

## ADULTS AND COMMUNITIES SCRUTINY COMMITTEE

TUESDAY 12 MARCH 2019

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 the Adults and Communities Scrutiny Committee Meeting held on 15 January 2019** 3 - 12
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. **Cambridgeshire and Peterborough NHS Foundation Trust Mid-Year Report 2018/19 on the delivery of the Council's Delegated Duties for People over 18 Years with Mental Health Needs** 13 - 22
6. **Portfolio Holder Progress Report - Communities** 23 - 36
7. **Selective Licensing - interim review and outcomes** 37 - 42



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 David Beauchamp on 01733 383628 or [david.beauchamp@peterborough.gov.uk](mailto:david.beauchamp@peterborough.gov.uk) 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.  | Technology Enabled Care (TEC)   | 43 - 54 |
| 9.  | Cambridgeshire & Peterborough Health and Social Care Peer Review Action Plan Update | 55 - 66 |
| 10. | Monitoring Scrutiny Recommendations   | 67 - 70 |
| 11. | Forward Plan of Executive Decisions   | 71- 114 |

#### **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), S Bashir, R Bisby (Vice Chairman), R Brown, A Ellis, J R Fox, S Hemraj, M Jamil, D King, L Serluca and A Shaheed

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

#### **Co-opted Members:**

Parish Councillor Neil Boyce  
Parish Councillor James Hayes

Further information about this meeting can be obtained from David Beauchamp on telephone 01733 384628 or by email [david.beauchamp@peterborough.gov.uk](mailto:david.beauchamp@peterborough.gov.uk).

**MINUTES OF THE ADULTS AND COMMUNITIES SCRUTINY COMMITTEE  
MEETING  
HELD AT 7PM ON  
TUESDAY 15 JANUARY 2019  
BOURGES / VIERSEN ROOM TOWN HALL, PETERBOROUGH**

**Committee Members Present:** Councillors N Simons (Chairman), S Bashir, R Brown, S A Ellis, John Fox, S Hemraj, M Jamil, Parish Councillors Neil Boyce and James Hayes

**Officers Present:** Sarah Ferguson – Assistant Director, Housing, Communities and Youth  
Debbie McQuade – Assistant Director, Adults and Safeguarding  
Charlotte Black – Service Director, Adults and Safeguarding  
Adrian Chapman – Service Director, Communities and Safety  
Ian Phillips – Head of Community and Safety Transformation  
Nicola Francis – Integrated Programme Manager  
Sean Evans – Head of Housing Needs  
Dave Anderson – Interim Development Director  
Anna Jack – Head of Youth Support  
Kirstie Lloyd-Uzoegbu – TYSS Intensive Service Manager

**Also Present:** Councillor Wayne Fitzgerald – Deputy Leader and Cabinet Member for Integrated Social Care and Health

The committee unanimously agreed to swap agenda items 5 and 6 following a request from the Cabinet Member Integrated Social Care and Health.

**36. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Serluca.

**37. DECLARATIONS OF INTEREST**

Agenda Item 6 – Integrated Communities Strategy

Councillor Ellis declared that he was an employee of the Department for Work and Pensions (DWP).

**38. MINUTES OF THE ADULTS AND COMMUNITIES SRUTINY COMMITTEE MEETING HELD ON 13 NOVEMBER 2018**

The minutes of the meeting held on 13 November 2018 were agreed as a true and accurate record.

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

There were no requests for call-in to consider.

#### **40. PORTFOLIO PROGRESS REPORT FOR THE CABINET MEMBER FOR INTEGRATED ADULT SOCIAL CARE AND HEALTH INCORPORATING ADULT SOCIAL CARE SELF-ASSESSMENT**

The Service Director and Assistant Director for Adults and Safeguarding introduced the report, accompanied by the Cabinet Member for Integrated Adult Social Care and Health. The report gave the committee the opportunity to scrutinise work being undertaken within the Cabinet Members Portfolio as well as directors' self-assessment and the proposed public facing summary of this.

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

- Members were glad that the self-assessment was an honest view and identified both strengths and areas for improvement.
- It was noted that many Baby Boomers were reaching the age at which care was needed and queries were raised regarding the Council's preparedness for the levels of homecare required.
- Members referred to page 13 of Appendix 1 and asked when preparations commenced for children in care transitioning to adulthood. Officers responded that this began around the age 14. Starting early was important. It took time to get young people on-board with the process and the focus was on managing expectations and helping young people on the road to independence. The 0-25 team helped to deliver this. The Cabinet Member added that young people were encouraged to cook and take part in work experience opportunities.
- Issues were raised regarding homecare.
- The Council were focussing on homecare and ensuring that the quality of care was as expected. It was important that homecare was only provided when it was really needed. The number of hospital admissions continued to increase and this could cause problems for the Council in the future.
- The use of assistive technology in adult social care was an area of particular focus for the Council.
- Questions were raised regarding the levels of support for children with additional needs. It was noted that Marshfield's was a special school and Jack Hunt was more mainstream but contained a unit for deaf young people. Cabinet Member felt that support for deaf students was good and Jack Hunt School should be commended. The Cabinet Member felt that pupils with learning disabilities were best served by special schools.
- Work was underway with children and young people experiencing sensory loss. The council only got involved when the severity of the condition went beyond sensory impairment.
- The committee requested further information on the 'Social care related quality of life' statistics on page 36 of the reports pack including what this means and what could be done to improve it. It was agreed that Head of Integration, Tina Hornsby, would provide a briefing note on this subject.
- Officers acknowledged that the Council's performance in the area of Reablement could be improved. The system had changed and people with more complex needs were being bought into the service. In the past, people used to come directly to the service. This approach was robust and could be improved further via work being done in the Eastern Region.
- Officers were keen to improve direct payments to carers. There were clear performance indicators within the Direct Payment support service contract to

support a continued increase in the number of people receiving direct payments.

- Some older people were not enthusiastic about setting up direct payments as it was necessary to set up separate bank accounts and manage PAYE. Take-up was good among younger adults and adults with learning disabilities but older people needed help to embrace this
- The Cabinet Member had made a commitment to making changes to direct payments. The take-up of these payments was to be monitored in collaboration with the Peterborough Council for Voluntary Services (PCVS).
- Some members felt it was important to prevent the build-up of snow and ice to prevent vulnerable people falling and injuring themselves. Officers responded that a campaign was underway focusing on this, mentioning that falling could result in complications such as pneumonia.
- A Sustainable Transformation Partnership (STP) meeting had recently taken place at the ABAX Stadium, with a focus on the 'Stronger for Longer' campaign. This encouraged people to self-assess and improve their fitness, e.g. monitoring how many times they could sit up. Further information could be found on the STP and CCG (Clinical Commissioning Group) websites.
- The Cabinet Member stated that the demand for social care was increasing as people were living for longer in poorer health. There was a link between social care and Continuing Health Care. Detailed discussions took place regarding this with the NHS. The current social care funding model was unsustainable and consideration of a different system would be needed in the future to meet demand. Team budgets were being managed and shared services utilised to achieve better outcomes with the finances available. Peterborough City Council had continued to perform well but additional national funding was required.
- The Cabinet Member agreed with a members' suggestion that a National Care Service was needed in the future.
- The increase in Council Tax was largely driven by increasing Adult Social Care Costs.
- The Cabinet Member felt that social care in Cambridgeshire was underfunded compared with other parts of the country and this was also the case for teaching and education. There were similar issues and risks faced within Children's Services.
- Some members were concerned that children with additional needs were 'lost' within the mainstream school system and did not receive the support needed from Adult Social Care upon reaching the age of 16. Officers and the Cabinet Member responded that anyone could be referred for care or additional support from a variety of sources, including from mainstream schools.
- Individuals in mainstream education who developed an additional need after the age of 16 could be referred by anyone such as educational or healthcare professionals to Children's or Adults Social Services.
- Members expressed concern about the staff turnover figure of 32.9% and asked what the Council were doing to recruit and retain staff, especially in light of the potential impact of Brexit. Officers responded that Peterborough performed well for social worker recruitment and retention although there were some challenges. The Government had recognised the risks posed by Brexit and were encouraging E.U. citizens to make applications for settled status.
- It was noted that the North West Anglia NHS Foundation Trust were paying the £65 fee for settled status on behalf of their employees and asked if Peterborough City Council were planning on doing the same to retain homecare workers. The Cabinet Member responded that all domiciliary care was contracted out and the Council therefore had no influence over this but directly employed staff would be covered by Council policies.

- The Cabinet Member felt that health and care workers from around the world should be encouraged to work in the U.K. and felt that the current immigration system was flawed and blocked people who were needed.
- The Cabinet Member stated that recruitment was underway in the Philippines.
- The demand for care was outstripping the available resources.
- Some members felt that domiciliary care work was unattractive compared with other jobs, such as working in a supermarket. The Cabinet Member responded that everyone involved was doing their best to improve recruitment but there were no clear answers. Changing immigration policies might help with this.
- Members referred to page 63 of the reports pack and asked what support the council provided to help people with learning disabilities access employment and whether there was variation among employers in the extent to which they cooperated with this initiative.
- Officers responded that the Council had changed how day care and learning disability opportunity work was undertaken. Some services had been moved to the City College where there was a greater focus on transitioning people with learning disabilities into employment.
- Some people were not capable of maintaining employment but every individual should be given opportunities to improve their quality of life. There were businesses such as Westcombe Engineering and Royce Rolls which gave people opportunities. Local colleges had been successful in seeking out work opportunities for adults. The success of the College in transitioning people into the work environment via social enterprises or paid employer, meant that these cases were closed to Adult Social Care and could not be counted, meaning that Peterborough's success in this area was not reflected in the statistics.
- Members referred to page 65 of the reports pack. The term 'Neighbourhood' was used to describe many different things. Specific work was ongoing with G.P. practices with regard to Care and Repair and the Home Services Delivery Model.
- Work was underway to improve access to homecare via the Think Communities work. The council were keen to avoid thinking that statutory support was the solution to all problems with community and neighbourhood support also playing an important role.

## **AGREED ACTIONS**

1. The Adults and Communities Scrutiny Committee **RESOLVED** to consider and scrutinise the update report, incorporating the self assessment for Peterborough Adult Social Care and the public facing summary for inclusion on the Council website and:
2. The committee requested that the Head of Integration, provides the committee with further information on the 'Social care related quality of life' statistics on page 36 of the reports pack including what this means and what could be done to improve it.

## **41. INTEGRATED COMMUNITIES STRATEGY**

The Head of Community and Safety Transformation and the Integrated Programme Manager introduced the report which provided the committee with information relating to Peterborough's status as an integration pilot area for the Government's Integrated Communities Strategy, the subsequent progress made to date and the work programme. The report also asked the committee to review and scrutinise the progress to deliver an integrated Communities Pilot programme that benefited the whole population and to suggest ways to ensure the best outcomes were achieved.

