found at: <http://www.bristol.ac.uk/sps/leder>

### Training and Supporting Reviewers

Twenty local reviewers have been trained to undertake an LeDeR review since February 2017. All reviewers have the opportunity of securing a reviewer 'buddy' if they so wish. Cambridgeshire LDP have set up a 'peer support' group for LeDeR reviewers and reviewers across Cambridgeshire and Peterborough are encouraged to participate.

By 31/03/18 Cambridgeshire and Peterborough have received Twenty nine cases for LeDeR mortality review since 'going live' on 1st May 2017.

### LeDeR Reviews

There has been six Reviews completed. Four completed reviews securing feedback and approval, one review awaiting this and one has been reallocated to another CCG at the LAC request.

Age range of reported deaths is from 9 years to 89 years.

14 of the LeDeR deaths took place in general hospital settings.

### What has been learnt?

The relatively low number of completed reviews make generalisation difficult. However, nationally there have been a significant number of reviews and the lessons can be drawn out from them:

“Overall themes identified as learning points or recommendations

Of the 103 completed reviews, 67 identified a total of 189 learning points. Thirty-six reviews (35%) did not explicitly identify any learning, the remainder identified between 1 and 21. Overall, the average was 2.8 learning points in each review.

The most commonly reported learning and recommendations were made in relation to the need for:

- Inter-agency collaboration, including communication
- Awareness of the needs of people with learning disabilities
- The understanding and application of the Mental Capacity Act (MCA)

It should be noted that two learning points referred to evidence of good practice and the opportunity for others to learn from positive experiences, both in relation to inter-agency communication.”

[LeDer Annual Report December 2017](#)

[Easy Read LeDeR Annual Report 2016-2017 \(PDF, 674kB\)](#)

<https://www.youtube.com/watch?v=fXyIKY-iQs&feature=youtu.be>

### Future Developments

LeDeR is a new initiative and only a handful of reviews have been completed. More local support is planned to improve review uptake. The purpose is to learn from the reviews and make changes that will reduce the gap between the life expectancy of someone with a Learning Disability and the rest of the community. We need to increasingly focus on what we learn from the reviews and ensure this learning leads to positive changes.

## Quality and Effectiveness Subgroup

### What does it do?

It will “ensure that the Safeguarding Adults Board have a detailed overview of the quality and effectiveness of agencies’ practice and performance in relation to the safeguarding of adults in Cambridgeshire and Peterborough.”

### How does it do this?

By:

- gathering and interpreting information on how safeguarding takes place
- auditing safeguarding cases,
- requiring agencies to assess their approach to safeguarding and whether it can be improved,
- asking service users and staff about their experiences

### What happens then?

There is always room for improvement. The Board and individual agencies use what they learn to make improvements and then assess if the changes made have had the required effect. There needs to be a constant cycle of learning and improvement.

### Who does this?

A multi-agency cross-disciplinary group of professionals and managers who understand and influence how their agency is safeguarding adults at risk.

### What have we done this year?

- A multi-agency audit of cases where domestic abuse was present
- Commissioned a picture of who has care and support needs in the area and how this will look in years to come
- Regularly review information on cases being referred into safeguarding and what then happens for the adults concerned
- Support an agency self-assessment audit by

CCG, Police and the local authorities

- Developed our ability to ask professionals and service users about their experience of safeguarding

This year has been about putting into place the foundations we need to be able to deliver this work. Looking ahead, the QEG will be judged by what is different because of what it has done, and this takes time to achieve. We have:

- Highlighted the number of cases referred that don’t go on to have a full social work enquiry, and the importance of understanding the situation of these adults.
- Used learning gained to focus training and develop practice
- Adopted an approach that seeks information about the engagement and involvement of the adult at risk in their own safeguarding. This is to promote Making Safeguarding Personal

## Safeguarding Adults Review Subgroup

Under the 2014 Care Act, Safeguarding Adults Boards (SABs) are responsible for Safeguarding Adults Reviews (SARs). The purpose of SARs in the statutory guidance is to ‘promote effective learning and improvement action to prevent future deaths or serious harm occurring again’. The aim is that lessons can be learned from the case and for those lessons to be applied to future cases to prevent similar harm re-occurring.

To meet this responsibility, we have brought together the SAR Sub Groups from Cambridgeshire and Peterborough into one meeting. This is a multi-agency meeting of managers and senior professionals with expertise in safeguarding, able to identify when a SAR is required and then oversee its completion. We have maintained a good level of attendance and engagement which has allowed us to progress the work without any interruption.

## Completed SARs

We have completed one SAR, Katherine.

This SAR was commissioned following the death in 2016 of a woman under 30. Services had been involved with her since early adolescence, and the SAB suspected that neglect, and possibly abuse, had contributed to her death. Katherine was immobile and lived as a young person and adult in an unsanitary environment that caused significant physical deterioration for her and acute sensory discomfort for staff.

Katherine suffered from Chronic Regional Pain Syndrome, a rare condition where after a physical injury there is pain and physical symptoms that are highly disproportionate to the injury. Affected limbs can physically look like they have had significant nerve damage and may show significant and obvious physical signs. It can lead to multiple medical investigations, most of which return normal results. This pattern means that it can be a considerable time before this diagnosis is reached, though for Katherine in this case the diagnosis was relatively quick.

The symptoms expressed were not purely 'psychosomatic'. However, a history of more complex psychological issues tends to indicate the likely complexity and presentation of pain symptoms. The psychological focus on physical symptoms and pain, and assuming the 'sick role', can prevent recovery.

The nature of the pain can be extremely severe such that people experience pain in response to trivial sensory changes e.g. slight changes in temperature, or a gentle breeze. Treatment for CRPS involves a complex multi-disciplinary approach, which may commonly include desensitisation. Treatment received earlier in the course of the illness is more likely to be successful.

A summary of the Review can be found at: <http://www.safeguardingpeterborough.org.uk/adults-board/about-the-adults-board/sars/>

## Summary of Themes of Key Areas of Learning

1. CRPS is a highly complex condition requiring clinical treatment addressing both physical and psychological aspects. In Katherine's case, whilst clear recommendations for treatment were made by specialist services, local services did not or were not able to support a timely package which implemented these recommendations. Physical treatment provided to Katherine focused on treating the secondary symptoms of CRPS rather than addressing core maintaining factors
2. Agencies did not always work together effectively. Katherine's care was not coordinated by a health professional with specialist knowledge of CRPS. In the last few years of her life, the GP assumed much of this role but at a level that went above and beyond what is expected from a GP. Knowledge, awareness and understanding of CRPS was poor.
3. Katherine and her mother had a complex co-dependent relationship. This impacted on the way that services interacted with Katherine as an autonomous and independent individual. Professionals did not always make sufficient effort to determine Katherine's views in the absence of her mother.
4. There were deficits on the approach to assessment of Katherine's capacity. Specifically, in the assessment of mental capacity professionals depended disproportionately on the anticipated outcome of a formal assessment for an Autism Spectrum Condition.
5. In Katherine's childhood, a number of potential concerns that should have resulted in safeguarding interventions were missed. This lack of formal intervention during childhood was potentially a significant contributor to the escalation, development and maintenance of Katherine's problems as an adult. Further passage of time made her



situation more entrenched and difficult to extricate herself from.

6. The potential and actual harm being experienced by Katherine as a result of her situation, her lack of control, the potential elements of co-dependency in her relationship with her mother, her lack of ability to engage in appropriate treatment and the fact that professionals reached a wide range of conclusions about Katherine's capacity should, taken together, have acted as a trigger of the need to urgently gain a court's view of the situation.
7. Legal advice was not sought early enough, and when sought was not followed through in a timely manner. The process for dealing with different legal advice obtained by different agencies was not clear.

#### **What has changed?**

The learning from this Review has been communicated through training, presentations and written material to inform professionals about the issues and equip them to learn and respond differently when parallel situations arise. Specific training, such as that on Self-Neglect, now covers issues identified with a wide audience.

Agencies in Cambridgeshire and Peterborough have agreed to look at a new and innovative way to ensure that in highly complex cases there is scope to have a multi-agency approach led by someone able to break through the barriers and access resources and expertise.

Services for children are undertaking the work needed to address the issues raised about opportunities missed and the sharing of information and understanding when a child moves to adulthood.

#### **SARS BEING UNDERTAKEN.**

We are currently undertaking a review into the harm suffered by a vulnerable adult with limited mobility as a single amputee. Has suffered significant harm to his health by potential neglect

to his wounds. Whilst the neglect was by his choice questions remain about the effectiveness of services in supporting him in taking appropriate care of himself. The SAR Overview author is a nationally recognised lead on self-neglect and the review will address the issues in this individual case and also the existing guidance we have in place for staff.

#### **EXISTING COMPLETED SARS**

Reviews completed by the Peterborough Board were some time in the past, but the current Group has ensured that the Action Plans in place were completed appropriately.

These actions were centred on

- a) Better recording of prescriptions and medication for patients living in Care Homes; and
- b) Effectively communicated and implemented discharge plans.

# Training and Development

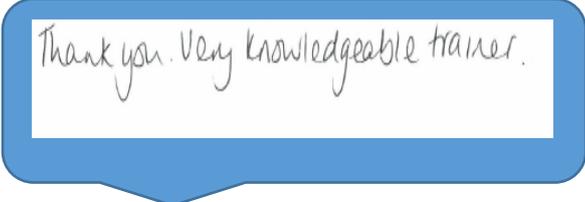




## Training

Following the amalgamation of the Boards we have continued to deliver the existing programme but the focus has been on building for the future.

The Safeguarding Boards Unit appointed a dedicated Adult Safeguarding trainer at the end of 2017 to go complement the existing PCC trainer

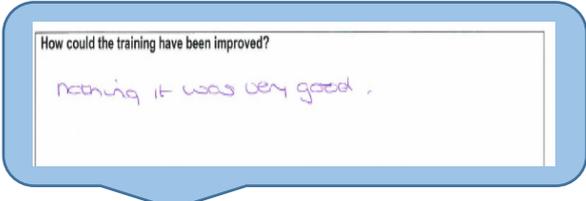


Thank you. Very knowledgeable trainer.

We have a web based training programme and have successfully introduced an e-booking system to make access easier and streamline administrative tasks.

We delivered a joint Training Programme that covered children and adult safeguarding, some programmes addressing issues across children and adult safeguarding.

Matched current and future programme availability against Business Plan priorities.

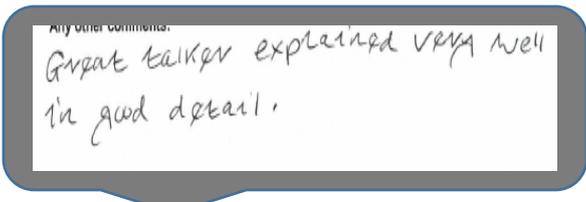


How could the training have been improved?

Nothing it was very good.

The Awareness Roadshow and Training Programme were used to obtain the perspective of staff on their current training needs.

Planned a comprehensive needs assessment for 2018-19

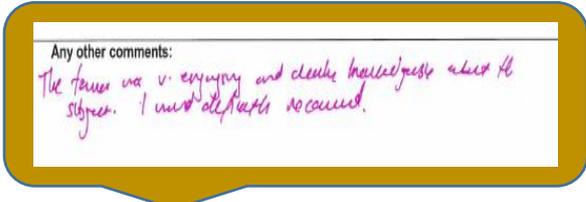


Any other comments:

Great talker explained very well in good detail.

Delivered an “Awareness Roadshow” in March designed to promote a shared understanding of safeguarding. It was free to all and promoted to

the “harder to reach” agencies such as Care Homes and Domiciliary Care providers.



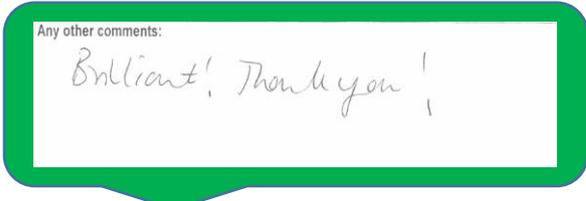
Any other comments:

The trainer was v. engaging and clearly knowledgeable about the subject. I would definitely recommend.

The existing training programme can be found at: <http://www.safeguardingpeterborough.org.uk/availabletraining/>.

This is a developing programme and it will continue to expand in the coming months.

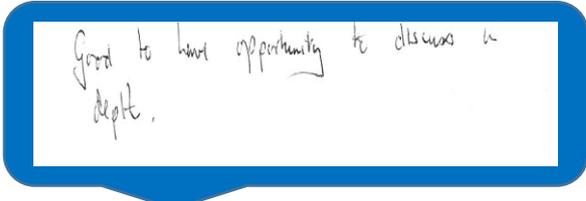
73% of attendees at our courses said they were completely relevant.



Any other comments:

Brilliant! Thank you!

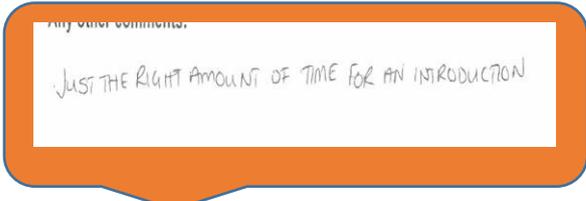
60% of attendees described the delivery at our training as Excellent, with a further 38% saying it was good/very good.



Good to have opportunity to discuss in depth.

## Annual Conference

Timed to coincide with the Awareness Month, the annual conference took place in March. This year's theme was “Safeguarding is Everyone's Business”.



Any other comments:

JUST THE RIGHT AMOUNT OF TIME FOR AN INTRODUCTION



*"A really good day - for learning and meeting people"*

This was the first joint conference, and the aim was to introduce common topics and set a clear path for the way the SAB would work together in the future; there were presentations on Information Sharing and Making Safeguarding Personal as key areas where we must get it right and work together. Speakers included a local police officer who talked about a real case of elder abuse, and involved a member of the victim's family as part of the presentation. This made a real impact on delegates, and feedback received saying this was a powerful message. Similar feedback was also received for a presentation on the learning from a local SAR, where a key worker involved in the case gave a personal account of how it was for him.



*"We need to know how we can share information"*

A representative from CQC also spoke, and she told delegates about the good work that has been seen in our local services.

95 people attended the conference, with a good mix of delegates from across Cambridgeshire and Peterborough, and all key agencies were represented including CCG, CCC, PCC, Police, Residential and Domiciliary Care Providers, health, prison, probation and education.

At the end of the event delegations were asked to complete an evaluation; of the 95 delegates who attended, 79 completed the evaluation giving a completion rate of 83%.

Key points from the evaluation:

- Achievement of aims/outcomes – 90% rated this as good or excellent
- Delivery/Presentations – 79% rated as good or excellent
- Materials/Resources – 70% rated as good or excellent
- Organisation of event – 89% rated as good or excellent

# Statutory Partners





The statutory members (Police, CCG and the Local Authorities) were asked to consider the following questions when outlining what they have done:

1. What has your agency done to embrace and embed the Safeguarding Principles?

- **Empowerment**
- **Prevention,**
- **Proportionality,**
- **Protection,**
- **Partnership**
- **Accountability**

2. What has your agency done to improve the safeguarding and welfare of adults in Cambridgeshire/Peterborough?

3. How does your agency evaluate its Safeguarding effectiveness and what evidence do you have?

4. How has your agency challenged itself and others to improve safeguarding arrangements?

5. What progress your agency has made against the Board priorities:

- **Domestic Abuse**
- **Neglect (including self-neglect and hoarding)**
- **Adults living with mental health issues**

## Cambridgeshire Constabulary

*Detective Superintendent Martin Brunning - Head of Public Protection*

Cambridgeshire Constabulary is responsible for effective policing across the whole of Cambridgeshire, covering approximately 1,316 square miles of the East of England region. For policing purposes the county is divided into six districts, Peterborough, Huntingdonshire, Fenland, East Cambridgeshire, Cambridge City

and South Cambridgeshire, each headed by a district commander with their own dedicated policing teams who know the local area inside out. Specialist officers and staff provide services such as major investigations, roads policing and public protection.

Primarily during 2017-18 there has been a drive within the Public Protection Department to continually develop awareness and expertise in the area of Adult Safeguarding. The Constabulary has maintained a dedicated Adult Abuse Investigations & Safeguarding Unit (AAISU). This is a specialist team comparison of 1 x Detective Sergeant, 4 x Detective Constables and 3 x Civilian Investigators. The team investigate offences where an offender is in a POT (Position of Trust). The offences are against Adults with care and support needs. They investigate offences ranging from Neglect/Rape or Serious Sexual Offences/Assaults/Fraud etc. They attend Professional's Meetings and conduct joint S42 visits with Social Workers. There is also a dedicated MASH resource to manage referrals relating to Adults at Risk. All these officers have completed training relating to Adult Safeguarding and to Making Safeguarding Personal.