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

- Members asked how the system of time credits for volunteering had been successful and helped to support hard to reach people to get involved in volunteering. The scheme awarded credits for volunteering that gave access to leisure, sports, culture, arts in the form of vouchers. Reassurances had been gained for procurement and it was hoped that this could be delivered before the end of the financial year. It was felt that this scheme was particularly important to the Orton and Hampton areas.
- A member commented that they had already received time credit funding and were keen for things to start happening. It was hoped that the scheme would extend beyond Orton and Hampton. Officers responded that this was a limited basic fund to get the scheme going.
- Members asked for an update on the Communities Fund. Officers responded that the communities fund was to be launched on 21 January 2019. This was a rolling programme with no particular cut-off date for applications.
- Concerns were expressed by members that the time-limited nature of the newly created jobs could result in the best quality candidates being put off from applying. Officers acknowledged that this was a valid concern and they were aware of the risks. Officers felt that the programme was interesting and exciting and they had a great deal to offer prospective employees. Although a commitment could not be made to the longer-term, officers felt that the Integrated Communities work went beyond simply being an 18 month programme funded by Government. It was about having a different relationship with communities, building resilience and community engagement and starting to make an impact on managing and delaying demand over the longer term.
- Some posts would be commissioned out to external organisations who may already have people suitable for the roles.
- Members asked whether 'Commissioning research to map learner needs' was already being done elsewhere within the education system. Officers responded there were a number of research items within the project. The Council had been working closely with University Centre Peterborough who were keen to use their social science department to understand Peterborough's communities focusing on what it is like to live in Peterborough and what people's barriers to integration were, beyond the existing data available to the Council.
- Members expressed concerns that parishes would not be able to put together a comprehensive application before the first panel meeting. Officers responded that there would not just be one opportunity for applications and that there was no cut-off date. A panel would likely be held within the first three months, but officers would ensure that all the money was not allocated at this meeting. Officers were aware the community groups would need time to put together applications.
- The Communities fund would be promoted as widely as possible. One example was an article in the *Moment* magazine. There would also be information on the Council's website, a press release, promotion through community organisations and networks and social media. Members were encouraged to promote the Communities Fund through their newsletters.
- Parish Councillors had yet to be contacted directly about the communities fund although they were on the distribution list.
- Members expressed concern about the plan after 18 months and asked if there was an exit strategy. Concerns were also raised about recruitment. Officers

acknowledged members' concern and agreed that it was frustrating when a short-term government initiative created work for the Council only for it to end. However, the Council saw the Integrated Communities Work as being an opportunity to try something different, not just an opportunity for short-term funding. The work would help the Council to learn how to integrate and work differently with communities, applying the projects and research to create a different dialogue with communities to understand their issues and apply this to mainstream services. Although there was no commitment from the government for longer term funding, they did see the work as being about 'generational change' that could only take place over the longer term. Peterborough was an integration area as a result of Green Paper which was yet to be followed up on. They would need to create a longer-term strategy and it was hoped that Peterborough would be involved in this. The financial arrangements beyond this first phase would not be known until the next comprehensive spending review.

- There was no specific strategy to engage with hard to reach people although the youth service was working intensely in this area. The Young People's Interfaith network would help marginalised people come together.
- Theme 3 of the strategy was focussed on working with young people.
- Organisations such as the sea cadets would need to submit an application for funding. This would be welcomed by officers.

#### **AGREED ACTIONS**

The Adults and Communities Scrutiny Committee considered the report and **RESOLVED** to review and scrutinise the progress to deliver an Integrated Communities pilot programme that benefits the whole population, incorporating the work on Inclusive Cities, and suggest ways to ensure the programme achieves the best possible outcomes within the initial timeframe available.

#### **42. REVIEW OF HOMELESSNESS REDUCTION STRATEGY 2018-2020 AND SAFER OFF THE STREETS.**

The Assistant Director of Housing, Communities and Youth, the Head of Housing Needs and the Interim Development Director introduced the report which updated the committee on the progress of delivering the Homelessness Reduction Strategy and Safer off the Streets. The report also gave the committee the opportunity to comment on the revised action plan and consider the process and timescale for reviewing the new Homelessness Reduction and Rough Sleeper Strategy 2020-2025. Co-opted Member Parish Councillor James Hayes was also invited to answer some questions.

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

- The co-opted member responded to members' concerns raised in the previous agenda item by saying that it was indeed possible to recruit good quality staff on a short term basis.
- It was important that rough sleepers were given a credible 'offer' to leave the streets.
- 'Meaningful sessions' would be offered to rough sleepers such as art project and PTSD checks for veterans.
- Local Authorities and the Government could be part of the solution to homelessness.

- Foreign nationals who had lost their I.D. were required to go to London or Manchester. These costs were being absorbed by charities such as the Light Project.
- The Garden House project was unable to support some people due to its lack of specialist services, e.g. for drug and alcohol addiction. It was felt that there was nowhere in Peterborough for these people to seek support.
- Members expressed an interest in attending a rough sleeper outreach session. Officers responded that the previously scheduled session had to be cancelled due to a lack of attendees. It was agreed that the Head of Housing Needs and the Democratic Services Officer would investigate the possibility of organising another session. This would likely be held after a meeting of the Adults and Communities Scrutiny Committee.
- Some members felt that issues relating to housing were split between the Adults and Communities and Growth, Environment and Resources Scrutiny Committee, which was undesirable due to the links between homelessness and housing.
- Officers understood members' concerns relating to unscrupulous landlords and tenants being unwilling to request repairs because of the threat of eviction. Work was underway to improve the content on the Council's Website relating to this. Reporting repairs to landlords was important and the Private Sector Housing Team could assist with this. The 2015 Deregulation Act prevented landlords repossessing a property if there was a case raised with the Council's Private Sector Enforcement team.
- Once a property was purchased by the Council, the Care and Repair team would make them fit for occupation. A property manager, Bee Lettings, had been appointed on a six to nine month contract. It would then go out to a broader tender through the official journal of the European Union. Once Bee Lettings had checked the property, they would deal with the tenants' responsibilities. The Housing Needs team would identify tenants to move in. The properties then become Council assets.
- Norfolk Property Services (NPS) looked after all assets to ensure appropriate work took place in the longer term.
- The Council were leasing property from private landlords and had applied to central government for additional funding to support this. It was hoped that the lease scheme could be extended and the number of landlords involved increased.
- It was suggested that an advice helpline should be set up for tenants to contact the Council if they had a problem with their rented property. It was important to conduct checks on landlords.
- Members stated that there were several empty properties in the city centre such as the former County Court (and ex-nightclub) and asked if it was possible to contact the owners and potentially use these buildings as housing. Officers responded that permitted development rights enabled the conversion of offices to residential accommodation and this had already happened with 500,000ft<sup>2</sup> of space. Officers acknowledged that this was not necessarily ideal however.
- Members asked if the 114 units of empty housing in Wittering could be used. Officers responded that the Ministry of Defence (MOD) had raised concerns about military personnel and homeless people living alongside each other. This could potentially be looked at again in the future.
- Members sympathised with homeless people with alcohol dependence issues and asked why support was limited. The co-opted member responded that he felt that a G.P. should join the outreach visit to help members understand how addiction is an illness.

- Some members felt that homelessness and rough sleeping were national issues and required looking at the overall picture.
- Officers felt that the causes of homelessness were complex and required a partnership approach. A homelessness forum had been established to assist with this.
- Reference was made to the four priorities on page 75 of the reports pack, and in particular, mental health. A strand of work was ongoing to look at this issue in more detail. A trial of a dual diagnosis team was underway in Cambridgeshire and this would help to inform Peterborough's approach. It was important that mental health work was adequately resourced.
- The involvement of adult social care in this issue was important.
- A rough sleeper targeting meeting was to be held on 17 January with drug and alcohol misuse services. This was being held on a fortnightly basis.
- Members highlighted the work of the Armed Forces Partnership Board and suggested discussions took place with officers ahead of its next meeting to investigate the possibility of applying for funding relating to homeless veterans.
- Members praised the work of the Light Project and advocated for the organisation to receive additional funding.
- Members raised concerns that people with drug and alcohol addictions were unable to access the night shelter and asked if there were any other services they could access. Officers responded that rough sleepers with addictions were in fact permitted into the night shelter but could not be under the influence or take drugs or alcohol onto the premises. Officers acknowledged that there was a gap in provision for service users with more serious addiction problems.
- Officers clarified that support for people with drug and alcohol addictions was available, but this was not overnight.
- The current strategy did not include any plans to increase support to those with drug or alcohol dependency issues but this would be included in the next strategy. This would include the commissioning of services and choosing appropriate locations for support to be offered.
- The Safer off the Streets contactless donation scheme could be extended and conversations were currently underway with the Queensgate, Rivergate and Brotherhood shopping centres to make this possible. It was suggested that Sainsbury's and the Railway Station would also be suitable locations for contactless donation terminals.
- Members were pleased to see advertisements on Facebook for outreach workers in Werrington and Bretton.
- Some members felt that the support provided in Bretton by voluntary organisations was insufficient and the City Council needed to take a greater role.
- The difficulties faced by members of the public in helping rough sleepers were raised, such as receiving verbal abuse, and the difficulties of helping rough sleepers with no local connection. It was sometimes difficult for the public to differentiate between genuine rough sleepers and professional beggars.
- Concerns were raised about the number of rough sleepers congregating near Greggs and Halifax.

## **AGREED ACTIONS**

The Adults and Communities Scrutiny Committee considered the report and **RESOLVED** to:

1. Note the progress of Peterborough City Council and partners in the delivery of the homelessness Reduction Strategy 2018-20

2. Note the progress in tackling rough sleeping in the City since of the launch of the Safer Off the Streets in October 2018.
3. Provide comment and steer for the revision of the Action Plan, and agree to the provision of a revised action plan in March 2019.
4. Consider and agree to the process and timescales for reviewing the new Homelessness Reduction and Rough Sleepers Strategy 2020 – 2025.
5. It was agreed that the Head of Housing Needs and the Democratic Services Officer would investigate the possibility of organising another rough sleeper outreach session for Members.

#### **43. YOUTH OFFENDING SERVICE HM PROBATION INSPECTION PREPARATION**

The Assistant Director of Housing, Communities and Youth, the Head of Youth Support and the TYSS Intensive Service Manager introduced the report which presented and reviewed progress made against the preparation for the HMI Probation's Inspection of Peterborough's Youth Offending service and gave the committee the opportunity to scrutinise this preparation and consider the self-assessment and improvement plan.

Officers were thanked for their good work.

There were no other questions or comments by members.

##### **AGREED ACTIONS:**

The Adults and Communities Scrutiny Committee Considered the report and **RESOLVED** to

1. Note the partnership preparation for HM Probation Inspection of Youth offending Services
2. Consider the self-assessment and improvement plan implemented to ensure preparation for Peterborough's HM Probation Inspection of Youth Offending Services.

#### **44. MONITORING SCRUTINY RECOMENDATIONS**

The Democratic Services Officer introduced the report which enabled the committee to monitor and track the progress of recommendations made to the Executive or Officers at previous meetings.

##### **AGREED ACTIONS:**

The Adults and Communities Scrutiny Committee considered the report and **RESOLVED** to consider the responses from Cabinet Members and Officers to recommendations made at previous meetings as attached in Appendix 1 to the report.

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

The Democratic Services Officer introduced the report which invited Members to consider the most recent version 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 Committee considered the report and **RESOLVED** to note the current Forward Plan of Executive Decisions.

**46. FORWARD PLAN OF EXECUTIVE DECISIONS**

The Democratic Services Officer considered the report which gave the committee the opportunity to review the work programme and suggest any additional items to be considered.

**AGREED ACTIONS**

The Adults and Communities Scrutiny Committee **RESOLVED** to note the latest version of the work programme.

**47. DATE OF NEXT MEETING**

12 February 2019 – Joint Scrutiny of the Budget  
12 March 2019 – Adults and Communities Scrutiny Committee

Chairman

7pm – 9.04pm  
15 January 2019

|  |                          |
|--|--------------------------|
| <b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b> | <b>AGENDA ITEM No. 5</b> |
| <b>12 MARCH 2019</b>                             | <b>PUBLIC REPORT</b>     |

|                                |  |                   |
|--------------------------------|--|-------------------|
| Report of:                     | Julie Frake-Harris – Director of Operations Cambridgeshire and Peterborough NHS Foundation Trust |                   |
| Cabinet Member(s) responsible: | Councillor Wayne Fitzgerald  |                   |
| Contact Officer(s):            | Fiona Davies Head of Commissioning (Mental Health and Learning Disabilities, PCC and CCC)        | Tel.:07720 531347 |

**THE CAMBRIDGESHIRE AND PETERBOROUGH NHS FOUNDATION TRUST MID YEAR REPORT 2018/19 ON THE DELIVERY OF THE COUNCILS' DELEGATED DUTIES FOR PEOPLE OVER 18 YEARS WITH MENTAL HEALTH NEEDS**

| R E C O M M E N D A T I O N S  |                           |
|--|---------------------------|
| <b>FROM:</b> Director of Operations Cambridgeshire and Peterborough NHS Foundation Trust   | <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. Comment on the contents of the report and endorse the direction of travel.</li> </ol> |                           |

**1. ORIGIN OF REPORT**

- 1.1 This is the routine mid-year report on the delivery of the Council's duties delegated to the Cambridgeshire and Peterborough Foundation Trust (CPFT) for people over 18 years with mental health needs.