### 1. What has your agency done to embrace and embed the Safeguarding Principles?

Evidence of the safeguarding principles can be found throughout AAISU investigations, in how our officers work with other agencies and in how we support victims. During the past 12 months there has been a drive to increase involvement in Section 42 Safeguarding enquiries even when no crime is immediately apparent, and we strive to ensure that MSP is at the heart of our investigations.

The development of co-location of the Cambridgeshire County Council Adults MASH alongside the investigation team has delivered benefits in terms of joint working, and continued visibility and contribution to SAB meetings and



sub-groups ensures that the Constabulary is engaged in actively working with partners at strategic and tactical level to improve safeguarding service delivery.

## **2. What has your agency done to improve the safeguarding and welfare of adults in Cambridgeshire/Peterborough?**

In addition to the above, training events during autumn 2017 were dedicated to Adult Safeguarding. Under the heading "Recognising Vulnerability" over 100 officers from different teams received training relating to Mental Capacity, Deprivation of Liberty Safeguards, The Mental Capacity Act, and MSP principles and practice. These events were supported by cases studies and a panel of professionals who took part in a Q&A session.

An AAISU investigator also gave a presentation at the annual Safeguarding Adults Conference, talking about a local case where an elderly lady, who had Dementia was abused in her home by her paid carers. This case highlighted how we work with partners and support the victims and their families.

We have used internal and external media to promote the work of adult safeguarding and the ways in which we can support victims of abuse and neglect. We ensure appropriate referrals for ongoing support services are made and that information is shared correctly.

We have worked closer with our partners, for example doing joint visits with social workers where possible.

## **3. How does your agency evaluate its Safeguarding effectiveness and what evidence do you have?**

We are developing our existing crime review methodology into regular monthly audits that will consider safeguarding across a range of disciplines including Adults. This is work in progress and includes:

- Op Sherlock – This is a Force Operation that was rolled out last year to improve the quality of crime investigations. Officers were given briefings on how to improve the initial investigation and also in relation to improved supervision of crimes. Safeguarding is an included part of the investigation. Crimes were dip sampled by a Detective Inspector / Detective Chief Inspector on a monthly basis and feedback given to Officers.
- Crime Reviews – The crime review is conducted by a Detective Sergeant and looks at the investigation as a whole, this includes actions completed and outstanding actions. It also looks at the Safeguarding aspect of the crime, this relates to the risks to the victim and also the risk that the suspect poses to the victim and other people. If the risk is high then this will make a difference to what safeguarding actions the Police decide (Marker on the victim's address/IDVA/Referral to MARAC/Arrest/Bail Conditions etc.)

## **4. How has your agency challenged itself and others to improve safeguarding arrangements?**

As well as the measures outlined above the following training offered to police officers and partner agencies challenges us to improve our safeguarding arrangements:

- Recognising Vulnerability – PPD Training given by Adult Social Care in relation to the Mental Capacity Act and Safeguarding.
- Initial crime Investigators Development Programme (ICIDP) – 3 hour presentations given by an officer from the AAISU to the ICIDP course of newly qualified detectives, focused on offences of neglect. A similar course will soon be offered to probationers.
- Raising public awareness through promotion of court results to the media. TV and radio interviews done with Look East, Radio, Caught on Camera etc. Also national media coverage in papers to highlight cases where



adults at risk have been neglected by carers – to shows the consequences of actions for people who neglect/abuse adults at risk in their care.

##### 5. What progress your agency has made against the Board priorities:

The work of the AAISU encompasses the priorities and aims to keep MSP at the heart of what we do, and in particular the following measures ensure we work towards the best outcomes:

- sharing of information through the MASH to Partner Agencies
- promoting more joint working with Social Workers from ASC/CPFT when a S42 investigation is commenced and a crime is identified, including joint visits to see the victim so each agency can work closely together, resulting in better joined up working and a better outcome for the victim.
- closer working with ASC MASH/CPFT to identify high risk cases and act immediately
- Victim Care Contracts completed with 100% compliance ensuring victims are updated in line with the Victim's Code.
- DVNA's completed and referrals made to the Victim's Hub for ongoing Support & signposting
- referral to MARAC if threshold met.
- referral to ISVA's for sexual offences

## Cambridgeshire and Peterborough Clinical Commissioning Group (CAPCCG)

*Carol Davies - Designated Nurse for Safeguarding Adults*

Cambridgeshire and Peterborough Clinical Commissioning Group ('the CCG') is one of the largest CCGs in England (by patient population), with 102 GP practices as members. They cover all GP practices across Cambridgeshire and Peterborough as well as three practices in North Hertfordshire (Royston) and two in Northamptonshire (Oundle and Wansford). The CCG is responsible for planning and buying local NHS services for the local population, such as the care you receive at hospital and in the community, ensuring that the care and treatment delivered is of the best possible standards.

### 1. What has the CCG done to embrace and embed the safeguarding principles?

CAPCCG strives to prioritise the importance of safeguarding adults to the health and well-being of our population and continues to promote a culture of 'Making Safeguarding Personal'<sup>1</sup>. The safeguarding of adults is firmly embedded within the statutory duties of the CCG in order to promote well-being, prevent harm and respond effectively if concerns are raised. We are committed to working with partner agencies to identify all forms of abuse and maltreatment, ensuring that 'Safeguarding is everyone's business.'

In addition, services commissioned by the CCG are expected to comply with the Care Act 2014<sup>2</sup>, Care and Support Statutory Guidance<sup>3</sup> and Care Quality Commission (CQC) regulations<sup>4</sup>, as well as meeting the requirements of the NHS

<sup>1</sup> <https://www.adass.org.uk/media/6137/msp-resources-2017-for-safeguarding-adults-boards.pdf>

<sup>2</sup> <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

<sup>3</sup> <https://www.gov.uk/guidance/care-and-support-statutory-guidance>

<sup>4</sup> <http://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-13-safeguarding-service-users-abuse-improper>



Contract<sup>5</sup>. The CCG is robust in holding commissioned Providers to account for their performance around Safeguarding Adults. This activity in turn contributes to raising awareness and promoting excellent practice by staff around the safeguarding and welfare of adults at risk locally.

***Empowerment – People being supported to and encouraged to make their own decisions and informed consent.***

The broad principles of ‘Making Safeguarding Personal’<sup>6</sup> are mirrored in the NHS Constitution<sup>7</sup> and it is therefore an expectation that all NHS organisations work to these principles. Similarly, NHS staff are required to address the requirements within the Mental Capacity Act 2005<sup>8</sup> which aims to empower people to make decisions for themselves as much as possible and to protect people who may not be able to take some decisions.

***Prevention – It is better to take action before harm occurs.***

The CCG fully supports a proactive approach to the avoidance of harm. Learning from past incidents via Safeguarding Adult Board (SAB) processes (e.g. Safeguarding Adult Reviews) is key for both the CCG and commissioned Providers. Lessons learned as a result of Serious Incidents<sup>9</sup> (SIs) which have safeguarding implications are shared across the local Health economy. The CCG also takes a system leadership role around Fatal Fire Reviews<sup>10</sup> and Domestic Homicide Reviews<sup>11</sup> to contribute towards the prevention of future harm. Responses to ‘Whistle blowing’ and complaints that have a

safeguarding context equally provide an opportunity for learning.

During March 2018 (Safeguarding Awareness Month) the CCG arranged GP training events with Norfolk and Suffolk CCG colleagues for General Practice staff, and supported the Community Education Provider Network training events for GPs in particular. The CCG also delivered training in partnership with the SAB to staff and residents of Cross Keys Housing.

***Proportionality – The least intrusive response appropriate to the risk presented.***

There is an expectation that CCG staff and commissioned Providers will apply the principles of Making Safeguarding Personal<sup>12</sup> and the Mental Capacity Act<sup>13</sup> to acknowledge an adult’s right to choose whether they want to engage with safeguarding processes. This would include respecting the notion of ‘unwise’ decision making, whilst remaining alert to the need to intervene under certain circumstances.

***Protection – support and representation for those in greatest need.***

Mindful of the potential need for patient support and representation, awareness of Advocacy Services is flagged in CCG staff training and we expect commissioned Providers to do so similarly. The CCG and commissioned Providers have also adopted ‘Safer’ recruitment practices in line with standard NHS requirements to reduce the likelihood of unsuitable staff being recruited.

***Partnership – Local solutions through services working with their communities.***

The CCG takes its responsibilities to partnership working in the safeguarding adults’ arena

<sup>5</sup> <https://www.england.nhs.uk/wp-content/uploads/2018/05/2-nhs-standard-contract-2017-19-particulars-service-conditions-may-2018.pdf> Service Condition 32

<sup>6</sup> See 1.

<sup>7</sup> <https://www.gov.uk/government/publications/the-nhs-constitution-for-england/the-nhs-constitution-for-england>

<sup>8</sup> <https://www.scie.org.uk/mca/introduction/mental-capacity-act-2005-at-a-glance>

<sup>9</sup> <https://improvement.nhs.uk/resources/serious-incident-framework/>

<sup>10</sup> A fatal fire review considers all community safety information gathered regarding the person who died in the fire and the circumstances of the fire, in order to identify organisational learning points that can be implemented

<sup>11</sup> <https://www.gov.uk/government/collections/domestic-homicide-review>

<sup>12</sup> See 1.

<sup>13</sup> See 8.



seriously. The CCG actively participates in the work of the Safeguarding Adult Board, including membership of the Joint Executive Board, the Board, Delivery Group and a range of sub-groups. The Designated Nurse has developed strong working relationships with the local healthcare community as Chair of the Health Safeguarding Group which links to the SAB. Similarly, the Designated Nurse meets regularly with the Head of Safeguarding for Adult Social Care and the Head of the SAB Business Unit.

### ***Accountability – Accountability and transparency in delivering safeguarding.***

There are Safeguarding Adult requirements specified by NHS England which apply to all NHS organisations, including both Providers and the CCG<sup>14</sup>. The CCG is also required to fulfil safeguarding obligations as part of the CCG authorisation process<sup>15</sup>.

Commissioned Providers are expected to demonstrate compliance with measures around accountability and transparency in the Quality Schedule of the NHS Contract, and fulfilment of these measures is monitored via the Clinical and Contract Quality Review (CCQR) process.

### **2. What has the CCG done to improve the safeguarding and welfare of adults across Cambridgeshire as a whole?**

The CCG is conscientious in actively engaging with SAB and partners locally, and as described previously is proactive in seeking assurance that local healthcare Providers are meeting their responsibilities too.

### **3. How does the CCG evaluate its Safeguarding effectiveness and what evidence do you have?**

The CCG completed the SAB Safeguarding Self-Assessment Toolkit and believe that the SAB was sufficiently assured of the CCG's effectiveness.

<sup>14</sup> <https://www.england.nhs.uk/wp-content/uploads/2015/07/safeguarding-accountability-assurance-framework.pdf>

The CCG also participated in a pilot of an electronic Safeguarding Assurance Tool<sup>16</sup> led by NHS England which resulted in an overall rating of 'Green'.

### **4. How has the CCG challenged itself and others to improve safeguarding arrangements?**

This is broadly described in previous sections.

Regarding the SAB Priorities;

- Domestic Abuse - To ensure that adults at risk of abuse and neglect are protected from all types of Domestic Abuse; and when victims are identified they are provided with appropriate support to recover and are safeguarded in line with the principles of Making Safeguarding Personal. In this priority there will be a particular focus on elder abuse (over 65).

The Designated Nurse is a member of the Domestic Abuse and Sexual Violence Board, representing the Health economy, and is a Domestic Abuse Champion. The Health Safeguarding Group has begun a peer review exercise of their memberships' Domestic Abuse Policies.

- Neglect (including self-neglect and hoarding) - To ensure that adults, at risk of abuse and neglect, in all settings, are protected from neglect; and when victims are identified they are provided with appropriate support to recover and are safeguarded in line with the principles of Making Safeguarding Personal.

The Designated Nurse was involved in the review of the SAB Self-Neglect and Hoarding Protocol and frequently participates in multi-agency 'Complex Case' discussions to support more effective management of such cases.

- Adults living with mental health issues - To ensure that adults at risk of abuse and neglect

<sup>15</sup> <https://www.england.nhs.uk/wp-content/uploads/2012/04/ccg-auth-app-guide.pdf>

<sup>16</sup> <http://www.qiqsolutions.com/SAT.html>



are protected, and that practitioners are skilled and trained appropriately to recognise changes in symptoms and behaviours that may indicate a deterioration in their mental health and that a change in care management/planning is required; and when victims are identified they are provided with appropriate support to recover and are safeguarded in line with the principles of Making Safeguarding Personal.

The Designated Nurse works to influence best practice in this field as part of the working relationship with the primary provider of mental health services locally. Where required influencing CCG commissioning and contracting colleagues is undertaken.

## Local Authority

*Helen Duncan - Head of Adult Safeguarding/Principal Social Worker, (Cambridgeshire County Council and Peterborough City Council)*

*Debbie McQuade - Assistant Director Adult Operations, Adult Social Care, Peterborough City Council*

### 1. What have you done to embrace and embed the Safeguarding Principles?

#### Cambridgeshire County Council

Initially there was a lack of clarity regarding process for dealing with Safeguarding for referrals that had complaint issues and complaints that had Safeguarding issues. The Safeguarding team has worked with the Customer Care Team to ensure that any complaint issues in safeguarding referral are properly addressed. Similarly there is now greater clarity regarding the process for ensuring that appropriate action is taken when a complaint that raises safeguarding issues is received.

As part of Safeguarding Awareness Month presentations about Making Safeguarding Personal were given at:

- The Adult Social Care Forum,
- Learning Disability Partnership Board,
- Older People's Partnership Board

- Physical Disability & Sensory Impairment Partnership Board meetings.

The Care Act – “Making Safeguarding Personal” (MSP) Principles have been embedded as quality measure themes within both operational Case File and Thematic Audit frameworks; this has included:

- Core Format - Case File Recording Standards – self-audit implemented from 01/02/2018
- Reflective Professional Practice – management audit implemented from 01/02/2018
- Care & Support Planning – thematic audit undertaken during December 2017
- Carers Assessment & Support planning – thematic audit undertaken during January 2018
- Safeguarding Adults S42 Enquiries – thematic audit undertaken during February/March 2018
- Mental Capacity Act Assessment – thematic audit to be undertaken during 2018

The Adults Principal Social Worker attended IDVA Team meeting to discuss overlap between IDVA and Adult Safeguarding processes. DASV Adult SG Lead attended Adult SG refresher training to ensure any advice given to IDVAs embraces MSP and Safeguarding.

The Counting Every Adult (CEA) Service at Cambridgeshire County Council works with the most chaotic and excluded adults in the county to improve outcomes for individuals and for society as a whole. Individuals with multiple and complex needs have a disproportionately large impact across services such as criminal justice, housing, mental health, substance misuse, domestic violence and tenancy support due to the chaotic lifestyles that they lead. The service is widely recognised as a national leader in the field of supporting multiple needs individuals, as an example of good practice, has featured at UK conferences and in the local and national press.

The six core safeguarding principles underpin and encapsulate all work undertaken by CEA; their



key priority of client-led support being “person 1st, service user 2nd”. This empowering approach to support has continued to be promoted during 2017/2018; with ongoing exploration of development opportunities. Additionally the six core principles are embedded in our cross partner operational work. Working closely with services such as the Police, CPFT, Housing and a wide number of voluntary sector organisations, CEA encourages frontline workers to embrace the principles in their work around multiple disadvantaged individuals as well as creating this culture within their own services.

Adult Principal Social Worker joint delivers both the Safeguarding Training and Mental Capacity Act training to further embed the MSP principles and support practitioners to have the confidence to challenge systems that may not support this.

### Peterborough City Council

There continues to be a dedicated Safeguarding Team Manager who line manages the Safeguarding Lead Practitioners and Co-ordinator. This ensures a consistent response to concerns being raised at MASH. We had a provider shadow MASH for part of the day and the feedback from them was extremely positive and helped them understand the information required when referring concerns that enabled MASH to make appropriate decisions on risk and the need for S42 work. The team have links to MARAC, attend meetings with Channel, Quality Improvement Team and CQC. The leads organise and facilitate CPD sessions for staff .PCC & CCC MASH managers have met and shadowed each other to understand and share best practice.