**2. PURPOSE AND REASON FOR REPORT**

- 2.1 The purpose of the report is to update the Adults and Communities Scrutiny Committee on performance of CPFT against Key Performance and financial targets contained within the Mental Health Section 75 Partnership Agreement.
- 2.2 This report is for the Adults and Communities Scrutiny Committee to consider under its Terms of Reference No.3, Section 4 - Overview and Scrutiny Functions, Paragraph 2.1. Functions determined by Council:
1. Adult Social Care
  2. Safeguarding Adults
- 2.3 The mental health services delivered under the duties delegated to CPFT through the Mental Health Section 75 Partnership Agreement support delivery of the Council's corporate objective of improving the quality of life of all its people and communities, helping to ensure that all communities benefit from growth and the opportunities it brings by supporting access to good quality, specialist assessment, treatment and support for adults aged 25 years and over living with mental health problems in Peterborough. In particular it supports achievement of the

following strategic objectives:

- Keep all our communities safe, cohesive and healthy
- Achieve the best health and wellbeing for the city

It also supports achievement of:

- Driving growth, regeneration and economic development
- Improving educational attainment and skills
- Safeguarding vulnerable children and adults

2.4 There is no link to the Children in Care Pledge as the services commissioned relate to people aged 18 years and over.

### 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 **Introduction**

4.1.1 This report updates the Committee on performance under the Mental Health Section 75 Partnership Agreement between the Council and Cambridgeshire and Peterborough NHS Foundation Trust (CPFT). Under this Agreement, the Council has delegated the delivery of mental health services and specified duties to CPFT for people over 18 years with mental health needs. The intention is to ensure delivery of an integrated health and social care service which is so well coordinated that it appears to services users and carers it is being delivered by one organisation - seamlessly.

4.1.2 This report covers the following areas:

- Update on the reorganisation of services
- Review of Mental Health Section 75 Work Plan for Q3 for 2018-19
- Staffing
- Care Packages Budgetary Performance
- Policing and Crime Act 2017 and impact on the Approved Mental Health Professional Service
- Risks and mitigations
- Changes in management arrangements
- Alignment with Corporate Priorities
- Revision of the MH Section 75 Partnership Agreement April 2014 with a new Agreement to be signed off 31 March 2019

#### 4.2 **Reorganisation of Services**

4.2.1 Within the previous report, the description of the Primary Care Mental Health Service (formerly known as PRISM) was provided. The Primary Care Mental Health Service is focussed on adults of working age and continues to work well as the front door to Mental Health Services, taking a prevention and enablement approach. The Primary Care Mental Health Service links with Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) Early Adult Help and they complete regular discussions and case meetings. The Mental Health (MH) Social Work business case is currently on hold whilst further work takes place to determine the best model of approach given the learning from implementation of the Primary Care Mental Health Service.

4.2.2 From an Older Person's Mental Health (OPMH) perspective, links with referrers, Adult Early Help and the OPMH leads have been established and are utilised regularly. Advice and joint

working arrangements are in place to ensure people get the right help from the right professionals at the right time.

4.2.3 The redesign of CPFT's Adult Mental Health Locality Teams consultation has been completed and staff are in post. This has not had a significant practical impact on the Social Work and Social Care agenda to date. The redesign aligned adult community mental health services away from pathways to GP patch populations and was based on the fundamental change in how CPFT manage referrals into secondary care following the introduction of the Primary Care Mental Health Service.

4.2.4 At this time, the Trust is tendering for a new electronic patient record system to upgrade RiO, which has held back the implementation of the Care Act compliant assessment and care and support tools. However, consideration is being given to utilising the Local Authorities' Care Act paperwork and eligibility tools in the interim period. The challenge of increased administrative tasks for front line clinical staff continues, and this will have to be closely monitored and added to the agenda of Section 75 work streams.

4.2.5 Reablement continues to be delivered across the Trust with the two models. The model in Peterborough is a standalone mental health team that delivers a Care Act compliant service that is age inclusive. Within Cambridgeshire, the Support Time Recovery (STR) workers are based within the multi-disciplinary teams and input into an integrated reablement service. This service enables people to realise their own set goals, with the use of motivational skills by the Support Workers.

### 4.3 Review Of The Mental Health Section 75 Partnership Agreement And Work Plan

4.3.1 The Section 75 Partnership Agreement is under negotiation and a work plan is being developed to align the work across both Local Authorities. It is expected that over the next 12 months, each of the Y19/20 work streams listed below will be completed with work being led by a Professional Lead in conjunction with CPFT and both local authorities. It is hoped that the Professional Lead post will be recruited to by April 2019..

1. **Legal Agreement:** A robust legal Agreement that will support effective partnership working and protects the interests of all parties in place from 1 April 2019.
2. **Social Care Delivery Model:** Variation in practice across Cambridgeshire and Peterborough reduced: (First step: work up project plan integrating 3 – 8 below and including any additional actions required).
3. **Management Arrangements:** Effective management/leadership arrangements in place
4. **Carers:** A consistent approach to carers assessment in place with assessments being completed by CPFT MH practitioners for those whose cared for person is supported by CPFT
5. **Complaints:** Complaints are managed effectively and within the timescales and requirements set for Local Authorities and Members/MP Enquiries and Freedom of Information Requests are managed effectively and within the timescales and requirements set for Local Authorities.
6. **Financial Quality Assurance (Panel):** Processes are consistent with ASC standards and ensure the best outcomes for clients.
7. **Information Sharing:** An information sharing agreement is in place which ensures compliance with the law and facilitates information sharing to improve outcomes at an individual and service level.
8. **Safeguarding:** Safeguarding processes are effective and delivered within the timescales and standards/requirements set for Local Authorities.
9. **Care Act Assessments:** Care Act assessments are carried out consistently.
10. **Allied Mental Health Professional Service:** CCC and PCC AMHP services are robust and cost effective; arrangements for 2019 Christmas period are robust.

### 4.3.2 Key Achievements since the Previous Report

1. The Quality and Assurance Panel arrangements continue to work successfully, from a Mental Health perspective, ensuring the strength-based approach and legislations are fully considered.
2. Reviews continue to be completed in a timely fashion and agreement reached with our Clinical Commissioning Group colleagues to bring times of reviews together to ensure all the funding tools are also completed at those reviews to ensure service users do not have a disjointed approach.
3. We have worked through a new Professional Lead structure that we are now implementing and have embedded social work management within the operational directorate structure rather than separately which ensures a truly integrated approach. This has been a positive change.

#### 4.4 Activity Q3 2018/19

##### 4.4.1 Cambridgeshire County Council

Implementation of Mosaic has led to some changes with reporting performance and activity. Work to address the problems so that a robust Q3 report can be provided is underway.

The pending Continuing Health Care cases have reduced from 46 to 30 and work continues with our Cambridgeshire County Council & Clinical Commissioning Group colleagues to manage this process.

Issues with service descriptors in Self Directed Support have meant that previously it was reported as under target. This has now been rectified and has been backdated to the start of this financial year. We are now performing above target for this indicator at 99%.

The proportion of Adults in contact with secondary mental health care services in paid employment (CPA only) aged 18-69 was 14.1% in December 2018 against a target of 12.5%.

The proportion of Adults in contact with secondary mental health care services living independently with or with support (CPA only) aged 18-69 was 81.3% in December 2018 against a target of 75%.

##### 4.4.2 Peterborough City Council

Targets are currently being agreed as part of the new Section 75 Partnership Agreement (2019/20). Work is also underway to ensure that once these targets have been finalised progress will be reported as part of routine performance management pressures.

The proportion of Adults in contact with secondary mental health care services in paid employment (CPA only) aged 18-69 was 13.2% in December against a target of 12.5%.

The proportion of Adults in contact with secondary mental health care services living independently with or with support (CPA only) Aged 18-69 was 83% in December against a target of 75%.

#### 4.5 Staffing

##### 4.5.1 Cambridgeshire County Council

|   | <b>Total Vacancies March 2018</b> | <b>Total Vacancies December 2018</b> |
|---|-----------------------------------|--------------------------------------|
| <b>Professional Lead</b>                | <b>New Post*</b>                  | <b>0.71</b>                          |
| <b>Senior Social Workers</b>            | <b>2.0</b>                        | <b>1.00</b>                          |
| <b>Senior Social Worker (AMHP only)</b> | <b>New Post</b>                   | <b>0.60</b>                          |

|                         |             |             |
|-------------------------|-------------|-------------|
| <b>Social Workers</b>   | <b>3.0</b>  | <b>1.00</b> |
| <b>Support Workers</b>  | <b>4.5</b>  | <b>4.50</b> |
| <b>Resource Workers</b> | <b>1.0</b>  | <b>1.00</b> |
| <b>Admin Support</b>    | <b>2.0</b>  | <b>0.50</b> |
| <b>Total</b>            | <b>12.5</b> | <b>9.31</b> |

*\*Replaces Associate Director Operations Social Work and Social Care role across PCC/CCC (0.29/0.71 wte. See 8.1 below.)*

#### 4.5.2 Think Ahead Mental Health Social Work Programme

This CCC programme has been effective in fast track training graduates to become qualified Social Workers in one year and providing posts for one year for their ASYE (Assessed and supported year in employment) after training.

Cohort 1: 2 are now in permanent CCC Mental Health Social Worker posts having completed their ASYE and one is now in a CPFT Mental Health Practitioner post.

Cohort 2: 3 students are now in one-year fixed term posts for their ASYE and studying towards their Masters degree. 2 are in CCC posts and 1 has been seconded to PCC.

Cohort 3: 3 students are currently studying towards their Social Work degree and will finish their ASYE/Masters Degree in September 2020.

The decision has been taken to discontinue working with this programme, due to the unfortunate but necessary budget constraints at this time. At a time when we need to be recruiting experienced social workers/AMHPs (Approved mental health professional), vacancies are being held to accommodate the students' ASYE year.

#### 4.5.3 Peterborough City Council

|                            | <b>Total Vacancies March 2018</b> | <b>Total Vacancies December 2018</b> |
|----------------------------|-----------------------------------|--------------------------------------|
| <b>Professional Lead</b>   | <b>New Post*</b>                  | <b>0.29</b>                          |
| <b>Team Leader</b>         | <b>1.00</b>                       | <b>1.00</b>                          |
| <b>Senior Practitioner</b> | <b>1.00</b>                       | <b>0.00</b>                          |
| <b>Social Workers</b>      | <b>2.32</b>                       | <b>4.62</b>                          |
| <b>Support Workers</b>     | <b>3.20</b>                       | <b>3.40</b>                          |
| <b>Total</b>               | <b>7.52</b>                       | <b>9.31</b>                          |

*\*Replaces Associate Director Operations Social Work and Social Care role across PCC/CCC (0.29/0.71 wte. See 8.1 below.)*

Staffing in Peterborough remains a concern and recruitment campaigns remain ongoing. Currently expecting 2x Social Workers to be recruited into post by March 2019.

#### 4.6 Care Packages Budgetary Performance

4.6.1 In Peterborough City Council these budgets are held within the Council's Commissioning Directorate. The starting position was £1,394k and the December snapshot shows a favourable position of £1,276k, a movement of £-117k since the start of the financial year, based on current commitments within Frameworki.

| Commitment £'000           | Start        | Q1           | Q2           | Oct          | Nov          | Dec          | Movement since start |
|----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|
| Adult Mental Health        | 922          | 963          | 884          | 860          | 848          | 823          | -99                  |
| Older People Mental Health | 471          | 472          | 470          | 469          | 456          | 453          | -18                  |
|                            | <b>1,394</b> | <b>1,435</b> | <b>1,354</b> | <b>1,330</b> | <b>1,304</b> | <b>1,276</b> | <b>-117</b>          |
| Monthly movement           |              | 0            | 1            | -24          | -25          | -28          | -117                 |

#### 4.6.2 Adult Mental Health

The current commitments stands at £823k for December which is a favourable movement of -£99k since the start of the financial year.

| Adult Mental Health £'000 | Start        | Q1           | Q2           | Oct          | Nov          | Dec          | Movement since start |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------|
| Nursing                   | 53           | 53           | 53           | 53           | 53           | 53           | 0                    |
| Residential               | 594          | 696          | 661          | 649          | 641          | 582          | -12                  |
| Short Stay / Respite      | 35           | 1            | 1            | 1            | 1            | 1            | -34                  |
| Direct Payments           | 234          | 232          | 193          | 194          | 192          | 183          | -51                  |
| Homecare                  | 384          | 390          | 390          | 389          | 388          | 386          | 2                    |
| Daycare                   | 2            | 2            | 2            | 2            | 2            | 2            | 0                    |
|                           | <b>1,303</b> | <b>1,374</b> | <b>1,300</b> | <b>1,288</b> | <b>1,277</b> | <b>1,208</b> | <b>-95</b>           |
| Client Income             | -49          | -47          | -52          | -52          | -53          | -48          | 1                    |
| Health / Other Income     | -331         | -364         | -365         | -376         | -376         | -336         | -5                   |
|                           | -381         | -411         | -417         | -428         | -429         | -384         | -4                   |
|                           | <b>922</b>   | <b>963</b>   | <b>884</b>   | <b>860</b>   | <b>848</b>   | <b>823</b>   | <b>-99</b>           |
| Monthly movement          | 0            | -2           | 5            | -23          | -12          | -25          | -99                  |

#### 4.6.3

The current number of service users on the commitment record stands at 98, a reduction of 3 since the start of the financial year, broken down as follows:

| Adult Mental Health S/U no.s   | Start      | Q1         | Q2         | Oct        | Nov       | Dec       | Movement since start |
|--------------------------------|------------|------------|------------|------------|-----------|-----------|----------------------|
| Nursing                        | 1          | 1          | 1          | 1          | 1         | 1         | 0                    |
| Residential                    | 16         | 17         | 16         | 16         | 16        | 15        | -1                   |
| Short Stay / Respite           | 1          | 0          | 0          | 0          | 0         | 0         | -1                   |
| Direct Payments                | 35         | 34         | 31         | 31         | 30        | 29        | -6                   |
| Home care                      | 42         | 43         | 46         | 45         | 45        | 45        | 3                    |
| Daycare                        | 1          | 1          | 1          | 1          | 1         | 1         | 0                    |
|                                | 96         | 96         | 95         | 94         | 93        | 91        | -5                   |
| Client Income                  | 86         | 81         | 77         | 77         | 76        | 74        | -12                  |
| Health / Other Income          | 19         | 21         | 21         | 21         | 21        | 19        | 0                    |
|                                | <b>105</b> | <b>102</b> | <b>98</b>  | <b>98</b>  | <b>97</b> | <b>93</b> | <b>-12</b>           |
| Unique Service User numbers    | <b>101</b> | <b>99</b>  | <b>100</b> | <b>100</b> | <b>99</b> | <b>98</b> | <b>-3</b>            |
| Monthly movement of Unique S/U | 0          | 0          | 2          | 0          | -1        | -1        | -3                   |

#### 4.6.4

#### Older People's Mental Health

The current commitment stands at £453k for December

| Older People Mental Health<br>£'000 | Start       | Jun         | Sep         | Oct         | Nov         | Dec         | Movement<br>since start |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------------|
| <b>Nursing</b>                      | 162         | 134         | 134         | 134         | 134         | 134         | -28                     |
| <b>Residential</b>                  | 222         | 225         | 223         | 223         | 238         | 237         | 15                      |
| <b>Direct Payments</b>              | 86          | 75          | 81          | 81          | 69          | 71          | -14                     |
| <b>Homecare</b>                     | 176         | 185         | 181         | 183         | 183         | 174         | -2                      |
| <b>Assistive Technology</b>         | 0           | 0           | 0           | 0           | 0           | 0           | 0                       |
|                                     | <b>646</b>  | <b>618</b>  | <b>619</b>  | <b>621</b>  | <b>623</b>  | <b>616</b>  | <b>-29</b>              |
| <b>Client Income</b>                | -87         | -66         | -65         | -65         | -66         | -66         | 21                      |
| <b>Health / Other Income</b>        | -88         | -81         | -84         | -86         | -102        | -97         | -10                     |
|                                     | <b>-174</b> | <b>-146</b> | <b>-149</b> | <b>-152</b> | <b>-167</b> | <b>-163</b> | <b>11</b>               |
|                                     | <b>471</b>  | <b>472</b>  | <b>470</b>  | <b>469</b>  | <b>456</b>  | <b>453</b>  | <b>-18</b>              |
| <b>Monthly movement</b>             |             | 2           | -4          | -1          | -13         | -3          | -18                     |

The current number of service users on the commitment record stands at 41.

| Older People Mental Health<br>S/U no.s    | Start     | Q1        | Q2        | Oct       | Nov       | Dec       | Movement<br>since start |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-------------------------|
| <b>Nursing</b>                            | 4         | 3         | 3         | 3         | 3         | 3         | -1                      |
| <b>Residential</b>                        | 8         | 8         | 8         | 8         | 8         | 8         | 0                       |
| <b>Direct Payments</b>                    | 5         | 5         | 5         | 5         | 4         | 5         | 0                       |
| <b>Homecare</b>                           | 19        | 20        | 21        | 22        | 22        | 21        | 2                       |
| <b>Assistive Technology</b>               | 0         | 0         | 0         | 0         | 0         | 0         | 0                       |
|   | <b>36</b> | <b>36</b> | <b>37</b> | <b>38</b> | <b>37</b> | <b>37</b> | <b>1</b>                |
| <b>Client Income</b>                      | 27        | 29        | 26        | 25        | 24        | 25        | -2                      |
| <b>Health / Other Income</b>              | 10        | 9         | 10        | 11        | 11        | 11        | 1                       |
|   | <b>37</b> | <b>38</b> | <b>36</b> | <b>36</b> | <b>35</b> | <b>36</b> | <b>-1</b>               |
| <b>Unique Service User numbers</b>        | <b>41</b> | <b>42</b> | <b>41</b> | <b>41</b> | <b>40</b> | <b>41</b> | <b>-1</b>               |
| <b>Monthly movement of<br/>Unique S/U</b> |           | 0         | -1        | 0         | -1        | 1         | 0                       |

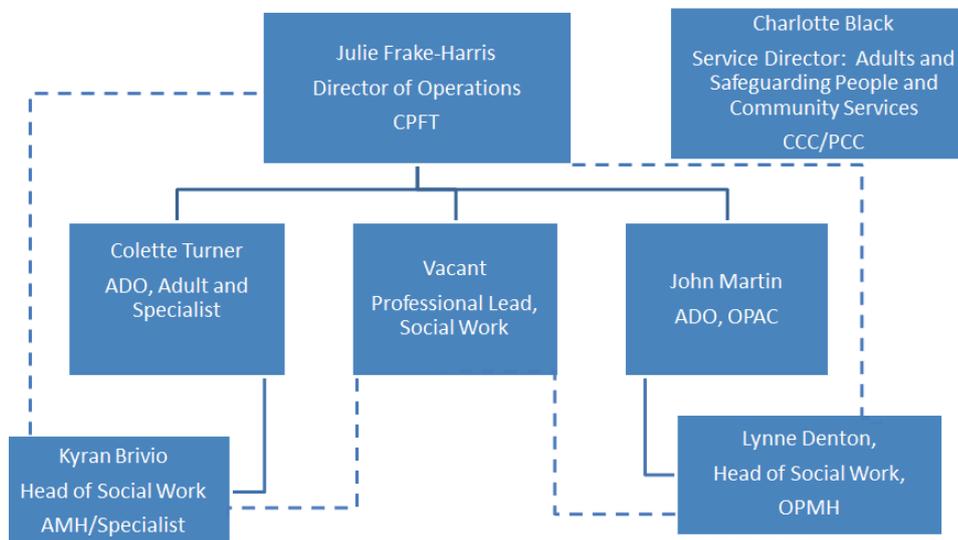
## 4.7 Risks

4.7.1 The lack of Homecare providers to provide packages of care to support service users at home is a significant risk to both service users' wellbeing and the budget. Commissioners are currently addressing this issue:

- A cost of care exercise is being undertaken with the Homecare market to determine current business models and the financial mechanisms/incentives that could increase capacity.
- The Discharge and Transition Block Cars contract has been extended to allow a further procurement exercise with the aim of delivering greater utilisation and effectiveness.
- The Framework for Homecare providers has opened recently to allow new providers to enter the market and deliver further capacity
- The sustainability of the AMHP duty rota remains a risk due to the low numbers of AMHPs across Cambridgeshire, which would compromise the ability to fulfil our statutory duties under the Mental Health Act. Currently there are not enough AMHP posts and funding to ensure ongoing training and staff progression. The AMHP duty rota is currently being supported through deployment of a locum AMHP and a recruitment campaign for a substantive 0.6 WTE AMHP post is being progressed. This

issue is being addressed through the Annual Development Plan to the Mental Health Section 75 Partnership Agreement with improvement of the AMHP structure being included as a key work stream.

- 4.7.2 The Associate Director of Social Work and Social Care post was initially agreed for one year, replacing the Director of Service Integration, the post holder left the service in September 2018. The post is under review with interim reporting arrangements in place to enable a more integrated approach within the Trust.



## 5. CONSULTATION

- 5.1 No consultation needed.

## 6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 No significant implications

## 7. REASON FOR THE RECOMMENDATION

- 7.1 The report aims to update the Committee on service and financial performance and activity arising from its statutory duties.

## 8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 N/A

## 9. IMPLICATIONS

### 9.1 Financial Implications

Issues relating to ensuring sufficient capacity to ensure fulfilment of statutory responsibilities regarding the provision of a robust AMHP service are of significant concern. Lack of resources for sufficient staff and training are significant contributory factors. This being addressed under the Annual Development Plan in the first instance

### 9.2 Legal Implications

No legal implications arising from the report, as it has been produced to provide updating information on the delivery of services and performance data, as well as flagging any areas where work still needs to be done in order to deliver a full service.

9.3 **Equalities Implications**

No significant implications arising from the report.

9.4 **Rural Implications**

No significant implications arising from the report.