All staff are required and supported to attend the safeguarding board awareness training. Awareness training is also provided on a bespoke basis to teams where identified as a need. All social workers are required and supported to attend leading safeguarding enquiries training which is scheduled twice a year. The content of which supports the safeguarding principles:

- The safeguarding process, current themes and approaches, messages from research and application to practice, including new safeguarding legislation
- Explore safeguarding concerns in the community and institutional care
- Further learning on consent, information sharing, mental capacity, etc.
- Practice risk assessment and outcome focused planning
- Application of procedures and guidance
- Evaluating and Recording safeguarding concerns

### Evaluation of training:

100% of delegates rated the course as good or excellent overall.

### Describe how you are going to apply the skills and knowledge gained from the training:

- Safeguarding - ensuring follow the Care Act law. Collaborative multi agency working.
- Triangle of evidence. HRA & interaction with safeguarding.
- Care act principles. Inform staff. Reflections/discussions with staff. Supervise safeguarding enquiries closely within the team.
- Involving the MDT in safeguarding enquiries - effective communication at all times. Empowering the service user & ensuring their safety at all times. Ensuring/share knowledge on safeguarding concerns to the team confidently.
- Use of the Care Act safeguarding principles when conducting my first enquiry under mentoring of our team. Be more aware of Human Rights relevant articles to guide my practice.
- Better evidence gathering. Overarching legislation.
- Use the balance of probability scales. Checks & balances for the low human rights being contravened.



- Applying human rights to audits. Weighing evidence. Burden of proof.
- Think about dignity and find a way of implementing this.
- Treating people with dignity & value under Human Rights. Understanding the frameworks to include when undertaking safeguarding e.g. Human Rights & MC.
- Using the safeguarding principles & applying to the situation. For example how has the service user been empowered? Using the evidence domains - observation, communication & writing during all visits. Also looking at the bigger picture.

These principles are embedded as standard in the operational practice of services. The Client Income Service supported 3 clients during 2017/18 to take back responsibility for managing their own financial affairs. This followed a period where the Local Authority managed these clients' finances as corporate appointee either because of a crisis, or because they were asked to do so because client felt unable to manage their own finances.

The PCC in-house Older People's Day Service has supported and assisted many clients to maintain their independence and health & wellbeing in a range of ways for example, recognizing self-neglect in terms of not eating well and making arrangements for food shopping / supporting with meal preparation / provision of a choice of hot meals at the day centre / giving general encouragement to eat, making appointments with GP's and supporting clients to take medication to help avoid hospitalisation, carrying out small remedial repair tasks in the home to help with security e.g. fitting coloured key fobs to help identify the right key, putting clients in touch with the Council's handyperson & Care & Repair teams to carry out other property adaptations e.g. grab rails, access ramps and rails etc.

The Client Income Service has also continued to offer support with daily living finances in the form

of appointeeship to vulnerable adults who are struggling to manage, thus preventing build-up of debt / unpaid bills especially rent, utilities etc. and reducing the risk of financial abuse, self-neglect

Q2 - What have you done to improve the safeguarding and welfare of adults in Cambridgeshire and Peterborough?

### Cambridgeshire County Council

Within in the Customer Care Team all team members have received refresher training in Safeguarding Awareness and are aware of who to contact should they become aware of that abuse may be taking place. For example a complaint was received stating that a terminally ill man had been discharged from hospital with no care and support arrangements. On receipt of the complaint the Principal Social Worker was made aware and the Complex Care team were made aware of the situation and made urgent arrangements to ensure that appropriate care was put in place

Each of the thematic audits undertaken from December 2017 to date is supported by an Action Plan designed to advance improvements in the safety, well-being and welfare experiences of adults in Cambridgeshire.

The suite of Practitioner Factsheets, available to all staff involved in Adult Social Care services in Cambridgeshire, is directly linked to statutory duties/responsibilities and is subject to an ongoing review and updating process, in order to promote and improve the safety, well-being and welfare of the people who use, or are in contact with, services and their carers.

The Partnership Support Officer (Domestic Violence/Abuse) participated in audit of Domestic Abuse/Adult Safeguarding/Adult Social Care cases – a multi-agency action plan is being taken forward from this audit. Developed a DA/AS/ASC Action Plan with specific actions related to safeguarding to feed into main VAWG Action Plan.



In the pursuit of ongoing development and improvements to the safety, welfare and well-being of local citizens with multiple and complex needs, the CEA service has, in partnership with Cambridge City Council, worked on the expansion of the existing local “Housing First” scheme which meets the needs of those individuals who have been refused accommodation based support – typically because they are deemed to pose a risk to other residents or because their needs are too high or too complex. This expansion is planned to commence during the summer of 2018 and is a 3 year funded programme designed to inform the creation of a “Homelessness Pathway” with/for single people.

In addition, the Cambridgeshire CEA service has been accepted to form part of the new national “Making Every Adult Matter” (MEAM) study which will look at 25 areas, rising to 40, over three years and provide a full impact assessment of work with adults with multiple needs. Taking part in this study will provide a valuable opportunity to share learning with other authorities, generate some robust evaluation data and help Cambridgeshire shape the future delivery model. CEA is also working with MEAM to improve client participation with a view to achieving true co-production of services.

CEA have ensured that a number of adults in Cambridgeshire have received vital services when they were at risk of exclusion or so peripheral to services that they were not engaged with any treatment or support. CEA do this routinely with individuals who they become aware of but do not work with on the basis that we cannot ignore and adult at risk just because they are not eligible for our service. In doing this we have, on occasion, had to challenge internal working practice as well as external.

The DOLS team has formulated an action plan to constructively address the back log of DOLS’ applications and also reviewing systems within the Team. In particular, aiming to prioritise all of them in accordance to the ADASS’ Priority Tool

and ensuring the high priority cases will be assessed and responded to.

### **Peterborough City Council**

By recognising that safeguarding is a core and key priority embedded across all areas of service that have contact with or relate to individuals, and by making sure that the profile of safeguarding is continually high by ensuring it is a feature of 1:1; team meeting agendas, annual appraisals etc.

### **Q3 - How do you evaluate your Safeguarding effectiveness and what evidence do you have?**

### **Cambridgeshire County Council**

In 2016/17 5% (7 of 140) of complaints had some safeguarding concerns this increased in 2017/18 to 8% (13/163). This increase, in part indicates an increased staff awareness of what constitutes a safeguarding issue.

All audits undertaken (as recorded above) are designed to evaluate the effectiveness of current practice and processes in line with MSP Principles. Evaluation of the evidence gathered has directed the development of clear and time-scaled plans of action. All supporting evidence is available for review.

Quarterly performance data on the percentage of IDVA clients with a safety plan in place. DA victims with a safety plan are at less risk of homicide than those with no safety plan.

Internal audit is undertaking an audit of the DOLS’ procedures and processes.

### **Peterborough City Council**

Alert and aware to safeguarding concerns and effective in response to these - but not complacent. There have been a number of safeguarding alerts raised by staff in these service areas which have resulted in safeguarding investigations and good outcomes for service users e.g. PCC acting as corporate appointee/deputy in managing and safeguarding client finances, improvements in client



condition/wellbeing due to interventions at home or increased say service attendance.

The work of the Quality Assurance team, outlined below, also challenges our safeguarding effectiveness.

#### **Q4 - How have you challenged itself and others to improve safeguarding arrangements?**

##### **Cambridgeshire County Council**

Reviewing statistics and practice at weekly meetings and also on a quarterly basis

##### **Peterborough City Council**

Safeguarding is a constant theme in all areas of activity where direct contact/dealings with clients is had, and also is a regular theme at team meetings, in 1:1's, and at annual staff appraisals. Mandatory safeguarding training is also completed as necessary, and regular contributions are made to safeguarding investigations e.g. to provide advice/information/evidence on financial abuse, and asking for/contributing to care and support reviews.

#### **Q5 - What progress have you made against the Board priorities?**

##### **Cambridgeshire County Council**

Where practice issues are identified as part of a complaint investigation we work closely with CPFT. An example of this involved a complaint about the care and support provided to a man with Mental Health issues. The complaint went to the Local Government Ombudsman (LGO) and the investigation showed that there needed to be further training carried out with regard to assessments reviews and contingency planning. As a result a training day was subsequently delivered to CCC and CPFT staff.

Full participation in the SAB coordinated Domestic Abuse Multi-agency Thematic Audit.

Domestic Abuse Partnership have been fully involved in the DA Audit and work closely with

CPFT to improve professional responses to DA and SV across the trust.

The thematic audits introduced in CCC are all in line with the SAB priorities and also follow the order of the MSP principles.

##### **Peterborough City Council**

#### **Neglect**

The need has been identified for reablement and other HSDM workers to develop an awareness of neglect and hoarding- bespoke training has now been planned (2018)

#### **Adults living with mental health issues**

Provision of mental health awareness training in 2017/18. Advanced training will be provided in 2018/19 including a focus on section 117 aftercare.

#### **Quality Assurance Audit**

The QA team continue to audit MASH contacts, S.42 safeguarding enquiries on a regular basis. Within the last six months two thematic audits and a contact dip sample were completed, which all involved part of the adult safeguarding process. A total of 100 cases were audited (20 from each audit and 60 from contact dips) and each were presented to Senior Management within Adult Social Care. A summary of each can be found below, along with common areas of good practice, and areas for development.

**S.42 Enquiry Audit:** The most recent s.42 audit showed improvement compared to the previous two audits, highlighting examples of good practice as well as areas for further development. Adult Social Care, including CPFT, appropriately identified and responded to risks and effectively safeguarded adults at risk. There was evidence of well-coordinated multi-agency working and cooperation although a more consistent approach to the consultation and involvement of the Quality Improvement Team is required.

There was good evidence of making safeguarding personal principles. Staff adopted a person-



centred and outcomes-based approach, ensuring adults at risk or their families were empowered and supported where necessary to express their preferred outcomes. They were consulted, fully involved, regularly updated on progress and given feedback on outcomes achieved.

There is a need to ensure that all information relevant to safeguarding enquiries is recorded on Framework. While acknowledging that there will be variation between cases, there is a need to ensure adherence, where possible, to the guideline timescales published in the Cambridgeshire and Peterborough Safeguarding Adults Board Procedures October 2017. There was evidence that Adult at Risk meetings contributed to positive outcomes for the adult at risk and their family as well as improving partnership working and enhancing organisational learning.

**Self-Neglect Audit:** This audit shows that organisationally, there is good knowledge of self-neglect and workers have confidence in their ability to identify its signs and symptoms. However, there appears to be a lack of awareness and knowledge of local guidance on multi-agency policy and procedures to support those who self-neglect and exhibit hoarding behaviour. The majority of those with previous involvement of self-neglect felt that they had sufficient prior training, found reflective practice valuable and had adequate supervision and management oversight.

There are concerns about the efficiency and effectiveness of safeguarding enquiries. Timescales from referral to MASH decision, including high risk cases, and from enquiry start to conclusion were not consistently within local guidance timescales. In addition, the audit indicated that not all safeguarding concerns were triaged via MASH, as two referrals were sent directly to the allocated CPFT worker for an adult already under their support. Potentially, some information relevant to safeguarding enquiries, including management discussion and oversight,

is only recorded on the RiO recording system and not copied across to Frameworki recording system.

Staff consistently assessed capacity, considered all information relevant to the case and conducted a proportionate, person-centred enquiry in light of identified risk. Records should be clear, analytical and jargon-free. There is a need for broader analysis to help understand why some adults do not want to engage or accept care and support. While effective joint agency working is evident, better use of multi-agency risk management meetings and SMART planning would ensure a more holistic and coordinated approach to self-neglect cases.

Embedding organisational awareness and understanding of local safeguarding adults board procedures and multi-agency policy and procedures to support people who self-neglect and display hoarding behaviours will improve practice and service delivery enabling better health and wellbeing outcomes for adults at risk.

**MASH Contact Dip:** Action taken by the MASH in response to safeguarding concerns were consistent and proportionate to the initial concern. Work conducted was timely, and considerate of both adults and children involved in the concern. Risk assessments conducted by the MASH varied quality, and documentation of decision making did not always incorporate the completed risk assessment.

Work conducted was person centred and some adults were involved in the process and were empowered to express their desired outcomes in relation to the safeguarding concern. The use of advocates was considered where appropriate, however the independence and suitability of some family members acting as advocates should be considered at all times.

Where there is a requirement to question an adult's capacity and to conduct a Mental Capacity Assessment there should be clear documentation that this has been considered.



It is important that the MASH and QI Team work together in an effective way where safeguarding referrals are raised in relation to independent providers. NoCs were completed where required, but it is unclear if issues raised in safeguarding concerns that may affect other service users would be dealt with as part of a collaborative effort by QI and MASH.

**Good Practice Areas:** The following areas of good practice were identified:

- Mental capacity was considered in the majority of cases, and capacity assessments were completed when required.
- Enquiries were proportionate, comprehensive and person-centred.
- Decision making considered historical involvement.
- Evidence of consideration and response to diversity was found.
- Up to date protection plans were present.
- The adult at risk's family or representative were given appropriate feedback.
- Notifications of Concern (NOC) were raised where appropriate.
- Providers contributed to safeguarding enquiries where appropriate.

#### **Areas for Further Development**

The following areas for further development were identified:

- Where possible, safeguarding enquiries should adhere to the timescales suggested by local Safeguarding Adults Board guidance to ensure efficiency and effectiveness.

- All relevant and up to date information relating to safeguarding cases should be recorded on Framework and not just on RiO, CPFT's recording system.
- Ensuring the adult at risk's response is recorded where advocacy is offered.
- Ensuring a coordinated joint agency approach to self-neglect cases, holding multi-agency risk management meetings and producing SMART plans where appropriate.
- Ensuring better management oversight by the allocated worker's manager in both ASC and CPFT and all management discussions are recorded in Framework.
- Case recording should be clear, analytical and jargon-free.
- Increasing organisational awareness of the knowledge and practice hub on self-neglect on CC Inform across ASC and CPFT.
- Risk and Strengths Assessment in the MASH Safeguarding Triage Assessment requires consistency in its completion.
- Consent needs to be considered and discussed with all adults.
- When recording the adult's voice, the specific words used by the adult should be recorded in order to capture their direct voice.
- Safeguarding concerns relating to independent providers should consider the potential wider impact on other service users, as others may have been effected by a similar issue.
- Adult at risk meeting minutes should be uploaded to the record in FWi within a reasonable timescale.

# Appendix 1

## Glossary and Jargon Buster





## GLOSSARY AND JARGON BUSTER

<b>ADASS</b>	Association of Directors of Adult Social Care	<b>LSCB</b>	Local Safeguarding Children Board
<b>ASC</b>	Adult Social Care	<b>CPSCB</b>	Cambridgeshire and Peterborough Safeguarding Children Board
<b>CCC</b>	Cambridgeshire County Council	<b>MAPPA</b>	Multi-Agency Public Protection Arrangements
<b>CCC</b>	Cambridge City Council	<b>MASH</b>	Multi-Agency Safeguarding Hub
<b>CCG</b>	Clinical Commissioning Group	<b>MSP</b>	Making Safeguarding Personal
<b>CCS</b>	Cambridgeshire Community Services	<b>NACRO</b>	National Association for the Care and Resettlement of Offenders
<b>CPFT</b>	Cambridgeshire and Peterborough Foundation Trust	<b>NHS</b>	National Health Service
<b>CQC</b>	Care Quality Commission	<b>NOC</b>	Notification of Concern
<b>CRC</b>	Community Rehabilitation Company	<b>NPS</b>	National probation Service
<b>CUHT</b>	Cambridge University Hospital Trust	<b>NWAFT</b>	North West Anglia Foundation Trust
<b>DASV</b>	Domestic Abuse and Sexual Violence	<b>PCC</b>	Peterborough City Council
<b>GP</b>	General Practitioner	<b>QEG</b>	Quality and Effectiveness Group
<b>LeDeR</b>	Learning Disabilities Mortality Review	<b>QI</b>	Quality Improvement
<b>LGA</b>	Local Government Association	<b>SAB</b>	Safeguarding Adults Board
<b>LGO</b>	Local Government and Social Care Ombudsman	<b>CPSAB</b>	Cambridgeshire and Peterborough Safeguarding Adults Board
		<b>SAR</b>	Safeguarding Adult Review
		<b>SSAFA</b>	Armed Forces Charity
		<b>YOS</b>	Youth Offending Service

**Adult at risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

**Adult safeguarding** means protecting a person's right to live in safety, free from abuse and neglect.

**Adult safeguarding lead** is the title given to the member of staff in an organisation who is given the lead for Safeguarding Adults.