9.5 This report has no implications for Children In Care and Care Leavers.

**10. BACKGROUND DOCUMENTS**

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

10.1 None used.

**11. APPENDICES**

11.1 No appendices.

This page is intentionally left blank

|  |                          |
|--|--------------------------|
| <b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b> | <b>AGENDA ITEM No. 6</b> |
| <b>12 MARCH 2019</b>                             | <b>PUBLIC REPORT</b>     |

|                             |  |             |
|-----------------------------|--|-------------|
| Report of:                  | Cllr Irene Walsh, Cabinet Member for Communities         |             |
| Cabinet Member responsible: | Cllr Irene Walsh, Cabinet Member for Communities         |             |
| Contact Officer(s):         | Adrian Chapman, Service Director: Communities and Safety | Tel. 863887 |

**PORTFOLIO HOLDER PROGRESS REPORT - COMMUNITIES**

|   |                           |
|---|---------------------------|
| <b>RECOMMENDATIONS</b>  |                           |
| <b>FROM:</b> Cllr Irene Walsh, Cabinet Member for Communities   | <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. Consider and scrutinise this report and endorse the approach being taken under the portfolio of the Cabinet Member.</li> </ol> |                           |

**1. ORIGIN OF REPORT**

1.1 This report is presented at the request of the Committee.

**2. PURPOSE AND REASON FOR REPORT**

2.1 This report is being presented to the Adults and Communities Scrutiny Committee to allow them to scrutinise the work being undertaken under the portfolio of the Cabinet Member for Communities, Councillor Irene Walsh.

Councillor Walsh's portfolio covers the following areas:

- **rural communities**
- **neighbourhood and community support including strategic problem solving, enforcement and operational community issues and in particular the following:**
  - i) Community cohesion**
  - ii) Community Safety**
  - iii) Drugs prevention**
  - iv) Targeted Youth Service including **Youth Offending Service**, Youth in Localities, NEET and adolescent services
- Environmental protection and trading standards including functions of the Weights and Measures authority
- Food safety

For the purposes of this report, only those responsibilities which fall under the remit of the Adults and Communities Scrutiny Committee will be discussed (marked in bold above).

2.2 This report is for the Adults and Communities Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions

determined by Council:

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

2.3 This report links into the following corporate priorities:

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

### 3. **TIMESCALES**

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

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

4.1 In February 2019, Cabinet endorsed the Think Communities approach following a recommendation made to it by the Adults and Communities Scrutiny Committee. The Think Communities approach, overseen by the Cabinet Member for Communities, describes an innovative set of principles and ways of working that the public sector across Cambridgeshire and Peterborough have jointly developed to ensure our citizens are at the heart of our decision making. These principles include the following:

- the shared approach will need to adopt strengths-based principle
- it will need to address the ways in which demand for statutory and sometimes costly services will be prevented or delayed
- 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 delivery
- 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 and portfolio holders
- it will need to show how we will use evidence to inform our planning and decision making

The leadership, development and delivery of Think Communities is at the very heart of the work of the Communities and Safety service directorate and to the Cabinet Portfolio held by Cllr Walsh.

4.2 The Think Communities approach is being developed in close partnership with Cambridgeshire County Council and all of the District Councils, as well as with our partners across the NHS, the Police and the Fire Service. We are also engaging with the voluntary and community sector.

4.3 The public sector is facing challenging levels of demand for services at a time of reducing budgets, and there is an enthusiastic consensus locally that, by working differently together, we can shape a new delivery model. Collectively, local councils and much of the broader public and voluntary sectors are all seeking to deliver services to and within the same communities, and often to and for the same residents. This is clearly more costly than perhaps it could be, and is often creating complexity and confusion for residents and communities.

4.4 Through the development of Think Communities, there is an agreement that the way we collectively deliver public services needs to be reviewed and updated, with a greater emphasis on place-based service delivery, where there is a deep understanding of the local needs and assets in a community and where the public sector system works collaboratively to resolve often

entrenched issues.

- 4.5 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 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, more could be done through an alignment of planning and resources at a local and strategic level.
- 4.6 Some of the challenges that the public sector is facing include:
- An increased number of people accessing the health system with urgent or complex healthcare needs
  - A growing and ageing population, with increasing levels of need for social care interventions
  - Increasing levels of young people needing to be looked after
  - Concerns about increasing levels of victim based crime, resulting in high demand for policing
  - Increasing levels of homelessness in some parts of Cambridgeshire and Peterborough, resulting in higher costs for housing services
  - Childhood obesity
  - Increasing prevalence of mental health issues
- 4.7 If we are to achieve our aim of delaying and preventing demand and improving outcomes, then a different relationship between the public sector and the public is required. Much of the time, the public sector works in a way that makes sense to the system and not always to the individual. This can result in people no longer taking control of their own situation or not coming together as a community to make their neighbourhood a better place.
- 4.8 We have spent some time researching the approach other areas have taken to reform their approach to public service delivery, and have been particularly struck by the progress made in Wigan over the last few years. Wigan created a 'deal' between the council and the citizen, setting out the commitment the council will make in return for a commitment from the citizen. Sitting behind the deal, Wigan implemented an extensive programme of transformation and reform, starting with the way in which council officers fulfil their role (enabling them to become innovators and to adopt a strengths-based approach), developing comprehensive intelligence about their communities and the assets within them, and developing a new narrative with communities that supports residents to help themselves and each other as a starting point.
- 4.9 The outcomes that Wigan have achieved appear impressive. The approach they have taken has enabled them to remove around 25% of their budget over the past five years, and they report the following improvements:
- Wigan has become less deprived (moving from 67th to 85th most deprived area nationally)
  - Wigan is the happiest place to live in Greater Manchester
  - Wigan Council is the best council to work for nationally
  - The council has achieved a 6% reduction in Looked After Children numbers, compared to an average 20-25% increase elsewhere
  - The council has increased recycling by 50%
  - The council has the only reablement service to be rated as outstanding
  - There is less unemployment across the town
  - For every £1 invested in community link workers in GP's, a social return of £10.40 has been made alongside a fiscal return of £3.55

We are in direct discussion with Wigan to better understand the ways in which these outcomes have been calculated, but it is clear that a comprehensive approach to rethinking public service delivery has the potential to achieve good results.

- 4.10 With this in mind, we are using the strength of and support for the Think Communities approach to lead, on behalf of and with the whole public sector system, work to reform our approach to and relationship with communities. Our emerging model is based on a place-based approach,

with services based within communities of between 30,000 and 50,000 residents. Services based within these communities will meet the evidenced need of the residents living there, and will represent the whole public sector system. Wherever possible, we will seek to co-locate different parts of the system with each other, to improve information sharing and service design and delivery.

4.11 The community size of 30,000 to 50,000 residents aligns to the emerging Primary Care Networks, which are described in the NHS 10 year plan. This plan recognises that a place-based approach to NHS service delivery will deliver better outcomes at the best price, and this very much aligns to our own Think Communities philosophy. By aligning our own communities with those identified as Primary Care Networks we will have coterminous communities receiving services from the most appropriate part of the system, with access to a far broader range of alternatives to statutory interventions where appropriate. This approach also aligns to the emerging social prescribing approach for primary care, where often a community based offer can be far more effective than a medical prescription.

4.12 To drive this approach forward at pace, we have developed eight workstreams, described below

#### 4.12.1 **Strategic Coherence & System Facilitation**

To provide the system with the strategic leadership to ensure Think Communities is delivered, and to ensure the public sector works as a single system, with communities at the heart of place-based delivery.

This will be achieved by:

- Providing strategic advice and setting the framework for Think Communities
- Understanding the issues and barriers, including what does and doesn't work across Cambridgeshire and Peterborough and working across the system to resolve
- Supporting services and organisations to embed the Think Communities model
- Holding the system to account for delivery
- Providing the system leadership and engagement to drive Think Communities
- Acting as a neutral arbiter across stakeholders, if required

Where will we be in 12 months?

- Effective, meaningful relationships will have been developed and maintained across the system to deliver Think Communities
- The governance, vision and strategy for Think Communities will have been agreed and established
- Senior Responsible Officers will be identified for all the component parts of the approach
- A model for place-based governance will be established, building on the Living Well Partnership and Community Safety Partnership model

#### 4.12.2 **Communications**

To develop new communication platforms that engage our communities and workforce, making it easier to find the right information, and that enable new behaviours that help residents and staff identify and access alternative services. This priority will also seek to develop a Cambridgeshire and Peterborough Deal similar to those agreed in Wigan.

This will be achieved by:

- Ensuring continuous communications to our staff, partners and communities that helps develop new skills and behaviours
- Supporting communities to play a greater role in helping to improve local areas and meet local needs
- Making greater use of social media platforms to engage communities and have two way communications

Where will we be in 12 months?

- A Think Communities brand and marketing strategy will be developed – we want everyone (council, public and voluntary sector partners and communities) to see and recognise the brand and feel the difference that is being made as a result

- A system wide communication and engagement plan will be developed
- A community engagement and consultation plan will be developed
- A staff engagement plan will be developed

#### 4.12.3 **Community Engagement**

We want communities to be confident, stronger and more resilient through developing a new relationship with the public sector.

This will be achieved by:

- Ensuring the public sector actively engages and listens to local community concerns and priorities
- Enabling the public sector to provide the environment to allow civic engagement and community action to thrive through toolkits and support
- Making investment into community based activity
- Tackling issues that threaten to destabilise communities

Where will we be in 12 months?

- Community assets in each community will be identified and understood, including physical and people assets as well as services
- A series of community and stakeholder engagement events will be held in each community area
- The requirements for an online community toolkit to provide advice and support for developing communities will be agreed

#### 4.12.4 **Data and Intelligence**

To ensure that data and intelligence is shared between public sector organisations and the public leading to effective and integrated service delivery.

This will be achieved by:

- Understanding barriers to data sharing and putting in place effective governance procedures to resolve
- Using data to better understand our places and communities, and to inform service delivery
- Developing a single view of a place, bringing together data and intelligence from the public sector and communities

Where will we be in 12 months?

- Data governance will have been reviewed and agreed across the system, and information sharing protocols will be in place
- We will have identified and put into place sufficient resource to manage data requirements across Think Communities
- We will have an embedded culture of data sharing across the system - finding reasons to say yes, not no
- A shared data platform will be identified that can allow for any partner to use and access data
- Community profiles containing information about assets, the population, service demand, public sector spend, and key performance indicators, will be in place

#### 4.12.5 **Estates and Buildings**

To develop a joined up approach to the use of public assets that enables opportunities for shared service delivery and maximises community contact. Further, to develop greater community use of publicly owned buildings.

This will be achieved by:

- Achieving greater access to public buildings for all public sector workers to enable agile working
- Providing greater access to public buildings for community use, especially at evenings and weekends
- Empowering communities to manage publicly owned buildings through a community asset

transfer, where appropriate

Where will we be in 12 months?

- Co-location opportunities will be identified across the system
- Alignment with the continued development of our libraries will be firmly embedded

#### 4.12.6 **Funding and Resources**

Funding will be aligned between partners where there is a clear common agenda and shared outcomes. Partners will invest in the Think Communities model through staff, buildings and resources.

This will be achieved by:

- The effective coordination of bids to fund discrete pieces of work within communities and work across the system to maximise resources, including the public estate, staffing, technology and investment
- Developing a shared understanding of public sector spend in each of our communities, so that we can better deploy this investment and bend it more effectively to evidenced need

Where will we be in 12 months?

- Longer term system resource requirements will be identified
- We will have identified where system funding can be aligned to deliver Think Communities outcomes
- Through our area profile work, we will begin to understand the breadth and value of public sector spend in our communities

#### 4.12.7 **Technology and Digital**

Services will be transformed through the use of new technology. Communities will be engaged with and supportive of new technology that affects them.

This will be achieved by:

- Growing digital skills amongst our citizens and communities to take full advantage of technological benefits
- Increasing the number of shared digital platforms across the public sector and using these to integrate services
- Developing single customer records, particularly for children and families
- Using new technology to support residents to be independent and in control
- Technology solutions will be considered across the system before they are procured

Where will we be in 12 months?

- A cross-sector digital solution will be developed that allows the public to report issues e.g. environmental, safeguarding
- Existing digital systems and platforms will be audited across the system, leading to exploration of where these can be rationalised to lead to a common solution

#### 4.12.8 **Workforce Reform**

To transform and engage our workforce to deliver Think Communities outcomes.