**Advocacy** taking action to help people who experience substantial difficulty contributing to the safeguarding process to say what they want, secure their rights, represent their interests and obtain the services they need.



**Best Interest** - the Mental Capacity Act 2005 (MCA) states that if a person lacks mental capacity to make a particular decision then whoever is making that decision or taking any action on that person's behalf must do so in the person's best interest. This is one of the principles of the MCA.

**Appropriate individual** within this document an 'appropriate individual' is a person who supports an adult at risk typically but not exclusively in an advocacy role, and is separate to an Appropriate Adult as described above.

**Care Act 2014** - The Care Act 2014 introduces major reforms to the legal framework for adult social care, to the funding system and to the duties of local authorities and rights of those in need of social care

**Care setting** is where a person receives care and support from health and social care organisations. This includes hospitals, hospices, respite units, nursing homes, residential care homes, and day opportunities arrangements.

**Carer** someone who spends a significant proportion of their time providing unpaid support to a family member, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems.

**Commissioning** is the cyclical activity, to assess the needs of local populations for care and support services, determining what element of this, needs to be arranged by the respective organisations, then designing, delivering, monitoring and evaluating those services.

**Concern** is the term used to describe when there is or might be an incident of abuse or neglect.

**Disclosure and Barring Service (DBS)** helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

**Enquiry (Section 42 Enquiry)** establishes whether any action needs to be taken to stop or prevent abuse or neglect, and if so, what action and by whom the action is taken. Previously this may have been referred to as a 'referral'

**Enquiry Lead** is the agency who leads the enquiry described above.

**Enquiry Officer** is the member of staff who undertakes and co-ordinates the actions under Section 42 (Care Act 2015) enquiries.

**Independent Domestic Violence Advocate** - Adults who are the subject of domestic violence may be supported by an Independent Domestic Violence Advocate (IDVA). IDVAs provide practical and emotional support to people who are at the highest levels of risk. Practitioners should consult with the adult at risk to consider if the IDVA is the most appropriate person to support them and ensure their eligibility for the service.

**IMCA (independent mental capacity advocate)** established by the Mental Capacity Act (MCA) 2005 IMCAs are mainly instructed to represent people where there is no one independent of services, such as family or friend, who is able to represent them. IMCAs are a legal safeguard for people who lack the mental capacity to make specific important decisions about where they live, serious medical treatment options, care reviews or adult safeguarding concerns.

**Independent Sexual Violence Advocate (ISVA)** - is trained to provide support to people in rape or sexual assault cases. They help victims to understand how the criminal justice process works and explain processes, for example, what will happen following a report to the police and the importance of forensic DNA retrieval.



**LGBT (lesbian, gay, bisexual and transgender)** is an acronym used to refer collectively to lesbian, gay, bisexual and transgender people.

**Making Safeguarding Personal** is about person centred and outcome focussed practice. It is how professionals are assured by adults at risk that they have made a difference to people by taking action on what matters to people, and is personal and meaningful to them.

**Natural justice** refers to the principles and procedures that govern the adjudication of an issue, which should be unbiased, without prejudice, and there is equal right to being heard.

**Position of trust** refers to a situation where one person holds a position of authority and uses that position to his or her advantage to commit a crime or to intentionally abuse or neglect someone who is vulnerable and unable to protect him or herself.

**Procurement** is the specific function to buy or acquire services which commissioners have duties to arrange to meet people's needs, to agreed quality standards, providing value for money to the public purse.

**Public interest** is a decision about what is in the public interest needs to be made by balancing the rights of the individual to privacy with the rights of others to protection.

**Regulated Provider** is an individual, organisation or partnership that carries on activities that are specified in Schedule 1 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

**Sexual Assault Referral Centres (SARC)** is for people who have been raped or sexually assaulted.

**Victim Support** is a national charity, which provides support for victims and witnesses of crime in England and Wales. It provides free and confidential help to family, friends and anyone else affected by crime, which includes information, emotional and practical support. Help can be accessed either directly from local branches or through the Victim Support helpline.

# Appendix 2

## Board Administration and Budget Contributions





## Key Roles and Relationships

Dr Russell Wate, QPM, is the Independent Chair of the CPSAB and is tasked with leading the Board and ensuring it fulfils its statutory objectives and functions.

The Chair is accountable to the **Chief Executive of Peterborough City Council and Cambridgeshire County Council** and they met frequently during 2017/18. **The Corporate Director of People and Communities** for both Local Authorities also continued to work closely with the Chair on related safeguarding challenges.

**The Lead Member for Adult’s Services** in Peterborough and the **Chairman of Adult & Young People Committee** in Cambridgeshire are “participating observers” of the CPSAB; engaging in discussions but not part of the decision making process which provides the independence to challenge the Local Authority when necessary.

## The CPSAB Business Unit

The Cambridgeshire and Peterborough Safeguarding Board Business Unit supports both the Adult and Children’s Safeguarding Boards and is made up of the following members of staff;

- Head of Service (Children’s Lead)
- Service Manager (Adults Lead)
- Safeguarding Board Officer – Adult’s Lead 0.8 FTE
- Safeguarding Board Officer – Children’s Lead
- Communication and Online Safeguarding Lead
- Exploitation Strategy Coordinator
- Practice Improvement and Development Lead x 1.5
- Safeguarding Adults Board Trainer 0.8 FTE
- Business Support Officer - Full-time x2
- Business Support Officer - Part-time x2

## Board Finances

Historically, there have been two Safeguarding Adults Boards across Cambridgeshire and Peterborough. Each Board had a different funding formula and business unit structure to support and drive forward the work of the Boards, and safeguarding in the two local authority areas.

During 2017, the two SAB’s were amalgamated to form a single countywide SAB and the two Local Safeguarding Children Boards were also amalgamated to form a single countywide LSCB. As part of the changes the existing business units for all of these boards were merged into a single Adults and Children’s business unit.

Partner contributions towards the SAB budgets for 2017/18 are broken down as follows:

Adults Board	Cambridgeshire	Peterborough
<b>Cambridgeshire County Council**</b>	£20,000	-
<b>Peterborough City Council</b>	-	£37,992.00
<b>Police (via the Office of Police and Crime Commissioner)</b>	£35,000	£35,884.00
<b>NWAFT</b>	-	£4,750.00
<b>CPFT</b>	-	£4,750.00
<b>CCG</b>	-	£4,750.00
<b>Total</b>	<b>£55,000</b>	<b>£92,876.00</b>
** CCC contributes additional funds for a full time SAB trainer		

## Board Membership & Attendance

This year has been unusual in that the re-structure of the Boards led to there being only two meetings each for the Board and Delivery Group.



## Cambridgeshire and Peterborough Safeguarding Adults Board

Attendance of partner organisations. 2 meetings held between January 2018 and March 2018

	Number of seats allocated	Attendance	%
Safeguarding Boards Independent Chair	1	2	100.00%
Assistant Director Commissioning & Commercial Operations, Cambridgeshire & Peterborough Local Authorities	1	1	50.00%
Assistant Director, Children's Social Care (Cambridgeshire)	1	0	0.00%
Assistant Directors, Adult Social Care, Cambridgeshire & Peterborough Local Authorities	2	2	100.00%
Cambridge Regional College	1	1	50.00%
Chief Executive Officer, Healthwatch	1	1	50.00%
Chief Executive, Cambridgeshire Age UK (representing voluntary sector)	1	2	100.00%
Deputy Director and Head of Cambridgeshire Local Delivery Unit, BeNCH CRC	1	2	100.00%
Deputy Director Patient Quality & Safety, CCG	1	0	0.00%
Designated Nurse for Safeguarding Adults, CCG	1	2	100.00%
District Council Representatives	1	1	50.00%
Head of Cambridgeshire Local Delivery Unit, National Probation Service	1	2	100.00%
Head of Public Protection, Cambridgeshire Constabulary	1	2	100.00%
Head of Safeguarding, Cambridgeshire Fire & Rescue	1	2	100.00%
HM Prison representative	1	1	50.00%
Housing association representative (Axiom housing)	1	1	50.00%
Further Education	2	2	100.00%
Representatives of the Community Network Group	1	2	100.00%
Senior Locality Manager, East of England Ambulance Service	1	2	100.00%
Service Director, Adult's & Safeguarding, Cambridgeshire & Peterborough Local Authorities/Regional Housing Representative	1	1	50.00%



## Cambridgeshire and Peterborough Safeguarding Adults Delivery Group

Attendance of partner organisations. 2 meetings held between January 2018 and March 2018

	Number of seats allocated	Attendance	%
Safeguarding Boards Independent Chair	1	2	100.00%
Adult Safeguarding Manager, Cambridgeshire County Council	1	2	100.00%
DCI representative, Public Protection Department, Cambridgeshire Constabulary	1	2	100.00%
Designated nurse for safeguarding adults, CCG	1	2	100.00%
District Council Representative	1	1	50.00%
Drugs and Alcohol Action Team	1	1	50.00%
East of England Ambulance Service	1	0	0.00%
Head of Commissioning, Social Care, Cambridgeshire & Peterborough Local Authority	1	1	50.00%
Head of Service, Assessment and Care Management, Peterborough Local Authority	1	2	100.00%
Head of Adult Safeguarding, Cambridgeshire County Council	1	2	100.00%
Healthwatch representative	1	1	50.00%
<i>CCS (Cambridgeshire Community Service NHS)</i>	<i>1</i>	<i>0</i>	<i>0.00%</i>
<i>CPFT (Cambridgeshire &amp; Peterborough NHS Foundation Trust)</i>	<i>1</i>	<i>2</i>	<i>100.00%</i>
<i>CUH (Cambridgeshire University Hospital)</i>	<i>1</i>	<i>1</i>	<i>50.00%</i>
<i>Hinchingbrooke Healthcare (North West Anglia NHS Foundation Trust)</i>	<i>1</i>	<i>2</i>	<i>100.00%</i>
<i>Papworth Hospital NHS Foundation Trust</i>	<i>1</i>	<i>1</i>	<i>50.00%</i>
<i>Peterborough City Hospital (North West Anglia NHS Foundation Trust)</i>	<i>1</i>	<i>1</i>	<i>50.00%</i>
<i>Cross Keys Homes</i>	<i>1</i>	<i>0</i>	<i>0.00%</i>
<i>Peterborough Care</i>	<i>1</i>	<i>0</i>	<i>0.00%</i>
Representatives of Community Network Group	1	2	100.00%



**EMPOWERMENT, PREVENTION, PROPORTIONALITY, PROTECTION, PARTNERSHIP, ACCOUNTABILITY**

Safeguarding Lead, Safeguarding and Quality Assurance, Peterborough City Council	1	0	0.00%
SSAFA representative	1	0	0.00%
Team Leader BeNCH CRC	1	2	100.00%
Team Leader, National Probation Service	1	2	100.00%
Peterborough Church of England Diocese	1	1	50.00%



## Cambridgeshire and Peterborough Safeguarding Adults Board

1st Floor Bayard Place  
Peterborough  
Cambridgeshire  
PE1 1FZ  
01733 863744

5 George Street  
Huntingdon  
Cambridgeshire  
PE29 3AD  
01480 373522

**[safeguardingboards@cambridgeshire.gov.uk](mailto:safeguardingboards@cambridgeshire.gov.uk)**

<b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 7
<b>11 SEPTEMBER 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Adrian Chapman, Service Director for Communities and Safety	
Cabinet Member(s) responsible:	Cllr Irene Walsh, Cabinet Member for Communities	
Contact Officer(s):	Sarah Ferguson, Assistant Director - Housing, Communities and Youth	Tel. 07920 867276

**COMMUNITY RESILIENCE: A SHARED APPROACH**

<b>R E C O M M E N D A T I O N S</b>	
<b>FROM:</b> Service Director for Communities and Safety	<b>Deadline date:</b> N/A

It is recommended that the Adults and Communities Scrutiny Committee:

1. Considers the draft single Community Resilience shared approach across Cambridgeshire and Peterborough
2. Comments on the principles for a single shared Community Resilience approach, as set out in paragraph 4.5
3. Scrutinises the draft of the Think Communities shared approach, as set out in Appendix One, and recommend it to Cabinet for approval

**1. ORIGIN OF REPORT**

1.1 This report is submitted to the Adults and Communities Scrutiny Committee following a request made by the Committee.

**2. PURPOSE AND REASON FOR REPORT**

2.1 To present the proposed Cambridgeshire and Peterborough partnership approach to community resilience, the principles and expected outcomes, and set out the next steps for this shared approach.

2.2 This report is for the Adults and Communities Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2 Functions determined by the Council:

4. Neighbourhood and Community Support (including cohesion, community safety and youth offending)
5. Equalities

2.4 *How does this report link to the Corporate Priorities?*  
Resilient, connected and empowered communities are vital to achieving all of the council's corporate priorities.

2.5 The report links into the Children in care Pledge in that the principles set out in the proposed approach are directly relevant to supporting children in care.

### 3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	-----

### 4. BACKGROUND AND KEY ISSUES

4.1 Peterborough City Council's People and Communities Strategy acknowledges the important role communities play in helping to deliver local services and meeting the needs of our residents. This is even more important in the context of reducing levels of funding to local government, an increase in demand for some service coupled with the increased expectations of some of our communities, and our growing (and ageing) population. We need to find new ways that citizens can get the services and support they need, when they need it.

4.2 The Strategy has focused on delivery against a broad range of strategic outcomes for people and communities across Peterborough including:

- Communities supported to understand their needs and where to find help or information
- Empowering our communities to meet their own needs
- Developing a sense of 'place'
- Developing and supporting volunteers
- Empowering communities to challenge and bid to run services
- Developing young people

The Strategy remains live and will continue to deliver against these outcomes, including:

- **Can-Do regeneration programme:** The programme covers three neighbourhoods of Peterborough - Millfield, New England and Gladstone. £7.5 million capital core funding has been approved by Council to invest into the infrastructure and physical features of the area to improve the quality of life for people who live, work and visit the area. The programme has identified three strands of investment: Parks and Open Spaces; Community Assets; and Public Realm, and plans to complete the delivery by March 2020.
- **Parish Enablement Programme:** A successful programme supporting Peterborough's Parish Councils is now established. This includes a well attended and annual parish conference which brings together both Parish and Ward Councillors, Local Authority staff, Police and voluntary services to ensure joined up working. Parish Liaison Meetings are held every month to develop action plans including devolution of services / budgets (where appropriate), digital connectivity and support with developing neighbourhood plans.
- **Community infrastructure:** The Communities team continues to work with planning colleagues to ensure that any future planning gain agreements (Section 106 / CIL) are appropriate and investment meets the needs of the community. Projects and funding are matched through the community capacity team's database (which includes suggestions from Ward Councillors/community representatives). Past and current projects include investment into play areas in Stanground, Orton Goldhay and Welland. The team will continue to work with councillors and the community and explore utilising the funding to attract additional external funds from sources such as WREN and the Big Lottery.
- **Community Asset Transfer Programme:** the Community Asset Transfer programme explores options for the sustainable future of 33 community centres, three youth buildings and various sports and recreational facilities, including transferring them into community ownership or management. Peterborough City Council is working with Peterborough Council for Voluntary Services to bring together a programme to build capacity within the voluntary sector to run and maintain the buildings, ensuring future use for the community. The programme will be completed by the end of the current financial year.
- **National Citizens Service:** Continued progress is being made to ensure that as many young people in Peterborough have access to the National Citizen Service programme as possible. 188 young people completed the summer programme between 25th June

and 24th August 2018 which is 90% of contracted target. Although our summer numbers were reduced, for the second year in a row we have partnered with Thomas Deacon Academy to deliver the programme to all of their year 12 students (around 200 young people). We are on target to deliver these figures which would mean that 388 young people would have experienced NCS in the 2018-19 season. This would be an 8.5% increase from the previous year. Over the summer delivery over 5000 hrs of social action were completed supporting community cohesion across the City.

4.3 Building community capacity is a shared goal across the public sector. In addition to often delivering better outcomes, it is an underpinning driver to prevent or delay demand into more costly services. Many public sector organisations across the statutory, discretionary and voluntary sector are already doing a great deal to support and encourage community based work across Cambridgeshire and Peterborough which is making an impact. However, it is suggested that more could be done through an alignment of planning and resources at a local and Countywide level.

4.4 The Cambridgeshire and Peterborough Senior Officers Communities Network brings together senior officers from the public and not for profit sectors at a strategic level to deliver against our shared ambition to build stronger self-sustaining communities and creates a forum where this activity can be understood and shared across partners, where activity can be commissioned and delivered to best meet need.

Earlier in the year the Network tasked officers with exploring a single shared Strategy or approach to building community resilience. It was suggested that a new shared Strategy or approach as agreed by all partners could be prepared as a high-level and cross-cutting strategic document from which more detailed plans can be developed.

4.5 A set of key principles for a shared approach have been developed and are suggested as follows:

- the Strategy or shared approach will need to adopt a strengths-based approach
- it will need to address the ways in which demand for statutory and sometimes costly services will be managed
- it will need to be cognisant of and reflect the role and input of all of our key partners
- it will need to allow a single cross-partnership conversation with communities to convey a shared vision to achieve mutual benefit
- it will need to set out the principles of the participatory approach that will be taken to deliver against the Strategy or shared approach
- it will need to demonstrate how we will build and sustain trust, transparency and accountability with and between communities and our partners
- it will need to show how we will monitor the impacts of our work, how it will be evaluated, and how we will communicate outcomes to communities, partners and other Committees
- it will need to show how we will use evidence to inform our planning and decision making.

4.6 Alongside these key principles, it is suggested the shared approach needs to demonstrate clear outcomes and how we will know whether we have achieved them, in order to make sure we are making the scale of difference we need to across Cambridgeshire and Peterborough.

We will know if we have achieved effective community resilience if:

- Communities are connected and work together toward shared goals
- Individuals and social structures are engaged and empowered to make a difference
- Communities have clear channels of communication to link into physical and social resources
- Communities understand their responsibilities and have realistic expectations of the levels of support available
- Communities have strong and trusting partnerships with each other
- Private, public and community sectors are prepared to respond effectively together
- People feel a sense of place and belonging in their community.

4.7 The outcome of those exploratory discussions between officers is the draft single shared approach to community resilience called 'Think Communities'. It has been developed collaboratively between eight partners - Peterborough City Council, Cambridgeshire County Council, Cambridge City Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council, South Cambridgeshire District Council and Cambridgeshire Police.

The document is designed to provide a framework to achieve coordination, and will be iterative - as progress is made or more partners are identified, the approach and document will be adapted. Informal agreement in principle to the proposed approach has been achieved via the Senior Officers Communities Network from other key partners, including the CCG and the Fire Service, and more detailed discussions are already underway with the Living Well Partnerships.

It is proposed that governance and oversight to the approach will be through the Senior Officers Communities Network, with Network partners contributing to further iterations.

4.8 The agreed collective vision and priorities of this shared approach focus on People, Places and System change.

The approach is to be fully aligned and collaboration will occur where it makes sense and there is agreement to do so. This will allow each partner to work independently and specialise in their own areas of service delivery and expertise, as well as with a shared approach which is compatible and consistent, enabling joint projects to still happen.

The priorities based on People, Places and System include:

- Taking a shared approach to work in areas of high risk and vulnerability
- Understanding and removing barriers for community led activity
- Building capacity for communities to work together for the benefit of all our services
- New Communities and growth areas and hidden communities are priorities for all of us and could benefit from a shared approach
- Introducing system change, taking a broader view to recognise the complexities and allow multi agency conversations with communities
- Supporting communities to develop and deliver their own priorities which will address our needs to delay or prevent the need for costly public service involvement and which may include and go beyond public sector plans

4.9 The next steps are for each of the eight partners to discuss and agree the draft shared approach and Members are therefore asked to consider and comment on the shared approach, and to recommend to Cabinet that the document is formally agreed.

4.10 Once agreed, officers will work together on developing a shared action plan, collate examples of good practice and report back to the Cambridgeshire and Peterborough Senior Officers Communities Network meeting in November.

## **5. CONSULTATION**

5.1 The approach has been co-produced by the organisations described above, and discussed with the Senior Officers Communities Network referred to in paragraph 4.4 which is drawn from across a wide range of partners and organisations.

## **6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 The positive impact of taking a shared approach to Community Resilience will result in improved outcomes for our communities through alignment of resources and the expected outcomes outlined in paragraph 4.8.

Joint investment and delivery within communities will help to collectively better manage the

demand for high cost services and will provide a joined up, 'one-team' approach with all eight partners and members of the Network making good use of collective resources, working together to equip local people to help themselves and each other.

## **7. REASON FOR THE RECOMMENDATION**

- 7.1 Officers are keen to ensure our communities are empowered and supported to become more resilient, that demand for statutory services is managed more effectively, and that outcomes for citizens are improved.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 The alternative is for organisations to work more in isolation, each with limited resources and more likelihood of duplication of effort and points of contact with communities.

## **9. IMPLICATIONS**

### **Financial Implications**

- 9.1 At this stage there are no additional costs associated with the single shared approach. It is anticipated that the partnership will directly support demand management and therefore help reduce costs across statutory services. Some investment to enable this to happen may therefore become necessary, but this will be subject to a case by case business plan and agreed by the Senior Officers Network taking account of the Medium Term Financial Strategy.

### **Legal Implications**

- 9.2 Not applicable.

### **Equalities Implications**

- 9.3 It is anticipated that the work of the shared approach will directly contribute to addressing inequalities in areas of high risk and vulnerability, as described in paragraph 4.8

### **Rural Implications**

- 9.4 Not applicable

## **10. BACKGROUND DOCUMENTS**

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

- 10.1 Peterborough People and Communities Strategy

## **11. APPENDICES**

- 11.1 Appendix 1 - Current draft of 'Think Communities', a single shared approach to building Community Resilience across Cambridgeshire and Peterborough.

**Developed in collaboration by:** Cambridge City Council, Cambridgeshire County Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council, Peterborough City Council, South Cambridgeshire District Council, and Cambridgeshire Constabulary.

# Think Communities

---

Creating a shared vision, approach and priorities for building Community Resilience across Cambridgeshire and Peterborough partner organisations.

---

## Our vision

- **People:** Resilient communities across Cambridgeshire and Peterborough where people can feel safe, connected and able to help themselves and each other.
- **Places:** New and established communities that are integrated, possess a sense of place, and which support the resilience of their residents.
- **System:** A system wide approach in which partners listen, engage and align with communities and with each other, to deliver public service and support community-led activity.

## Our pledge

The **Think Communities** partners will work together to:-

- Empower and enable communities to support themselves and encouraging community-led solutions and intervention. (*People*)
- Work with communities to harness their local capacity targeted towards those in the community requiring the most help. (*Places*)
- Support active, healthy communities to play a clear and evidenced role in improving people's lives, thereby preventing, reducing or delaying the need for more intrusive and costly public services. (*Places*)
- Align resources to create multi-agency support which can flexibly meet the changing needs of our communities. (*Systems*)
- Be prepared to be experimental in our approach, in order to deliver individual local solutions and support ideas that can be replicated. (*Systems*)

## Our approach

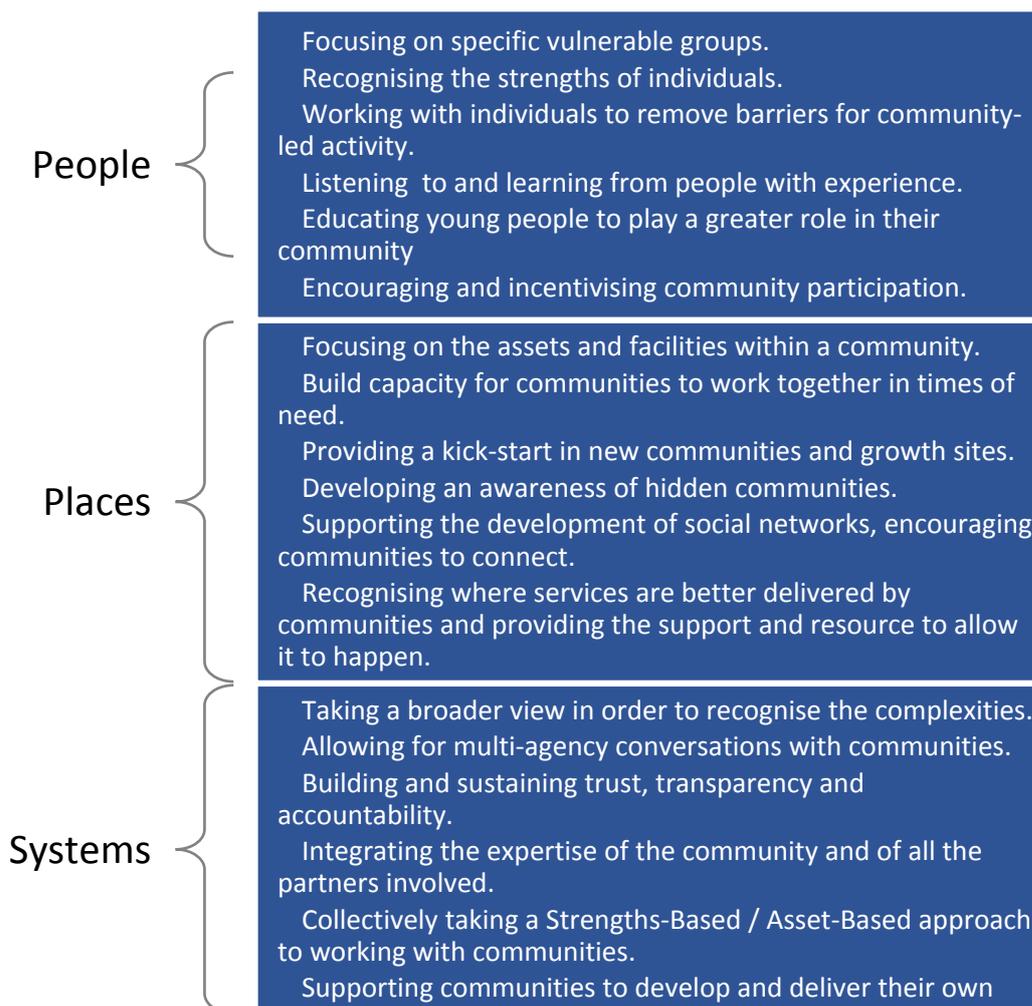
**Our intention is to be fully aligned and to collaborate where it makes sense and there is agreement to do so.**

A consistency of approach will enable communities to have a single conversation with **Think Communities** partners focussed on local priorities. **Think Communities** partners will provide support and resources to enable communities to decide how they wish to deliver their local priorities.

Working in an aligned way will enable each **Think Communities** partner to still specialise in their own areas of service delivery and expertise, to work independently or with a shared approach across the partnership, which is compatible and consistent, enabling joint projects to still happen.

**Think Communities** will take a **People, Places, System** approach to building resilience and supporting communities.

Figure 1 - A People, Places, System approach to Think Communities



## Our Strategic Priorities and Actions

	Priority Area	Example Action
<b>Priority 1:</b>	Communities are connected and work together toward shared goals.	Develop a joined up, multi-agency campaign to promote the different ways vulnerable people and high-risk communities can be supported by community-led activity.
<b>Priority 2:</b>	Take a place-based approach to service design and delivery of services.	Identify key communities where a place-based approach in keeping with the <b>Think Communities</b> vision can be piloted
<b>Priority 3:</b>	Communities feel they are supported to help themselves.	Development of a shared toolkit which will offer access to consistent levels of support to community groups and organisations across Cambridgeshire and Peterborough.

An agreed and measurable Action Plan will complement the **Think Communities** partnership agreement

This page is intentionally left blank

<b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 8
<b>11 SEPTEMBER 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Sarah Ferguson, Assistant Director for Housing, Communities & Youth	
Cabinet Member(s) responsible:	Cllr Irene Walsh, Cabinet Member for Communities	
Contact Officer(s):	Sean Evans, Head of Housing Needs	Tel. 01733 864083

**SAFER OFF THE STREETS**

R E C O M M E N D A T I O N S	
<b>FROM:</b> Assistant Director for Housing, Communities & Youth.	<b>Deadline date:</b> <i>n/a</i>
It is recommended that Adults & Communities Scrutiny Committee review and comment on the proposals and ambitions of the Safer off the Streets partnership.	

**1. ORIGIN OF REPORT**

1.1 This report is submitted at the request of the Adults and Communities Scrutiny Committee.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The purpose of this report is to provide the committee with details of the Safer off the Streets partnership work, which has come about following the recommendations of the cross party Task and Finish Group's work reviewing the management of rough sleepers in early 2017.

2.2 This report is for the Adults and Communities Scrutiny Committee to consider under its Terms of Reference No.2.1, Functions determined by Council,

3. Housing need (including homelessness, housing options and selective licensing).

2.3 This report links to the following corporate priorities:

- Keeping our communities safe, cohesive and healthy
- Safeguarding children and vulnerable adults

**3. TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	n/a
---	-----------	----------------------------------	-----

**4. BACKGROUND AND KEY ISSUES**

4.1 Rough sleeping is a key aspect of homelessness which the council continues to be proactive in addressing, and forms an important part of the overarching Homelessness Reduction Strategy,

building on work which has been underway for two years. At its meeting on 20 July 2016 the Strong and Supportive Communities Scrutiny Committee (now the Adults and Communities Scrutiny Committee) recommended that a cross-party task and finish group be established to review the work being undertaken in Peterborough to support the apparent rise in rough sleeping in the city.

4.2 The Committee received a report of the group's findings and recommendations at its meeting on 7 March 2017 which was then submitted to Cabinet on 20 March 2017.

4.3 At the meeting on 20th March 2017 Cabinet considered the report and recommendations of the Task and Finish group and agreed a number of recommendations, which we have updated the Committee on a number of occasions over the last year. The main recommendation was as follows:

- Recommendation 1

That a strategic group be set up which meets regularly in order to identify duplication and gaps in current provision for rough sleepers and which includes representation from partner agencies including from the faith and voluntary sector. This group will develop a Rough Sleeper Strategy to be developed and approved by Council to support the work of officers and the wider partnership arrangements, and will monitor and respond to fluctuations in the delivery of the council's homelessness policy.

4.4 This group has met on a number of occasions over the last 18 months and had monitored the progress against all of the recommendations. Many of which, have now been achieved.

4.5 Looking forward, the group recognises that we are very fortunate in Peterborough in that there is a lot of good will in the City and a number of individuals and organisations who support the homeless as part of their day to day work, but there is an apparent lack of coordination or an agreed aim around reducing or even ending rough sleeping.

4.6 With this in mind the group are about to launch a campaign called "Safer off the Streets" Peterborough. This will include a programme of activities to raise awareness of the good work that is being undertaken in support of rough sleeping and brings all of the organisations together with one agreed aim and under one identity.

4.7 Further details will be presented to the Committee at its meeting, and the attached presentation provides further information.

## **5. CONSULTATION**

5.1 The programme has been developed with the support of colleagues across the organisation, and with members of the strategic group.

## **6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 The views of Scrutiny Committee members will help the strategic group in its delivery of services under Safer off the Streets.

## **7. REASON FOR THE RECOMMENDATION**

7.1 Greater coordination of support and prevention activity for rough sleepers has been identified as an important need for the city, and this campaign will help achieve that. The campaign also seeks to provide more effective information to the public about the impact of rough sleeping and different ways they can help.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 N/A

## **9. IMPLICATIONS**

### **Financial Implications**

- 9.1 It is not expected that there will be any additional financial implications beyond those already accounted and budgeted for.

### **Legal Implications**

- 9.2 N/A

### **Equalities Implications**

- 9.3 N/A

## **10. BACKGROUND DOCUMENTS**

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

- 10.1 'Management of Rough Sleepers', report of the Adults and Communities Scrutiny Committee, March 2017

## **11. APPENDICES**

- 11.1 Appendix 1 - Safer Off the Streets, Peterborough - Presentation

This page is intentionally left blank



- Although the city council and its partners do much already to tackle the issue of rough sleeping, a more targeted approach is needed.
- A new campaign will see multi-agencies working together to give guidance to the people of Peterborough on how they can help rough sleepers.
- The first action of this partnership will be to sign a Street Homelessness Charter, which will involve all agencies pledging support and deciding on the values.
- The campaign will go live for October 2018 and run until March 2020.