This will be achieved by:

- Developing new skills and core behaviours
- 'Unlearning' traditional ways of working
- Listening to and understanding our communities
- Enabling our staff to work in a 'less permission, more innovation' environment
- Blurring organisational boundaries where appropriate, lawful and safe to do so

Where will we be in 12 months?

- An immersive workforce development programme will have been developed to encourage new skills and behaviours as per the model '21st century public servant' ambition
- We will have started to engage and consult with our workforce to embed new behaviours
- We will have reviewed the staff appraisal and supervision process to ensure that Think

Communities principles are embedded

- Agile working will be extended into the wider public sector by, for example, allowing greater access to buildings
- Locality based working will start to be introduced, with our staff understanding the role of working within a community

4.13 Alongside the strategic leadership role taken by the portfolio holder and the service directorate, the Cabinet Member is also responsible for oversight of specific services, and these are described in more detail below.

#### 4.13.1 **Community Cohesion**

The key emphasis over the past 12 months has been to support our communities through continuing to drive the development of closer collaboration between the community and service providers in order to better understand the issues and provide cost effective support. Our ultimate objective is to bring communities together and build stronger community resilience.

Working with parts of our community to tackle domestic abuse and hate crime have been prime areas of activities. Close collaboration with the Joint Mosques Council and service providers and key agencies has been developed to understand the challenges involved in relation to domestic abuse in some parts of our community. A core group has been examining how community champions can be better trained to provide signposting advice as well as how publicity and awareness raising material can be adapted to achieve its intended objective.

Work has also been done to promote greater awareness of hate crime reporting options through third party reporting centres and by making better use of information technology. Additionally, through the leadership of the Interfaith Council, partners have come together to better understand radicalisation and how to prevent it.

One of the key challenges we are planning for now is the impact of EU Exit. Direct communications work is underway with our EU residents, in particular in relation to the EU Settlement Scheme. A good relationship has been built with the Home Office and other partner agencies so any impact on community cohesion can be addressed effectively.

#### 4.13.2 **Syrian Refugee Resettlement Programme**

In June 2016 Peterborough City Council pledged to resettle up to 100 Syrian refugees over five years under the government's Syrian Vulnerable Persons Resettlement Scheme (SVPRS). To date, 59 refugees have resettled in the city (27 adults and 32 children of which 4 are pre-school age).

Our current focus is to move the refugees towards employment whilst maintaining their English learning at regular ESOL classes. Individuals are supported by PARCA (Peterborough Asylum and Refugee Community Association) and City College Peterborough with CV writing and have all received appointments with the National Careers Service advisors, making individual action plans to focus on their skills, qualifications, experience and future employment options. Currently 6 refugees are actively involved in volunteering opportunities at various locations such as The Green Backyard, Reading Buddies Scheme, and assisting a local Baptist church serving lunchtime meals, and one refugee recently spoke at the city's Holocaust Memorial Service. One individual has also successfully found a permanent position at a local school as a lunchtime supervisor.

Peterborough Clinical Commissioning Group have funded a one-year psychological support service pilot project using the Home Office accrued funding to deliver a bespoke mental health service for the Syrian Refugees in Peterborough and Cambridgeshire. The Refugee Council started this project in September and is delivering this for a twelve-week period.

Arrangements are currently being made to receive our fourth cohort of refugees in the summer of 2019 with our final cohort expected by March 2020 in line with the Home Office expectations.

In addition, Peterborough City Council are also supporting Fenland District Council with their pledge to resettle 2 families in the area.

#### 4.13.3 **Integrated Communities Strategy and Inclusive Cities Programme**

As reported at Scrutiny Committee last year, Peterborough agreed to become one of five local 'Integration Areas' as part of the Government's new Integrated Communities Strategy. The other four areas are Blackburn with Darwen, Bradford, Walsall, and Waltham Forest. Peterborough was invited to participate in the programme because we have "already demonstrated a keen grasp of the challenges we face and (have) shown a desire to try new things and learn from what works".

Peterborough City Council is also one of six cities also taking part in the Inclusive Cities programme, which is being led by Compas (Centre on Migration Policy and Society). The other cities are Glasgow, Cardiff, Liverpool, Bristol and London. The programme is providing an opportunity to share learning and understanding about how cities in the UK and the USA experiencing significant population change as a result of inward migration, develop inclusive and welcoming communities.

Over the summer, a joint Delivery Plan was developed setting out a number of proposals. The plan was submitted to the Ministry of Housing, Communities and Local Government (MHCLG) at the beginning of September.

In November 2018, Peterborough was provisionally awarded c.£1.6m over 2018/19 and 2019/20. Of this, £1,013,260 is confirmed for this financial year, (including £83,500 ring fenced for Department of Work and Pensions). The remainder of the funding allocation for 2019/20 is not yet confirmed by Government, due to MHCLG budgetary processes. A decision is expected imminently.

Our delivery plan is made up of four themes:

- a. Increasing Economic Opportunity
- b. Bringing Communities Together
- c. Young People
- d. English as a Second Language (ESOL)

Under each of the themes, a number of projects and activities have been identified including establishing a Time Credits programme in Peterborough, helping people into work through the Job Smart programme, job and career fairs aimed at showcasing new employment opportunities, setting up a Youth Interfaith Council and delivering a number of research pieces to better understand our communities.

In January 2019, the Peterborough Communities Fund launched enabling community groups to bid for funds to deliver projects that can bring people together. Groups can apply for up to £20k to make a real difference in their communities.

Projects were originally intended to deliver until 31 March 2020, however given the delays from MHCLG in confirming funding, projects will now deliver into summer 2020. Whilst this is therefore a short window of programme delivery, our proposals are focussed on looking at system change and developing a greater understanding of integration issues across a number of areas, which impact on our mainstream business.

#### 4.13.4 **Community Resilience**

The Community Resilience programme has largely focused this year on the Community Asset Transfer (CAT) Programme and the Parish Support Programme.

##### ***Parish Support Programme***

Peterborough's Parish Councils continue to network, share best practice and receive informative presentations at a quarterly liaison forum, currently chaired by the Portfolio Holder. Co-opted

members of our Scrutiny Committees each have the opportunity to feedback on matters presented at the Committees and equally take parish issues to be addressed by the Committees. The Council no longer has a rural strategy but this mutually beneficial way of joined up working with the parish councils can help to ensure that rural matters are addressed as an integral and mainstreamed part of the business presented.

The Peterborough 2018 Parish Conference took place at the Allia Business Centre on 15th November and was well attended and hailed a great success by the attendees with the theme 'Your Community, Your Voice, Your Decision. What Next for Parish Councils?'

Castor & Ailsworth Parish Councils are leading the way in the city by proactively developing a Good Neighbours/Way Wardens scheme, in collaboration with the Parish Church, which will extend out to Upton and Ailsworth. The Cabinet Member and community resilience team are actively supporting the initiative, which already has more than forty volunteers. This community led initiative is designed to welcome new residents to the community as well as support those that are vulnerable and in need of support and companionship. It is hoped to develop a fully community led model that can be replicated in other areas of the city. The Chair of the Castor Parish Council is acting as an ambassador for this and is actively attending other parish councils to encourage similar schemes to be set up.

A Forward plan for the Parish Support Programme is in place for 2019/20 and there will be a review of the approach for the quarterly forums to maximise attendance and embed more direct participation from the individual parish councils.

### ***Community Asset Transfer (CAT) Programme***

There has been tremendous progress in the CAT Programme with all community groups involved now actively engaged in negotiations and many now at the final legal stage of completing their leases. Peterborough has many community facilities across the city of which 48 are now in scope for CAT. This number has increased over the last year as we have seen the inclusion of some village halls, youth centres, former play centres and sports and leisure facilities.

In November 2018, the Scrutiny Committee agreed an additional transition year for the programme to enable the completion of an agreed schedule of works required at the centres. Capital funding has been secured and the associated borrowing costs are budgeted for. Throughout this time the critical ongoing support to the community groups will continue via the core business of the communities team and contracted services with PCVS.

Some historic agreements have been in place for a small number of community centres whereby the council covers the utilities and/or other running costs which Scrutiny also agreed would cease from 31st March 2019. Each centre that has benefited from this arrangement has been informed that they must take on these running costs with effect from 1st April 2019 to ensure there is an equitable approach in place for all community groups/centres.

It remains the case that many community groups require a lot of support, reassurance and guidance throughout the process to the extent that some associations have felt that they do not have the skill set or desire within their organisation to take on the CAT lease. In these cases, the facility will be open to a bidding process in line with the CAT Strategy.

A CAT Working Group continues to meet on a monthly basis involving representatives from Community Action Peterborough. In addition a new Executive Group has been set up to see the programme through some of the more complex issues as it progresses. This group will also ensure that due process and systems are in place corporately to ensure that the governance of the centres and the activities provided are supported and monitored for the benefit of the community.

The position status as we approach year end is as follows:

- Completed - 6
- Legal stage awaiting completion - 10

- Advanced state of negotiation - 6
- Negotiations still progressing - 15
- In scope for bidding - 3
- Taking out of scope - 8

#### 4.13.5 **Rough Sleeping**

Since the last report to Committee, much has happened with the work around rough sleeping in the city. The recommendations made by the Cross Party Working Group of this Committee in January 2017 have been achieved and strategic coordination has continued across the council and our faith and voluntary sector partners. In October 2018 the Council was proud to be part of the launch of the Safer off the Streets partnership, which brought together 17 organisations who are working with rough sleepers to work to an agreed charter. Safer off the Streets officially launched in October 2018, the same week that the Garden House was opened by the Light Project Peterborough in the Cathedral Precincts.

Since opening, the Garden House has provided a neutral daytime welcoming environment for rough sleepers to access:

- the Council's outreach services
- Primary Health Care, through GP provision
- drug and alcohol outreach
- assistance with claiming and maintaining benefits
- volunteering opportunities
- and much more

In addition to the opening of the Garden House, Axiom Housing Association have opened up access to the city's crash bed provision. This consists of 10 emergency access beds that the outreach team can refer rough sleepers into to provide them with warmth and shelter at any time throughout the year. The crash beds are providing the perfect launch pad for clients to engage with outreach support services in order to make that next move into some form of more stable accommodation provision.

We now have floating support workers working as part of the rough sleeping initiative funded programme. These officers maintain contact with clients and support them in the early stages of them managing their new accommodation, to ensure that they are able to maintain that accommodation and break the cycle of homelessness and rough sleeping.

In addition to the above, in the last week of November, the Light Project Peterborough opened the winter night shelter, which will run until April 2019, offering room for 8 rough sleepers at any one time. The council and partners supports the move-on of clients from the winter night shelter into supported accommodation settings, ensuring that no one who's eligible for assistance leaves the night shelter and returns to the streets.

Over the Christmas period the Council opened up its Severe Weather Emergency Provision, which increased the capacity even further and meant that there were 18 beds available for rough sleepers at Fairview Court, and additional capacity in reserve with Children of Adam if required, to ensure that no one had to sleep rough over the winter period.

The Safer off the Streets website ([www.saferoffthestreets.co.uk](http://www.saferoffthestreets.co.uk)) has launched and continues to be updated regularly to include what help and support is available in the city and when it can be accessed. Case studies are regularly added to give updates on the progress being made by the partnership.

The initiative also provides members of the public with an alternative to giving money to people on the streets. The contactless donation point in St Peters Arcade and through the website allows the public to donate directly to the services who will support those individuals to make the change required to leave the streets.

The Safer Off The Streets management board have agreed that all donations received will go

directly towards the day to day operating costs of the Garden House.

The official annual rough sleeper count took place late in November 2018 and our estimate based on the physical count and other intelligence gathered was that 28 rough sleepers were sleeping out on the night of the snapshot. This is down from 31 last year. At the time of the physical count there were still a number of the crash beds going unused as the weather was unseasonably mild and many were still choosing to remain sleeping out.