Partners include:

- Cross Keys Homes
- Axiom Housing
- Light Project Peterborough
- Peterborough Street Pastors
- Children of Adam
- Salvation Army
- YMCA
- Love & Humanity Peterborough
- Peterborough Citizens' Advice
- Kingsgate Church
- Peterborough and Fenland Mind
- Home Office Immigration Prevention and Enforcement Service



## Objectives

- **Support** the launch of a multi-agency partnership dedicated to tackling rough sleeping.
- **Support** the partnership in organising rough sleeper outreach programmes that will have the maximum impact in assisting rough sleepers.
- **Promote** the work that is going on in the city (at present and throughout the campaign duration) to support those sleeping rough into interim short term accommodation, training and ultimately housing and/or employment.
- **Educate** key stakeholders and the wider population of Peterborough on the true facts of rough sleeping both nationally and locally. Dispel myths and give clear understanding of the situation in Peterborough
- **Empower** the people of Peterborough to pledge their support to ending rough sleeping on our streets, by providing proven ways in which they can help.

## Support

- Design and implement a structured outreach programme which brings together and coordinates the efforts of all those wanting to help rough sleepers. This will include:
  - schedule for night shelters
  - schedule for food donations
  - schedule for volunteers
  - other support services

## Support

- Create a **rehabilitation package** that will support rough sleepers from their first point of contact into night shelters into longer term training opportunities and ultimately housing and/or employment:
  - potential trading opportunities at the City Market and St Peter's Arcade
  - jobs at partner organisations
  - bespoke rough sleeper training workshops
  - bespoke rough sleeper recruitment workshops
  - city college workshops
  - drop in sessions to find out more about permanent housing options
  - befriending scheme – sponsors for rough sleepers to support and guide them during their first 12 months off the streets

## Promote

- Create **communication channels** including a dedicated website, social media accounts, e-newsletter and media liaison contacts.
- **Proactive campaign plan** with seasonal content and case studies to bring the campaign to life and celebrate its successes.
- **Marketing collateral** throughout the city including posters, beer mats, Facebook advertising, car park ticket adverts, bus panel adverts.
- **Foldable support cards** handed out to rough sleepers with details on how to get to night shelters, facilities that are there and other essential advice and contact numbers.

## Empower

- **Volunteers**, Anyone is welcome (eg hairdressers etc).
- **Donating trade advice, training opportunities** such as anyone who is willing to lead a course for free on a trade (eg plumbing, bricklaying).
- **Employment** from companies willing to offer apprenticeships and/or employment to former rough sleepers who have progressed through the rehabilitation programme.
- **Donating money** via contactless card windows, collection boxes and online via a dedicated campaign website and social media accounts.

## Branding – logo concept



## Branding examples marketing collateral



## Timeline - Phase One

### Set Up - Ready for October Launch:

- Branding and governance
- Launch event/Signing of Street Homelessness Charter
- Contactless windows
- Online donations page
- Timetable of support (fold out guide for rough sleepers)
- Website
- Facebook page
- E-Newsletter
- Marketing collateral
- Seasonal PR content
- Outreach officers to give advice to bars, restaurants and coffee shops
- Volunteering opportunities for members of the public

## Timeline - Phase Two

### April 2019 onwards

- Extended support and rehabilitation programme (could include befriending scheme, training workshops and apprenticeship opportunities)
- Extended website and further marketing collateral
- Central database for partnership
- Annual independent report to show effectiveness of approach

# Any Questions?



This page is intentionally left blank

<b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 9
<b>11 SEPTEMBER 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan, Interim Director of Law and Governance	
Contact Officer(s):	Paulina Ford, Senior Democratic Services Officer	Tel. 01733 452508

**MONITORING SCRUTINY RECOMMENDATIONS**

<b>R E C O M M E N D A T I O N S</b>	
<b>FROM:</b> Director of Governance	<b>Deadline date:</b> N/A
<p>It is recommended that the Adults and Communities Scrutiny Committee:</p> <ol style="list-style-type: none"> <li>1. Considers the responses from Cabinet Members and Officers to recommendations made at previous meetings as attached in Appendix 1 to the report and provides feedback including whether further monitoring of each recommendation is required.</li> </ol>	

**1. ORIGIN OF REPORT**

1.1 The Adults and Communities Scrutiny Committee agreed at a meeting held on 21 June 2017 that a report be provided at each meeting to note the outcome of any recommendations made at the previous meeting held thereby providing an opportunity for the Committee to request further monitoring of the recommendation should this be required.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The report enables the Scrutiny Committee to monitor and track progress on recommendations made to the Executive or Officers at previous meetings.

2.2 This report is for the Adults and Communities Scrutiny Committee to consider under its Terms of Reference No. *Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 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*

### 3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	-----

### 4. **BACKGROUND**

4.1 Appendix 1 of the report sets out the recommendations made to Cabinet Members or Officers at previous meetings of the Scrutiny Committee. It also contains summaries of any action taken by Cabinet Members or Officers in response to the recommendations.

4.2 The progress status for each recommendation is indicated and if the Scrutiny Committee confirms acceptance of the items marked as completed they will be removed from the list. In cases where action on the recommendation is outstanding or the Committee does not accept the matter has been adequately completed it will be kept on the list and reported back to the next meeting of the Committee. It will remain on the list until such time as the Committee accepts the recommendation as completed.

### 5. **ANTICIPATED OUTCOMES OR IMPACT**

5.1 Timelier monitoring of recommendations made will assist the Scrutiny Committee in assessing the impact and consequence of the recommendations.

### 6. **REASON FOR THE RECOMMENDATION**

6.1 To assist the Committee in assessing the impact and consequence of recommendations made at previous meetings.

### 7. **BACKGROUND DOCUMENTS**

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

7.1 Minutes of meeting held on 13 March 2018 and 10 July 2018.

### 8. **APPENDICES**

8.1 Appendix 1 – Monitoring Recommendations

ADULTS AND COMMUNITIES SCRUTINY COMMITTEE

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
13 March 2018	Cabinet Member for Growth, Planning, Housing and Economic Development / People and Communities	Homelessness Reduction Strategy	<p>1. The Cabinet Member for Growth, Planning, Housing and Economic Development contacts (i) the Secretary of State for Housing, Communities and Local Government, (ii) the Secretary of State for Work and Pensions, and (iii) the Local Government Association, seeking their support to amend legislation so that:</p> <p>(a) the Housing Benefit element of welfare benefit payments are paid direct to landlords rather than to tenants, in an attempt to encourage more landlords to offer their properties for homeless households or those at risk of becoming homeless; and,</p>	<p>A letter to the Secretary of State is being drafted for the Cabinet Member for Growth, Planning, Housing and Economic Development's consideration, with a view to making representation to government on issues of Housing Benefit payment and Section 21 notices identified by the Task and Finish group. This will be given to the Cabinet Member by 6th July for his approval.</p>	<b>Ongoing</b>

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
			(b) Section 21 of the Housing Act 1988 ( <i>Recovery of Possession on Expiry or Termination of Assured Shorthold Tenancy</i> ) is reviewed with a view to ending its widespread use, and in its place introduce legislation that provides for greater tenancy security in the private rented sector.		
10 July 2018	Councillor Irene Walsh, Cabinet Member for Communities	Integrated Communities Strategy	<p><b>RECOMMENDATION:</b></p> <p>The Adults and Communities Scrutiny Committee <b>RESOLVED</b> to recommend to the Peterborough Together Partnership that the work of the Select Committees be carried out in public in an open and inclusive way as much as possible.</p>	<p>Response from the Service Director: Community &amp; Safety:</p> <p>The process to develop proposals for the delivery plan was undertaken by a small number of themed partnership groups, comprising council staff and representatives from key organisations across the public, voluntary and community sectors. Only those ideas which were supported through this approach will be submitted as part of our delivery plan. Although</p>	<b>Complete</b>

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
				we described these groups as select committees, this is not the way they operated. However, where it is appropriate, we will be ensuring that project delivery is informed and shaped by communities as part of the implementation phase.	
10 July 2018	Councillor Irene Walsh, Cabinet Member for Communities	Integrated Communities Strategy	<p><b>RECOMMENDATION :</b></p> <p>The Adults and Communities Scrutiny Committee <b>RESOLVED</b> to recommend that representatives of the following organisations are included on the Board of the Peterborough Together Partnership:</p> <ul style="list-style-type: none"> <li>• Peterborough Trades Union Council</li> <li>• Armed Forces Partnership Board</li> <li>• Representatives from opposition parties of the Council</li> <li>• North West Anglia NHS Foundation Trust</li> <li>• Peterborough Regional College</li> </ul>	<p>Response from the Service Director: Community &amp; Safety:</p> <p>A formal paper and recommendation will be taken to the next meeting of the Peterborough Together Partnership to increase the membership as per the Scrutiny Committee's recommendations.</p>	<b>Ongoing</b>

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
			<ul style="list-style-type: none"> <li>City College Peterborough</li> </ul>		
10 July 2018	Councillor Irene Walsh, Cabinet Member for Communities	9. Environmental Enforcement – Kingdom Review	<p><b>RECOMMENDATION:</b></p> <p>The Adults and Communities Scrutiny Committee <b>RESOLVED</b> to recommend to Cabinet that those areas of enforcement currently carried out by Kingdom Environmental Services should be brought in-house and operated directly by the Council once the trial period had concluded.</p>	<p>Response from the Cabinet Member for Communities:</p> <p>We have been pleased with the positive impact the pilot contract with Kingdom has had on our city centre and in the Millfield area. We want to ensure this good work continues, by making this kind of proactive enforcement activity a mainstreamed service. Officers are currently reviewing the most appropriate delivery model to achieve this. This includes considering the benefits of delivering the service in-house. It is too early to update the Committee on the details and outcomes of this work, but we will ensure an update is provided as quickly as possible. Meanwhile, the current arrangement with</p>	<b>Ongoing</b>

<b>Meeting date Recommendations Made</b>	<b>Portfolio Holder / Directorate Responsible</b>	<b>Agenda Item Title</b>	<b>Recommendation Made</b>	<b>Action Taken</b>	<b>Progress Status</b>
				Kingdom can remain in place until the end of the current financial year if necessary.	

This page is intentionally left blank

<b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 10
<b>11 SEPTEMBER 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan, Interim Director of Law and Governance		
Cabinet Member(s) responsible:	Cabinet Member for Resources		
Contact Officer(s):	Paulina Ford, Senior Democratic Services Officer	Tel. 01733 452508	

**FORWARD PLAN OF EXECUTIVE DECISIONS**

R E C O M M E N D A T I O N S	
<b>FROM:</b> Senior Democratic Services Officer	<b>Deadline date:</b> N/A
<p>It is recommended that the Adults and Communities Scrutiny Committee:</p> <ol style="list-style-type: none"> <li>1. Considers the current Forward Plan of Executive Decisions and identifies any relevant items for inclusion within their work programme or request further information.</li> </ol>	

**1. ORIGIN OF REPORT**

1.1 The report is presented to the Committee in accordance with the Terms of Reference as set out in section 2.2 of the report.

**2. PURPOSE AND REASON FOR REPORT**

2.1 This is a regular report to the Adults and Communities Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

2.2 This report is for the Adults and Communities Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 3.3:

The Scrutiny Committees will:

(f) Hold the Executive to account for the discharge of functions in the following ways:

*ii)* By scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan of Executive Decisions;

**3. TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	-----

**4. BACKGROUND AND KEY ISSUES**

4.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The Forward Plan contains those Executive Decisions which the Leader of the Council believes that

the Cabinet or individual Cabinet Member(s) can take and any new key decisions to be taken after 1 October 2018.

4.2 The information in the Forward Plan of Executive Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these executive decisions, or to request further information.

4.3 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.

4.4 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.

## **5. CONSULTATION**

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

## **6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 After consideration of the Forward Plan of Executive Decisions the Committee may request further information on any Executive Decision that falls within the remit of the Committee.

## **7. REASON FOR THE RECOMMENDATION**

7.1 The report presented allows the Committee to fulfil the requirement to scrutinise Key Decisions which the Executive is planning to take, as set out in the Forward Plan of Executive Decisions in accordance with their terms of reference as set out in Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 3.3.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 N/A

## **9. IMPLICATIONS**

### **Financial Implications**

9.1 N/A

### **Legal Implications**

9.2 N/A

## **10. BACKGROUND DOCUMENTS**

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

10.1 None

## **11. APPENDICES**

11.1 Appendix 1 – Forward Plan of Executive Decisions

## **FORWARD PLAN**

### **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

# **PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS**

123

PUBLISHED: 31 AUGUST 2018

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 Cereste; 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](mailto: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](mailto: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](http://www.peterborough.gov.uk/executivedeisions). If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Democratic 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 1 OCTOBER**

<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 INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<p><b>Permanency Services Contract Variation – KEY/01OCT18/01</b>                      To agree a variation to the Permanency Services Contract</p>	<p><b>Councillor Smith, Cabinet Member for Children’s Services</b></p>	<p><b>October 2018</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant Internal and External Stakeholders</p>	<p>Helene Carr, Head of Children’s Social Care Commissioning - Peterborough &amp; Cambridgeshire, 07904 909039, 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>

51

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>Amendment to Loan Facility- KEY/01OCT18/02</b> A loan facility previously approved by Cabinet requires approval of an amendment to that facility</p>	<p><b>Councillor Seaton, Cabinet Member for Resources</b></p>	<p><b>October 2018</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>This decision will be taken after consultation with the Council's legal and financial advisors</p>	<p>Peter Carpenter, Acting Corporate Director Resources, 01733 384564, peter.carpenter@peterborough.gov.uk  carole.coe@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>

**PREVIOUSLY ADVERTISED KEY DECISIONS**

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>	
1. 127	<b>Affordable Warmth Strategy 2017 – 2019</b> <b>KEY/17APR17/03</b> Recommendation to approve the Affordable Warmth Strategy 2017 – 2019	<b>Councillor Walsh,</b> <b>Cabinet Member</b> <b>for Communities</b>	<b>September 2018</b>	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

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>2. Approval to award places on the Pseudo DPS for Residential Care Providers - KEY/29MAY17/04</b> 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><b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b></p>	<p><b>October 2018</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Gary Jones, Interim Head of Adults Commissioning Social Care Tel: 01733 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>

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
3.	<b>Award of Contract - Social Care Platform - KEY/24JULY17/01</b> To approve the award of a contract to develop and implement a technology platform that would sit across the current adult and children's social care IT systems	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>September 2018</b> Growth, Environment & Resources Scrutiny Committee	All Wards	Relevant internal and external stakeholders.  N/A	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: <a href="mailto:Peter.carpenter@peterborough.gov.uk">Peter.carpenter@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>
4.	<b>Award of Contract - Social Care e-marketplace – KEY/24JULY17/02</b> To approve the awarding of a contract to provide a social care e-marketplace IT system	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>September 2018</b> Growth, Environment & Resources Scrutiny Committee	All Wards	Relevant internal and external stakeholders.  N/A	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: <a href="mailto:Peter.carpenter@peterborough.gov.uk">Peter.carpenter@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
5.	<b>Award of Contract - Social Care Operating Model – KEY/24JULY17/05</b> To approve the awarding of a contract to develop a social care operating model	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>September 2018</b> Growth, Environment & Resources Scrutiny Committee	All Wards	Relevant internal and external stakeholders.  N/A	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: <a href="mailto:Peter.carpenter@peterborough.gov.uk">Peter.carpenter@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
6.	<b>Acquisition of Regeneration Site – KEY/24JULY17/06</b> To approve the acquisition of a local regeneration site.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>September 2018</b> Growth, Environment & Resources Scrutiny Committee	Central	Relevant Internal and External Stakeholders.	Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: <a href="mailto:Jane.mcdaid@peterborough.gov.uk">Jane.mcdaid@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p>7. <b>Continuation of Housing Renewal Policy grants through the Care &amp; Repair Agency – KEY/18SEP17/02</b>            Permission is sought to continue to use the current tendering processes for non framework works funded through Repairs Assistance Grants and Disabled Facility Grants. A full procurement process is being undertaken to introduce frameworks for all of this work which is aimed to be in place by the 1st May 2018. This interim arrangement will allow the capital programme to be continued</p>	<p><b>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>September 2018</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All</p>	<p>Relevant internal and external stakeholders.             CMDN published on website</p>	<p>Sharon Malia, Housing Programmes Manager, Tel: 01733 863764 Email: <a href="mailto:sharon.malia@peterborough.gov.uk">sharon.malia@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>	
<p>8.</p>	<p><b>Award of contract for the expansion and partial remodelling of Ken Stimpson Community School – KEY/18SEP17/03</b>  The intention is to expand the school by 2 forms of entry (300 additional pupils plus 150 sixth form) to meet the growing need for secondary school places. A new building block is planned on the site with an extension to the dining hall and minor remodelling to an adjacent building. As part of the remodelling the on site library will be demolished - following its relocation to a suitable site close by.</p>	<p><b>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</b></p>	<p><b>September 2018</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>Werrington</p>	<p>Relevant internal and external stakeholders.</p> <p>Consultation will include: Senior School Management team, Sport England, local residents and the Department For Education</p>	<p>Stuart Macdonald. Schools Infrastructure e.  Tel: 07715 802 489.  Email: <a href="mailto:stuart.macdonald@pet-erborough.gov.uk">stuart.macdonald@pet-erborough.gov.uk</a></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 2015 -2022</p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p>9. <b>Approval of contract for the delivery of Lot 1 - General Information, Advice and Guidance Services and Lot 2 - Specialist Information, Advice and Guidance Services – KEY/16OCT17/04</b> Following competitive procurement of these services, to approve the contract to deliver Lot 1 Generalist Information, Advice and Guidance Services - Homelessness Prevention; and Lot 2 Specialist Information, Advice and Guidance Services - supporting protected characteristic groups.</p>	<p><b>Councillor Seaton, Cabinet Member for Resources</b></p>	<p><b>September 2018</b></p>	<p>Adults and Communities</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Voluntary sector advice agencies consulted in service design. Market testing of providers has also taken place.</p>	<p>Ian Phillips, Senior Policy Manager Tel: 01733 863849 Email: <a href="mailto:ian.phillips@peterborough.gov.uk">ian.phillips@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
10.	<b>ICT Infrastructure works for Fletton Quays – KEY/13NOV17/02</b> To agree to the procurement of ICT infrastructure works for Fletton Quays	<b>Councillor Seaton, Cabinet Member for Resources</b>	<b>September 2018</b> Growth, Environment & Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: <a href="mailto:Peter.carpenter@peterborough.gov.uk">Peter.carpenter@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. 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).

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
11.	<b>Expansion and Remodelling of Marshfields School – KEY/11DEC17/03</b> To approve the proposed expansion and remodelling of Marshfields school	<b>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</b>	<b>September 2018</b> Children and Education Scrutiny Committee	Dogsthorpe Ward	Relevant internal and external stakeholders.  Public Consultation Meeting	Sharon Bishop, Capital Projects & Assets Officer Tel: 01733 863997 Email: <a href="mailto:Sharon.bishop@peterborough.gov.uk">Sharon.bishop@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  School Organisational Plan
12.	<b>Purchase of land and building in the centre of Peterborough – KEY/11DEC17/06</b> To delegate authority to the Corporate Director of Growth and Regeneration to purchase the property	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>September 2018</b> Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders	Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: <a href="mailto:jane.mcdaid@peterborough.gov.uk">jane.mcdaid@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
13.	<p><b>Purchase of building in the centre of Peterborough – KEY/11DEC17/08</b> To delegate authority to the Corporate Director of Growth and Regeneration to purchase the property</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>September 2018</b> Growth, Environment and Resources Scrutiny Committee</p>	<p>Central</p>	<p>Relevant internal and external stakeholders</p>	<p>Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: <a href="mailto:Jane.mcdaid@peterborough.gov.uk">Jane.mcdaid@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>
14.	<p><b>Purchase of land to the east of the city - KEY/25DEC17/02</b> Delegate authority to the Corporate Director of Growth and Regeneration to purchase the property.</p>	<p><b>Cabinet Member for Resources, Councillor Seaton</b></p>	<p><b>September 2018</b> Growth, Environment and Resources Scrutiny Committee</p>	<p>East</p>	<p>Relevant internal and external stakeholders</p>	<p>Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: <a href="mailto:Jane.mcdaid@peterborough.gov.uk">Jane.mcdaid@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
138 15.	<b>A605 Whittlesey Access Phase 2 - Stanground Access - KEY/25DEC17/03</b> To approve the design and construction of the A605 Stanground East Junction Improvements for the financial year of 2017/18 - 2018-19 and authorise the associated package of work to be issued to Skanska Construction UK Limited under the Council's existing agreement with SKANSKA dated 18th September 2013 (the Highways Services Agreement).	<b>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</b>	<b>September 2018</b> Growth, Environment and Resources Scrutiny Committee	Stanground South	Relevant internal and external stakeholders.  The scheme is included in the fourth Local Transport Plan. Further consultation will be undertaken during the design process, including ward Councillors.	Lewis Banks, Principal Sustainable Transport Planning Officer.  Tel: 01733 317465, Email: 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.  Fourth Local Transport Plan: <a href="http://www.peterborough.gov.uk">www.peterborough.gov.uk</a> /ltp National Productivity Investment Fund for the Local Road Network Application Form: <a href="https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/residents/transport-and-streets/A605Application.pdf?inline=true">https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/residents/transport-and-streets/A605Application.pdf?inline=true</a>

<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>
<p>139</p> <p><b>16. Approval of funding allocation for the improvement to open spaces in the CAN Do area of the city as part of the capital regeneration programme for the area - KEY/25DEC17/04</b> Improvement to open spaces in the CAN Do area of the city as part of the capital regeneration programme for the area</p>	<b>Councillor Cereste, Cabinet Member for Waste and Street Scene</b>	<b>September 2018</b>	Growth, Environment and Resources Scrutiny Committee	Central, North & Park wards	<p>Relevant internal and external stakeholders.</p> <p>Community engagement with local residents, businesses &amp; partner organisations</p>	<p>Cate Harding, Community Capacity Manager.</p> <p>Tel: 01733 317497. Email: Cate.harding@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>Budget allocation in MTFP 2017/18</p>
<p><b>17. Approval of funding allocation for community facility improvements in the CAN Do area of the city as part of the capital Regeneration Programme for the area - KEY/25DEC17/05</b> community facility improvements in the CAN Do area of the city as part of the capital Regeneration Programme for the area</p>	<b>Councillor Seaton, Cabinet Member for Resources</b>	<b>September 2018</b>	Growth, Environment and Resources Scrutiny Committee	Central, North & Park wards	<p>Relevant internal and external stakeholders.</p> <p>Community engagement with residents, groups, businesses and partner organisations</p>	<p>Cate Harding, Community Capacity Manager.</p> <p>Tel: 01733 317497. Email: cate.harding@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>Budget allocation of £4m in MTFP 2017/8</p>

<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>
<p><b>18. Approval of funding allocation for the public realm improvements within the CAN Do area of the city as part of the capital regeneration programme for the area - KEY/25DEC17/06</b> public realm improvements within the CAN Do area</p>	<p><b>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>September 2018</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central, North &amp; Park wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Community engagement with local residents, groups, businesses and partner agencies</p>	<p>Cate Harding, Community Capacity Manager. Tel: 01733 317497. Email: cate.harding@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>Budget allocation £3m in MTFP 2017/18</p>
<p><b>19. Extension to the Section 75 Agreement for Learning Disabilities Services KEY/30APRIL18/01</b> Extension of the existing staff and commissioned arrangements for a period of 12 months</p>	<p><b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b></p>	<p><b>September 2018</b></p>	<p>Health Scrutiny Committee</p>	<p>All wards</p>	<p>Consultation with key stakeholders to agree this interim approach</p>	<p>Cris Green Tel: 01733 207164 Email: cris.green@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>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p>20. <b>Authority to enter into contracts with suppliers following termination of the Amey Contract – KEY/14MAY18/01</b>            To authorise the Corporate Director for Growth &amp; Regeneration to enter into contracts for a limited period with suppliers originally subcontracted by Amey whose arrangements will cease in September 2018. The services supplied are managed by NPS Ltd and will be included in an upcoming tender as follows:            (i) Building Management Services (Plumbing and Water, Gas Maintenance, Fire Equipment, Lifts etc.            (ii) External Maintenance            (iii) General Repairs</p>	<p><b>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>September 2018</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Extensive consultation with colleagues within the Council and the subcontracted suppliers. The consultation with suppliers has focused on the immediate arrangements post Amey and alerting them to the fact that this business will be subject to full procurement within the next 3 months.</p>	<p>Andy Cox, Senior Contracts &amp; Partnerships Manager, Tel: 452465, Email: andy.cox@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>

<b>DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<b>21.</b>	<b>Construction of new school building - Heltwate School - KEY/14MAY18/02</b> Construction of a new school building to accommodate the expansion of Heltwate School	<b>Councillor Ayres, Cabinet Member for Education, Skills and University</b>	<b>October 2018</b>	Children and Education Scrutiny Committee	East Ward	Relevant internal and external stakeholders	Sharon Bishop, Capital Projects & Assets Officer, 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.  School Organisational Plan 2017

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p>22. <b>Approval for contract to be awarded to Skanska to deliver widening of the A605 Oundle Road between Alwalton and Lynch Wood Business Park - KEY/11JUN18/03</b> Approval for contract to be awarded to Skanska to deliver widening of the A605 Oundle Road between Alwalton and Lynch Wood Business Park. The council has received funding (£720k) from the Cambridgeshire and Peterborough Combined Authority to deliver the scheme. In addition the council has also allocated internal funding (£773k) towards the scheme.</p>	<p><b>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>September 2018</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Orton Waterville</p>	<p>Relevant internal and external stakeholders</p> <p>Consultation will take place once the scheme design is completed. This is expected to be later this summer.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer.</p> <p>Tel: 01733 317465, Email: 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>Cambridgeshire and Peterborough Combined Authority meeting notes confirming grant funding allocation. Also CMDN for award of contract to Skanska for provision of Professional Services under Peterborough Highway Services partnership.</p>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>	
23.	<b>Disposal of freehold in Centre of the City - KEY/12JUN18/01</b> To delegate authority to the Corporate Director of Growth and Regeneration to sell the property	<b>Councillor Seaton, Cabinet Member for Resources</b>	<b>September 2018</b>	Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders	Jane McDaid, Head of Peterborough Property, Tel: 07970 024 893 Email: jane.mcdaid@Peterborough.gov.uk"	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
24.	<b>Disposal of part of freehold in West of the City - KEY/12JUN18/02</b> Disposal of part of freehold in West of the City	<b>Councillor Seaton, Cabinet Member for Resources</b>	<b>September 2018</b> Growth, Environment and Resources Scrutiny Committee	Bretton	Relevant internal and external stakeholders	Jane McDaid, Head of Peterborough Property, Tel: 07970 024 893 Email: jane.mcdaid@Peterborough.gov.uk"	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

<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>	
<p>25.</p> <p>146</p>	<p><b>Approval of funding for the provision of accommodation to reduce homelessness - KEY/25JUNE18/01</b>            Following Cabinet Decision JAN18/CAB/18 this is a new project to increase the supply of housing and address the demand for accommodation resulting from the increase in homelessness.</p>	<p><b>Councillor Seaton, Cabinet Member for Resources</b></p>	<p><b>September 18</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p> <p>The issues associated with homelessness in Peterborough have been subject to significant discussion in various forums, including the Council's Adults and Communities Scrutiny, Cabinet and Full Council</p>	<p>Adrian Chapman, Service Director for Communities and Safety.            Tel: 01733 863887            Email: adrian.chapman@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>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).</p>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>26. To approve the awarding of contracts to external providers following a competitive tender exercise led by Cambridgeshire County Council. - KEY/25JUNE18/02</b>            Cambridgeshire County has recently conducted a tendering exercise to establish a Dynamic Purchasing System for the provision Supported Living Services for Adults with a Learning Disability (Reference number: DN311905). Peterborough City Council is the named authority under this arrangement and would want to commission care and support packages (call-off).</p>	<p><b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b></p>	<p><b>September 18</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p> <p>Relevant consultations has been carried out with the service users, family carers, Health colleagues and care and support providers across Cambridgeshire and Peterborough.</p>	<p>Mubarak Darbar, Head of Integrated Commissioning, Tel: 07718654207, Email: mubarak.darbar@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>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
27.	<b>Amendment to Loan Facility - KEY/09JUL18/02</b> A loan facility previously approved by Cabinet requires approval of an amendment to that facility	<b>Councillor Seaton, Cabinet Member for Resources</b>	<b>September 18</b> Growth, Environment and Resources Scrutiny Committee	All Wards	Relevant internal and external stakeholders  This decision will be taken after consultation with the Council's legal and financial advisors	Peter Carpenter, Acting Director of Corporate Resources, Tel: 01733 452520, Email: peter.carpenter@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>	
28.	<b>To lease the North Wing of the Town Hall - KEY/09JUL18/03</b> Delegate authority to the Corporate Director of Growth and Regeneration to let the property	<b>Councillor Seaton, Cabinet Member for Resources</b>	<b>September 2018</b>	Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders	Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: <a href="mailto:Jane.mcdaid@peterborough.gov.uk">Jane.mcdaid@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p>29. <b>Provision of accommodation to reduce homelessness</b>  <b>KEY/23JULY18/01-</b>            This is a new project to increase the supply of housing and address the demand for accommodation resulting from the increase in homelessness</p>	<p><b>Councillor Seaton, Cabinet Member for Resources</b></p>	<p><b>September 2018</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>The issues associated with homelessness in Peterborough have been subject to significant discussion in various forums, including the Council's Adults and Communities Scrutiny, Cabinet and Full Council</p>	<p>Adrian Chapman, Service Director for Communities and Safety.            Tel 01733 863887            Email adrian.chapman@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>30. Approval of funding for the provision of accommodation to reduce homelessness KEY/23JULY18/02</b></p> <p>Following Cabinet Decision JAN18/CAB/18 this is a new project to increase the supply of housing and address the demand for accommodation resulting from the increase in homelessness</p>	<p><b>Councillor Seaton, Cabinet Member for Resources</b></p>	<p><b>September 2018</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>The issues associated with homelessness in Peterborough have been subject to significant discussion in various forums, including the Council's Adults and Communities Scrutiny, Cabinet and Full Council</p>	<p>Adrian Chapman, Service Director for Communities and Safety. Tel 01733 863887 Email: adrian.chapman@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>
<p><b>31. Budget Approval - KEY/20AUG18/01</b></p> <p>Approve the refurbishment of the Town Hall North within an agreed budget and authorise the Corporate Director Growth and Communities to enter into a design and build contract with the procured contractor.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p>September 2018</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Not applicable</p>	<p>Stuart Macdonald. Strategic Development Consultant (Property) 07715 802 489. stuart.macdonald@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>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
32.	<b>IT Strategy – KEY/3SEP18/01</b> Approval of an IT Strategy and associated investment for the 2019 to 2022 time period	<b>Councillor Seaton, Cabinet Member for Resources</b>	<b>September 2018</b> Growth, Environment and Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: <a href="mailto:Peter.carpenter@peterborough.gov.uk">Peter.carpenter@peterborough.gov.uk</a>	IT Improvement Plan 23/07/18. There will be the possibility of an exempt annex if the report contains commercial information.  It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
33.	<b>University Delivery Vehicle – KEY/3SEP18/02</b> Approval and setting up of an appropriate delivery vehicle with University project partners to move council assets to enable the deliver of the university.	<b>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</b>	<b>September 2018</b> Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: <a href="mailto:Peter.carpenter@peterborough.gov.uk">Peter.carpenter@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

<i><b>DECISION REQUIRED</b></i>	<i><b>DECISION MAKER</b></i>	<i><b>DATE DECISION EXPECTED</b></i>	<i><b>RELEVANT SCRUTINY COMMITTEE</b></i>	<i><b>WARD</b></i>	<i><b>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b></i>	
<p>153</p> <p><b>34.</b></p>	<p><b>To retain the footbridges on junction 18 / Rhubarb Bridge – KEY/17SEP18/01</b>            In a previous CMDN reference was made that the bridges would be demolished. Subject to a Cross Party Working Group recommendation and Cabinet approval, it is the intention that these bridges will remain and that we will reassign the proportion of the overall budget allocated to demolish the footbridges to instead make significant repairs to the bridge structures.</p>	<p><b>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>23 September 2018</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>A number of wards in the urban area</p>	<p>This is the result of previous consultation where a number of people said they wanted the bridges to remain</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>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>	
<p>35.</p> <p>154</p>	<p><b>Approval of funding for the provision of accommodation to reduce homelessness – KEY/17SEP18/02</b>            Following Cabinet Decision JAN18/CAB/18 this is a new project to increase the supply of housing and address the demand for accommodation resulting from the increase in homelessness</p>	<p><b>Councillor Seaton, Cabinet Member for Resources</b></p>	<p><b>October 2018</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards</p>	<p>The issues associated with homelessness in Peterborough have been subject to significant discussion in various forums, including the Council's Adults and Communities Scrutiny, Cabinet and Full Council</p>	<p>Adrian Chapman, Service Director for Communities and Safety.            adrian.chapman@peterborough.gov.uk</p> <p>carole.coe@peterborough.gov.uk</p>	<p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p> <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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