There is still much work to be done and in 2019 the Council will have increased resource focusing on rough sleeping. The outreach team will increase to 4 outreach officers and a team leader. The accommodation provision we currently have will be maintained to ensure that we have an offer for all rough sleepers to leave the streets. The Safer Off The Streets partnership continues to grow, and working together collaboratively will ensure that areas of duplication are minimised while harnessing the high levels of goodwill we have in the city.

#### 4.13.6 **Community Safety**

The Prevention and Enforcement Service has received 416 calls for Service since 1st April 2018. Cases can be divided into either locational ASB, nuisance or personal (for example neighbourhood disputes). All cases are risk assessed to identify if a case is standard, medium or high risk. At the last multi agency case review 4 cases were classed as high risk, 3 medium risk and 4 low risk. Over the past year the service has worked with partners to resolve some complex cases in the Peterborough area. This has included working with different agencies to issue closure notices and obtain criminal behavior orders against individuals as well as supporting victims of ASB.

The service is linking with our Early Help multi-agency support panels and the Troubled Families programme, and this is an area of work which can be developed over the coming year to ensure all preventative options are identified at an early stage if ASB or other community safety issues are being flagged as a concern.

The two public spaces protection orders in the city centre and Millfield continue to be enforced to reduce anti-social behaviour and environmental crime. The service, in conjunction with our enforcement partner Kingdom, has issued 4,000 Fixed Penalty Notices since 1st April 2018 up to 31st January 2019 for breaches of the orders.

Over the year there have been 30 unauthorised encampments in the Peterborough area on local authority land. During the year the government launched a consultation which sought views on the current powers available to move on unauthorised encampments and deal with unauthorised encampments. Following on from the consultation the government announced plans to give police new powers, with the Home Office due to consult on a number of proposals to amend the Criminal Justice and Public Order Act 1994.

For the coming year, the service will focus on developing a place-based model of community safety activity and enforcement in line with the Think Communities approach. Officers in communities will be able to focus on a wide range of issues from environmental enforcement and prevention to community safety issues.

#### 4.13.7 **Safer Peterborough Partnership and Drugs Prevention**

The Safer Peterborough Partnership Board has recently facilitated a workshop to review progress against the three-year plan. It was generally recognised that whilst agencies are individually focused on the priorities, there are some significant demand areas within the overarching objectives that would benefit from a more joined up approach.

The board has identified three focus themes that will receive enhanced activity over the coming months. Each theme will have it's own 'problem solving group' made up of multiple agencies - it is intended that this collective action will have greater impact on challenges that really affect our

city:

### **Theme 1 - Sex Working and Sexual Exploitation**

Focussing on street prostitution, brothels, exploitation of vulnerable persons etc.

### **Theme 2 - High Harm Offenders / High Risk Victims**

Focussing on offenders who cause most harm to society, and protecting the most vulnerable persons and communities.

### **Theme 3 - Drug Dealing and Use**

Focussing on street dealing, community areas where drug use is having significant impact on others, county lines (supply chains), and entrenched local dealers who exploit others.

### **Cross Cutting Challenge - Entrenched Rough Sleepers**

This issue is linked to the three main themes, and will be addressed within each problem solving group.

The effectiveness and governance of this new approach will be provided by the SPP board members, and regular reports are to be brought to future Scrutiny committee meetings.

### **Other Drugs Prevention Reporting:**

Over the year various programmes of work have been delivered to impact on drug use/prevention. CGL Aspire have been supporting the needles task group; as part of this they have been providing training around effective needle exchange to local pharmacies. This has led to an increase in the number of needle returns coming back. In addition, recently single use needle packs have been introduced which should lead to a reduction in the number of discarded unused needles being found in public spaces.

CGL Aspire continue to promote the use of Naloxone to prevent heroin overdoses, and between September and November 2018, over sixty Naloxone kits were handed out to service users potentially at risk of overdose.

Substance misuse services are aware that a high proportion of the entrenched rough sleepers have substance misuse problems. The council is investing some money for a half time substance misuse worker to deliver outreach with the rough sleepers jointly with the council's own Outreach Team.

#### **4.13.8 Youth Offending Service**

The Targeted Youth Support Service (TYSS) was launched in September 2018, bringing together a range of separate services into a single structure to work with adolescents with a unique set of risks. This innovative new model builds upon a multi-agency partnership approach. The TYSS brings together the Youth Offending Team, the Youth and Communities team, the NEET team and the Social Care Adolescent Team.

The Youth Offending Service works with young people who are entering into the criminal justice system for the first time, and those who we wish to prevent from re-offending and causing harm. The Ministry of Justice has published national figures for June 2017 to June 2018 and this demonstrates a 26% reduction in the number of first time entrants into the youth justice system, which is better than statistical and national averages.

In respect of youth re-offending, Peterborough has seen a 1.8% increase in respect of the number of young people known to the YOS who re-offend. Whilst the service is managing an increasingly complex cohort of young people, we are performing in line with our statistical neighbour and national averages. Youth Custody has seen a small increase, with 9.2% of the overall YOS caseload sentenced to custody between June 2017 and June 2018, however performance is in line with the national picture and we are performing better than statistical neighbours.

**5. CONSULTATION**

5.1 Not applicable.

**6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 The Scrutiny Committee's comments on the achievements and performance of the services that fall within the remit of the Cabinet Member, and their comments on the upcoming priorities, will help to inform service delivery plans.

**7. REASON FOR THE RECOMMENDATION**

7.1 The Scrutiny Committee receives an annual report covering the progress made by services that fall within the remit of the Cabinet Member. This provides an opportunity for transparent scrutiny, and to help support the work of the Cabinet Member and her teams.

**8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 Not applicable.

**9. IMPLICATIONS**

**Financial Implications**

9.1 Not applicable.

**Legal Implications**

9.2 Not applicable.

**Equalities Implications**

9.3 Not applicable.

**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 None

**11. APPENDICES**

11.1 None

This page is intentionally left blank

|  |                         |
|--|-------------------------|
| <b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b> | <b>AGENDA ITEM No.7</b> |
| <b>12 March 2019</b>                             | <b>PUBLIC REPORT</b>    |

|                                |   |             |
|--------------------------------|---|-------------|
| Report of:                     | Adrian Chapman, Service Director - Communities and Safety       |             |
| Cabinet Member(s) responsible: | Cllr Irene Walsh, Cabinet Member for Communities                |             |
| Contact Officer(s):            | Jo Bezant - Manager Housing Enforcement and Selective Licensing | Tel. 863785 |

**SELECTIVE LICENSING INTERIM REVIEW AND OUTCOMES**

|   |                           |
|---|---------------------------|
| <b>RECOMMENDATIONS</b>  |                           |
| <b>FROM:</b> Assistant Director for Public Protection - Rob Hill  | <b>Deadline date:</b> n/a |
| <p>It is recommended that the Adults and Communities Scrutiny Committee review and comment on the progress of the Peterborough selective licensing scheme, and note and comment on the next steps regarding the future of the scheme.</p> |                           |

**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 an update on the progress and current position of the selective licensing scheme currently in force within certain areas of Peterborough.

2.2 This report is for the Adults and Communities Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions determined by Council:

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 health
- Safeguarding children and vulnerable adults
- Achieve 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 | N/A |
|---|-----------|----------------------------------|-----|

**4. BACKGROUND AND KEY ISSUES**

- 4.1 The current selective licensing scheme has been in operation for just over two years, since 1 December 2016, and runs until 31 October 2021. The scheme includes all privately rented properties in parts, or all, of the following wards of Peterborough: Central, North, East, Park, Fletton, Bretton North, Stanground Central, Walton and Orton Longueville.
- 4.2 At the time the scheme came into force it was estimated that 6205 properties would be required to have a licence. The council offered a discounted fee to landlords who were either accredited members of a nationally recognised landlord association, or whose properties were managed by an accredited agent, and who applied for their licence prior to the scheme start date on 1 December 2016.

By 1 December 2016 the council had received 5989 applications for licences showing that the consultation and publicity campaign was successful and initial compliance was high.

The total number of applications received by February 2019 is 7951 and the current position of those applications is as follows:

|                        |      |
|------------------------|------|
| Licences granted       | 6363 |
| Applications rejected  | 655  |
| Licences revoked       | 9    |
| Applications withdrawn | 344  |
| Applications pending   | 580  |

Currently there are in the region of 600 properties under investigation for being unlicensed.

- 4.3 As part of the process landlords were required to submit a copy of the current gas safe certificate with their application. In November 2016 we received 5225 applications. Of those applications 938 had gas safe certificates dated November 2016 showing that 18% of properties did not have a valid gas safe certificate prior to this time.

It is a condition of licence that an annual gas safe certificate is submitted to the council on application and each year thereafter. All 6363 properties for which licences have been issued now have current gas safe certificates which are annually renewed.

- 4.4 The housing team have so far carried out 6907 initial property inspections, these are to determine if there are any serious risks that need to be dealt with urgently. The visits are also used to advise owners of any defects found that they need to attend to and to risk assess when a full inspection should be carried out within the lifetime of the scheme, the aim being to tackle the worst first. Of the 6907 inspections undertaken, 4280 (62%) had a score of 0 meaning the property was in good condition with no category one or high category two hazards that would warrant the council's intervention, all documentation was present and correct and the properties were well managed. The remaining 2627 (38%) required repairs and a full inspection to be carried out by a housing enforcement officer during the term of the scheme.
- 4.5 Full inspections under the HHSRS (Housing Health and Safety Rating System) have been ongoing with 321 having been completed so far. Officers have seen a significant improvement in compliance from landlords and agents since Selective Licensing was introduced thus reducing the number of enforcement actions that have been necessary. Only 139 notices have been served as a result of the housing inspections.
- 4.6 Since the introduction of Selective Licensing there has also been a drop in complaints received from tenants about their housing conditions as can be seen in the table below

|      |      |
|------|------|
| 2014 | 970  |
| 2015 | 995  |
| 2016 | 1016 |
| 2017 | 651  |
| 2018 | 635  |

(nb these are whole city figures not just SL areas)

- 4.7 Ten cases have been brought before the courts for not licensing, all have been found guilty and fined. The fines have been lower than we would have expected. However since the Government introduced civil penalties they will, in the vast majority of cases, be issued instead of prosecutions. To date 3 civil penalties have been issued. Civil penalties are designed to remove these offences away from the court system and will allow us to set more appropriate fines.
- 4.8 One concern that was raised during the consultation before the scheme was introduced was a fear that many landlords would simply sell their property and move out of the licensing areas rather than be subject to further regulation, thus leading to a shortage of rental accommodation within the areas and an increase in homelessness which the council would have to deal with.

Whilst it is evident that homelessness has increased substantially in the past two years and the main reason given for homeless presentations to the council is the end of a private rental tenancy as a result of a S.21 notice being served, there were a number of different factors which landlords reported as the reason for seeking possession. The most common of these was the introduction of Universal Credit, the freezing of Local Housing Allowance rates and the changes to the Tax relief landlords could get on their private property which have all had an impact.

Information collected from local letting agents show that whilst they have lost a small amount of properties from their books (on average, 5%), the reasons for selling appear to be more around these broader factors rather than selective licensing.

Between February 2018 and February 2019 we received 385 applications for properties that were new to the rental market, showing that investment is still being made in the rental market within the selective licensing areas.

- 4.9 The scheme has enabled good working relationships to be built with all local letting agents. It was important to gather their views on the success and failings of the scheme from an agent point of view so a small sample survey was undertaken.

The general sentiment conveyed by all agents was a positive one in terms of seeking to address the poor/substandard living conditions in the private rented sector and this was further reinforced in the knowledge that the local authority Housing Enforcement Team were actively pursuing these poor conditions. Most agents also said that business had increased as a result although claims by one agent suggested that investors were put off by properties falling in a selective licensing area. This claim was further extended by citing that surveyor prices were lower in these areas but with no quantitative data to support this.