**KEY DECISIONS TO BE TAKEN IN PRIVATE**

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</b>
<p><b>Approval of Company Business Plan – KEY/17SEP18/03</b>                      New Council Company needs to be set up and ready to trade from 2 February 2019.</p>	<b>Cabinet</b>	<b>3 December 2018</b>	Growth, Environment and Resources Scrutiny Committee	All wards	Affected Amey employees and union representatives.	Annette Joyce Service Director – Environment and Economy, 01733 452280  alexandra.maxey@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

**PART 3 – NOTIFICATION OF NON-KEY DECISIONS**

**NON-KEY DECISIONS**

<i><b>DECISION REQUIRED</b></i>	<i><b>DECISION MAKER</b></i>	<i><b>DATE DECISION EXPECTED</b></i>	<i><b>RELEVANT SCRUTINY COMMITTEE</b></i>	<i><b>WARD</b></i>	<i><b>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b></i>
No new items							

## NON-KEY DECISIONS

### PREVIOUSLY ADVERTISED 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>
157 <b>1. Proposal for Loan of Senior Management Staff Under Joint Arrangements –</b> To approve a sharing agreement for senior management staff.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>September 2018</b>	Growth, Environment & Resources Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Fiona McMillan Interim Director of Law and Governance Tel: 01733 452361 Email: Fiona.McMillan@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>2. Funding of Information, Advice and Guidance services within the voluntary sector -</b> To authorise award of grants.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>September 2018</b>	Growth, Environment & Resources Scrutiny Committee	All wards	Relevant internal and external stakeholders	Ian Phillips Senior Policy Manager Tel: 01733 863849 Email: ian.phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<b>DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
3.	<p><b>Daily cleanse around Gladstone Street and nearby streets -</b> Daily mechanical cleanse in the area focused around Gladstone Street and other nearby streets. This will encompass a mechanical sweeper and operative.</p>	<p><b>Councillor Cereste, Cabinet Member for Waste and Street Scene</b></p>	<p><b>September 2018</b></p>	<p>Growth, Environment &amp; Resources Scrutiny Committee</p>	<p>Central Ward</p>	<p>Relevant internal and external stakeholders. Cross party task and finish group report which went to the Growth, Environment and Resources Scrutiny Committee</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>
4.	<p><b>A Lengthmans to be deployed on Lincoln Road Millfield -</b> 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><b>Councillor Cereste, Cabinet Member for Waste and Street Scene</b></p>	<p><b>September 2018</b></p>	<p>Growth, Environment &amp; Resources Scrutiny Committee</p>	<p>Central Ward</p>	<p>Relevant internal and external stakeholders.  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>

<b>DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<b>5.</b>	<b>2017/18 VCS grant funding -</b> Award of grant to VCS organisations to provide Information, Advice and Guidance services	<b>Councillor Seaton, Cabinet Member for Resources</b>	<b>September 2018</b>	Adults and Communities Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Ian Phillips Senior Policy Manager Tel: 863849 Email: <a href="mailto:ian.phillips@peterborough.gov.uk">ian.phillips@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>6.</b>	<b>Inclusion of Investment Acquisition Strategy in the Council's Medium Term Financial Strategy (MTFS) -</b> To recommend to Council that the Investment Acquisition Strategy be included in the Medium Term Financial Strategy to enable the Council to acquire investment properties	<b>Cabinet</b>	<b>3 December 2018</b>	Growth, Environment and Resources	N/A	Relevant internal and external stakeholders	Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: <a href="mailto:Jane.mcdaid@peterborough.gov.uk">Jane.mcdaid@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
7.	<b>Grant funding for voluntary organisations –</b> To provide funding for voluntary organisations in Peterborough to carry out essential support for vulnerable people, particularly in relation to welfare benefits assistance and other crisis support.	<b>Councillor Seaton, Cabinet Member for Resources</b>	<b>September 2018</b> Adults and Communities Scrutiny Committee	N/A	Relevant internal and external stakeholders.	Ian Phillips Social Inclusion Manager Tel: 01733 863849 Email: <a href="mailto:Ian.Phillips@peterborough.gov.uk">Ian.Phillips@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
108.	<b>Public Space Protection Order -</b> The Cabinet Member to authorise commencement of the necessary public consultation for the Public Space Protection Order under Section 72 (3) of the Anti-Social Behaviour, Crime & Policing Act 2014	<b>Councillor Walsh, Cabinet Member for Communities</b>	<b>September 2018</b> Adults and Communities	Fletton and Woodston	Police, Fire Service, Internal PCC departments, local residents	Laura Kelsey, Senior PES Officer E-mail: <a href="mailto:laura.kelsey@peterborough.gov.uk">laura.kelsey@peterborough.gov.uk</a> Tel: 01733 453563	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>	
9.	<b>Approval of Additional Powers to the Combined Authority (Transfer of Powers)</b> - Approve additional powers for the Combined Authority via a Statutory Instrument for Adult Skills Commissioning.	<b>Councillor Holdich, Leader of the Council and Member of the Cambridge shire and Peterborough Combined Authority</b>	<b>September 2018</b>	Growth, Environment and Resources Scrutiny Committee	All	All Councils in Peterborough and Cambridgeshire have to agree to the transfer	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: <a href="mailto:Peter.carpenter@peterborough.gov.uk">Peter.carpenter@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  Combined Authority Statutory Instrument Request

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>	
10.	<b>Food and Feed Service Plan</b> - This plan sets out how the council will meet its statutory food safety, food standards, and animal feed duties across its shared services.	<b>Councillor Walsh, Cabinet Member For Communities</b>	<b>September 2018</b>	Growth, Environment and Resources Scrutiny Committee	All Ward	<p>All relevant internal and external stakeholders.</p> <p>This plan has been consulted on with our shared service partners Cambridgeshire County Council, and Rutland County Council, in addition the plan has been shared with the Food Standards Agency.</p>	Liz Adamson, Principal Environmental Health Officer - Food and Safety Tel: 01733 453542 Email: <a href="mailto:liz.adamson@peterborough.gov.uk">liz.adamson@peterborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p>11. <b>To approve the write-off of any uncollectable debts in excess of £10,000 -</b>            Authorisation of the write-off of the debts in excess of £10,000 in respect of non-domestic rates, council tax, housing benefit overpayments and sundry debt (including property debt) accounts, in accordance with standard financial practices. All cases requested for write-off follow a lengthy process to recover the outstanding money, and only once all avenues have been exhausted will the council consider writing off debt as part of recommended budget management processes.</p>	<p><b>Councillor Seaton, Cabinet Member for Resources</b></p>	<p><b>September 2018</b></p>	<p>Growth Environment &amp; Resources Scrutiny Committee</p>	<p>N/A</p>	<p>N/A</p>	<p>Peter Carpenter, Acting Director of Corporate Resources, 01733 452520, peter.carpenter@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>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
12.	<b>Discretionary Rate Relief -</b> To determine various discretionary rate reliefs for 2018/19 and future years. This will cover standard council reliefs funded in the usual manner, the 2018/19 local DRR, pub relief for 2018/19 and relief for small businesses for 2018/19 onwards all of which are government funded.	<b>Councillor Seaton, Cabinet Member for Resources</b>	<b>September 2018</b> Growth Environment & Resources Scrutiny Committee	All	No other consultation required.	Bruce Bainbridge, Finance Manager Tel: 01733 - 384583, Email: bruce.bainbridge@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
13.	<b>Recommendation for Cabinet to adopt Peterborough City Council's Tree and Woodland Strategy</b> Consideration and adoption of the Trees and Woodland Strategy by Cabinet and then Full Council	<b>Cabinet</b>	<b>Cabinet – 24<sup>th</sup> September</b> Growth, Environment & Resources Scrutiny Committee	All	Formal public consultation following submission to Cabinet 15th Jan 2018	Darren Sharpe, Natural & Historic Environment Manager Email: darren.sharpe@peterborough.gov.uk Tel: 01733 453596	It is not anticipated that there will be any documents other than the report and relevant appendices

**PART 4 – NOTIFICATION OF KEY DECISIONS TAKEN UNDER URGENCY PROCEDURES**

<b><i>DECISION TAKEN:</i></b>	<b><i>DECISION MAKER</i></b>	<b><i>DATE DECISION TAKEN</i></b>	<b><i>RELEVANT SCRUTINY COMMITTEE</i></b>	<b><i>WARD</i></b>	<b><i>CONSULTATION</i></b>	<b><i>CONTACT DETAILS / REPORT AUTHORS</i></b>	<b><i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i></b>
No new items							

## **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

Electoral 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 Town Hall, Bridge Street, Peterborough, PE1 1HG**

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.

THIS PAGE IS LEFT INTENTIONALLY BLANK

This page is intentionally left blank

## Adults and Communities Scrutiny Committee Work Programme 2018/2019

Updated: 24 August 2018

Meeting Date	Item	Indicative Timings	Comments
<b>18 JUNE 2018</b> Joint Scrutiny of the Budget Meeting	<b>Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche One</b> To scrutinise the Executives proposals for the Medium Term Financial Strategy 2019//20 to 2021/22 Tranche One Proposals. <b>Contact Officer: Peter Carpenter</b>		
<b>10 JULY 2018</b> <i>Draft Report 19 June</i> <i>Final Report 28 June</i>	<b>Co-opted Member Report</b> To agree to the appointment of co-opted members to the committee for the municipal year 2018.2018. <b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b>		
	<b>Integrated Communities Strategy</b> To review the progress made in developing the Peterborough Together partnership and proposals for developing the delivery plan for submission to Government. <b>Contact Officer: Ian Phillips / Sarah Ferguson</b>		
	<b>Homelessness Strategy and Rough Sleeping Action Plans Progress Report</b> To scrutinise and comment on the progress being made on the Homelessness Reductions Strategy Action Plan and the recommendations of the rough sleeping Task & Finish group. <b>Contact Officer: Sarah Ferguson</b>		
	<b>CRIME AND DISORDER SCRUTINY COMMITTEE</b>		

Meeting Date	Item	Indicative Timings	Comments
	<p><b>Domestic Abuse and Sexual Violence Strategy – Progress in 2017/18</b>            To scrutinise and note the progress of the delivery of Cambridgeshire and Peterborough’s Violence Against Women’s and Girls (Domestic Abuse and Sexual Violence) Strategy during 2017 – 2018 and comment on priorities for 2018/ 2019.</p> <p><b>Contact Officer: Sarah Ferguson</b></p>		
	<p><b>Environmental Enforcement – Kingdom Review</b>            To scrutinise the current performance and delivery in relation to the existing environmental enforcement contract and comment on the future plans for tackling environmental crime within the Prevention and Enforcement Service as it evolves into a more integrated community model.</p> <p><b>Contact Officer: Rob Hill</b></p>		
	<p><b>Review Of 2016/2017 And Work Programme For 2018/2019</b>            To review the work undertaken during 2017/18 and to consider the work programme of the Committee for 2018/2019</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
	<p><b>Forward Plan of Executive Decisions</b>            That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		

Meeting Date	Item	Indicative Timings	Comments
<b>11 SEPTEMBER 2018</b> <i>Draft Report 21 August</i> <i>Final Report 30 August</i>	<b>Adult Social Care Annual Complaints Report 2017/2018</b>  To scrutinise the Adult Social Care Annual Complaints Report for 2017/18.  <b>Contact Officer: Jacky Cozens / Debbie McQuade</b>		
	<b>Cambridgeshire and Peterborough Safeguarding Adult Board Annual Report 2017-18</b>  To Scrutinise the Cambridgeshire and Peterborough Safeguarding Adult Board Annual Report 2017-2018  <b>Contact Officer: Russell Wate / Helen Duncan (Head of Safeguarding)</b>		
	<b>Community Resilience : A Shared Approach</b>  To scrutinise the proposed Cambridgeshire and Peterborough Partnership approach to community resilience.  <b>Contact Officer: Sarah Ferguson</b>		
	<b>Safer off the Streets</b>  To scrutinise the work of the Safer off the Streets partnership.  <b>Contact Officer: Sean Evans</b>		
	<b>Monitoring Scrutiny Recommendations</b> To monitor progress made on recommendations made at the previous meeting. <b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b>		

Meeting Date	Item	Indicative Timings	Comments
	<p><b>Forward Plan of Executive Decisions</b> That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
	<p><b>Work Programme 2018/2019</b> To consider the Work Programme for 2018/2019</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
<p><b>13 NOVEMBER 2018</b> <i>Draft Report 23 October 2018</i> <i>Final Report 1 November 2018</i></p>	<p><b>Community Asset Transfer – progress report</b></p> <p><b>Contact Officer: Sarah Ferguson</b></p>		
	<p><b>Integrated Communities Strategy / Inclusive Cities Programme – review of delivery</b></p> <p><b>Contact Officer: Ian Phillips / Sarah Ferguson</b></p>		
	<p><b>CRIME AND DISORDER SCRUTINY COMMITTEE</b></p>		
	<p><b>Safer Peterborough Partnership Priorities - mid-year performance report</b></p> <p><b>Contact Officer: Rob Hill</b></p>		

Meeting Date	Item	Indicative Timings	Comments
	<p><b>White Ribbon Campaign – draft submission</b></p> <p><b>Contact Officer: Sarah Ferguson</b></p>		
	<p><b>Monitoring Scrutiny Recommendations</b></p> <p>To monitor progress made on recommendations made at the previous meeting.</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
	<p><b>Forward Plan of Executive Decisions</b></p> <p>That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
	<p><b>Work Programme 2018/2019</b></p> <p>To consider the Work Programme for 2018/2019</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
<p><b>28 NOVEMBER 2019</b> Joint Scrutiny of the Budget Meeting</p>	<p><b>Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche Two</b></p> <p>To scrutinise the Executives proposals for the Medium Term Financial Strategy 2019//20.to 2021/22 Tranche Two Proposals.</p> <p><b>Contact Officer: Peter Carpenter</b></p>		

Meeting Date	Item	Indicative Timings	Comments
<b>15 JANUARY 2019</b> <i>Draft Report 14 December</i> <i>Final Report 20 December</i>	<b>Homelessness Strategy/ Rough Sleeping Action Plan – progress report</b>  <b>Contact Officer: Sarah Ferguson</b>		
	<b>Portfolio Progress report Cabinet Member for Integrated Adult Social Care and Health incorporating Adult Social Care Self-Assessment – draft report</b>  <b>Contact Officer: Charlotte Black</b>		
	<b>Targeted Youth Support Service – Service Review</b>  <b>Contact Officer: Sarah Ferguson</b>		
	<b>Bi Annual Survey of Adult Social Care service users – outcomes report</b>  <b>Contact Officer: Charlotte Black</b>		
	<b>Monitoring Scrutiny Recommendations</b> To monitor progress made on recommendations made at the previous meeting.  <b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b>		
	<b>Forward Plan of Executive Decisions</b> That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.  <b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b>		

Meeting Date	Item	Indicative Timings	Comments
	<p><b>Work Programme 2018/2019</b></p> <p>To consider the Work Programme for 2018/2019</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
<p><b>12 FEBRUARY 2019</b> Joint Scrutiny of the Budget Meeting</p>	<p><b>Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche Three</b></p> <p>To scrutinise the Executives proposals for the Medium Term Financial Strategy 2019//20 to 2021/22 Tranche Three Proposals.</p> <p><b>Contact Officer: Peter Carpenter</b></p>		
<p><b>12 MARCH 2019</b> <i>Draft Report 19 February 2019</i> <i>Final Report 28 February 2019</i></p>	<p><b>Selective Licensing – interim review and outcomes</b></p> <p><b>Contact Officer: Rob Hill</b></p>		
	<p><b>Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) Section 75 – Annual Report</b></p> <p><b>Contact Officer: Charlotte Black</b></p>		
	<p><b>Portfolio Progress report Cabinet Member for Communities</b></p> <p><b>Contact Officer: Adrian Chapman</b></p>		
	<p><b>CRIME AND DISORDER SCRUTINY COMMITTEE</b></p>		

Meeting Date	Item	Indicative Timings	Comments
	<p><b>Safer Peterborough Partnership Priorities – Annual Review</b></p> <p><b>Contact Officer: Rob Hill</b></p>		
	<p><b>Monitoring Scrutiny Recommendations</b></p> <p>To monitor progress made on recommendations made at the previous meeting.</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
	<p><b>Forward Plan of Executive Decisions</b></p> <p>That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		