All agents spoke about the application form being lengthy and needing too much information and documentation.

All agents also expressed a wish for selective licenising to be extended to the other parts of the city so as to ensure a sense of fairness for all and to also raise the housing standards generally. One particular agent said they were proactive in the "selling" of the licensing concept to landlords.

- 4.10 Further interviews have recently been undertaken with some landlords, tenants, managing agents and property managers/investors with properties within the selective licensing areas to seek their views on the impact of the scheme now it is two years on:

One landlord who owns a large portfolio of property in and around the selective licensing areas said that something needed to change to raise the profile of the private rented sector in Peterborough and sees selective licensing as the opportunity to address the multitude of problems already well documented, such as poor living conditions and ASB. This landlord is well known to the selective licensing team and from the outset he approached the team with a proposal to work with council officers on a sample of his portfolio which he felt had been partially neglected over time and might now fall short of the standards prescribed by the council. This example shows that landlords who had been happily drifting along with substandard accommodation were now keen to engage and make improvements to their properties without waiting for the council to tell them to do it. This now happens more often than not.

He went on to say that the introduction of the scheme provided the ideal platform from which to raise the standards and felt that landlords and agents should embrace the scheme and endeavour to work with the council towards tackling the problem areas that persist. He also went on to say that those landlords who were not receptive to the introduction of such a scheme should “think long and hard about their future business ventures”.

Another landlord with a number of properties commended the council on its selective licensing scheme. He said that senior staff as well as housing officers have all gone out of their way to act responsibly, striking a fine balance between their strict legal responsibilities and simultaneously supporting diligent landlords through effective and purposeful engagement, and that the council should be congratulated warmly for its administration of the project. He says that there is indeed “palpable” evidence of “significant” improvements in standards in Peterborough generally, and particularly in the Lincoln Road area.

One letting agent with a long standing business in the central area said “that the Licensing has been a success as it has brought a minimum standard forward for all rented properties. I have seen visual improvements already just near to where I work. Good quality homes will accommodate good tenants creating good neighbourhoods. If Licensing remains it will continue to improve but we still have a long road ahead. Working together will be the only way forward”.

He also had concerns and said, “The fee of £600 does cause financial implications, on top of the maintenance and new Tax laws, I’m afraid we won’t be able to survive. A discounted fee to remain accredited for the first 3 months of renewal would be good as it will show the council is not out to penalise Landlords but only interest is better homes and basic rights for every Tenant”.

A female tenant whose house was repaired following the selective licensing property inspection fed back that prior to the launch of the scheme she was unaware that she was able to report any disrepair matters to the council. She felt that the scheme gave her some reassurances that her living conditions and any other housing related matters would be addressed without having to suffer the frustrations of having to deal with the managing agent and the amount of time it takes for matters to be resolved. The tenant thought that selective licensing should be introduced across the entire private rented sector as this would ensure that tenants would not continue to suffer poor living conditions or the fear of retaliatory action from their landlord or agent.

Brian Gascoyne, Chairman of MANERP (Millfield and New England Regeneration Partnership) has been lobbying for Selective Licensing for many years prior to the introduction of the scheme which he says has made a huge difference to the people and communities which he aims to serve. Brian said that the success of the scheme was most evident given the fact that they (MANERP) did not receive a single tenant complaint last year regarding living conditions.

He wanted it to be shown on record that this was solely down to the hard work of the Selective Licensing Team at the council.

Brian maintains that he felt another five-year scheme would be necessary so as to ensure that the standards are maintained as otherwise he believes that the private rented sector would revert back to the previous bad practices and inactions.

#### 4.11 Next Steps

The current selective licensing scheme will come to an end on 31 October 2021. The Government are currently undertaking a review of selective licensing and the outcome of this review is due later this year. Depending on the outcome of that review it would be our intention to investigate the need for a further licensing scheme to start at the end of this one. That would involve extensive data research and would take a fresh look across the whole city to identify areas that would benefit from a scheme being in place.

### 5. CONSULTATION

5.1 The Council took great care in deciding which areas should be included in this scheme. It used a range of independently produced information to assess the evidence creating a 'selective licensing index' (SLI). The SLI was developed to provide an objective geographical appraisal of those areas across the city which may benefit from the implementation of a scheme.

The SLI amalgamated crime, socio-demographic, deprivation and other housing related data to produce a tool used to assess each of the six criteria upon which a selective licensing scheme can legally be based. The concept of the SLI originated from the vulnerable localities index which was developed by the Jill Dando Institute of Crime Science.

The SLI index uses the lower super output geographies, and we only introduced selective licensing in the areas of Peterborough that met either five or all six of the criteria set out by government for introduction of a scheme.

To prepare for a further scheme, an updated piece of research will need to be undertaken followed by a ten week public consultation (depending on the outcome of the Government's current review).

5.2 Additionally it would be beneficial to undertake an interim consultation to establish the success and failures of the current scheme after it has been in operation for about three and a half years, at which time the scheme will be fully embedded. The consultation should seek the views of landlord, letting agents and residents and should take the form of a questionnaire. The views of those consulted could be compared with the original consultation questionnaire and used to make changes and improvements to any future scheme.

### 6. ANTICIPATED OUTCOMES OR IMPACT

6.1 It is recommended that the Adults and Communities Scrutiny Committee review and comment on the progress of the Peterborough selective licensing scheme, and note and comment on the next steps regarding the future of the scheme.

### 7. REASON FOR THE RECOMMENDATION

7.1 Member's comments around the effectiveness / success of the scheme are invited to inform next steps, and views are sought regarding the research to ascertain if another scheme should follow the end of this current one, as well as to consider if a new scheme would be beneficial in other areas of the city beyond 2021.

### 8. ALTERNATIVE OPTIONS CONSIDERED

8.1 n/a

## **9. IMPLICATIONS**

### **9.1 Financial Implications**

Gross Budget £537,219, Income Budget -(£702,723, Net Budget -£(165,504) for 2018/19, this relates to income that has been rolled forward and also for income to be rolled forward for the life of the scheme. If a new scheme is to be implemented they would need to be a consultation period to take place which could not be covered by the existing or new scheme income. For the present scheme there was a cost in the region of £50k.

### **9.2 Legal Implications**

The Housing Act 2004 gives councils the power to require residential landlords to obtain a licence in order to let property to tenants within a designated area. Its aim is to improve the quality of life for all in the area by ensuring a consistent high standard of management of private rented homes which thus make a positive contribution to the area.

### **9.3 Equalities Implications**

n/a

### **9.4 Rural Implications**

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 n/a

|  |                           |
|--|---------------------------|
| <b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b> | <b>AGENDA ITEM No. 8.</b> |
| <b>12 MARCH 2019</b>                             | <b>PUBLIC REPORT</b>      |

|                                |   |                   |
|--------------------------------|---|-------------------|
| Report of:                     | Charlotte Black, Service Director, Adults & Safeguarding  |                   |
| Cabinet Member(s) responsible: | Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health  |                   |
| Contact Officer(s):            | Belinda Child, Head of Housing, Prevention and Wellbeing,<br>Diana Mackay, Senior Commissioner (Adults) Prevention and Early Intervention | Tel. 07920 160731 |

**TECHNOLOGY ENABLED CARE (TEC)**

| R E C O M M E N D A T I O N S   |                           |
|---|---------------------------|
| <b>FROM:</b> Service Director, Adults & Safeguarding  | <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. Have regard to the content of the report and support the increased use of technology enabled care to support people to live independently, and therefore reduce demand for statutory care and support across adult social care.</li> </ol> |                           |

**1. ORIGIN OF REPORT**

1.1 The report on the use of Technology Enabled Care in Peterborough was requested by the Adults and Communities Scrutiny Committee as one of a series of updates on the Adults Positive Challenge Programme across Peterborough and Cambridgeshire.

**2. PURPOSE AND REASON FOR REPORT**

2.1 Technology Enabled Care (TEC) is one of the work streams within the Adults Positive Challenge Programme (APCP). Peterborough City Council (PCC) and Cambridgeshire County Council (CCC) are working together to share best practice and learning and have a much greater impact on demand management and associated costs for adult social care. The premise of the programme is improved outcomes for people should also reduce demand and costs.

Technology enabled care is an essential tool to enabling people to remain living independently and reducing the need for long term care and support. As part of the programme it is key that TEC is offered and utilised by a far greater number of adults as well as children with disabilities. It is therefore extremely important that the profile of technology enabled care is raised across Peterborough.

The operational provision of TEC in Peterborough sits within the Home Service Delivery Model (HSDM) which is a service that brings together Reablement, Therapy (including

Occupational Therapy and Sensory Rehab), TEC, Care & Repair and Housing programmes. It is a service that focuses on proactive preventative services and early intervention.

It is recognised that technology is developing at a pace and can make a significant impact on both preventing people with developing support needs from becoming dependant on funded care services, but also in reducing the reliance of people with long term care needs on more intrusive care and support, and allowing people to stay in their own homes for longer.

2.2 This report is for the Adults & Communities Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4 - Overview Scrutiny Functions, paragraph No. 2.1 Functions determined by Council:

1. Adult Social Care
2. Safeguarding Adults

2.3 *How does this report link to the Corporate Priorities?*

3. Safeguard vulnerable children and adults
6. Keep all our communities safe, cohesive and healthy
7. Achieve 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 | N/A |
|---|-----------|----------------------------------|-----|

**4. BACKGROUND**

People and Communities Directorate has set a vision and ambition for Adult Social Care which by 2023 local people will drive the delivery of care, health and wellbeing in their neighbourhoods.

The Adult’s Positive Challenge Programme vision is that by 2023 local people will drive the delivery of care, health and wellbeing in their neighbourhoods, delivering a financially sustainable service which will enable a neighbourhood approach which supports more people to live independent and fulfilling lives for longer.

The Council Outcomes will be; a financially sustainable service that meets statutory duties; a focus on supporting neighbourhoods and communities; people remaining as independent as possible and partner actions align to a shared vision.

**4.1 TEC Work Stream**

This work stream focuses on the provision of telecare equipment, which includes both stand alone and linked (e.g. to a Lifeline) technology solutions, smart TEC, apps and any relevant technology that can support positive outcomes for clients. It also includes references to other items of equipment that deliver the same long-term vision – for example moving and transferring equipment to facilitate single-handed care and avoid care costs of care packages delivered by 2 paid carers, generally referred to as ‘double up care’.

Since 2010 there has been a marked increase in the advancement of technology targeted at supporting people with health and social care needs, a trend which is likely to continue, with global investment in Artificial Intelligence and Robotics doubling every two years.

These developments can support service users to stay independent for longer, or to live with existing conditions more effectively without relying on as much support from others.

While Peterborough City Council already has various elements of Technology Enabled Care (TEC) in place, further broadening this offer can address further needs of service users and carers across different Adult Social Care cohorts. Technology should become a key consideration of any assessment, for citizens in all Adult Social Care client groups (especially those with learning disabilities), and it should be simple for both staff and citizens to identify the right support.

Technology Enabled Care is equipment that can assist individuals and their carers to live at home independently for longer. Assistive Technology plays an important part in preventative measures to manage or minimise risk, including personal safety, home safety, falls prevention and medication management. It supports carers by providing reassurance, peace of mind and reducing stress so they can better manage the demands of their own home and work life alongside their caring role.

#### 4.2 Technology Enabled Care Can Fall Into The Following Categories:



Alarms & Pull Cords such as lifeline



Door exit sensor



Gas detector

Sensors & Memory Aids



Apps on Mobile Phones



Intelligent personal assistants and robotics

In the context of increasing demographic pressures, there is a clear imperative to seek out and embrace up to date, cost effective and evidence based technology interventions that have demonstrable financial benefits and play an essential role in demand management.

In addition ensuring TEC is always considered when new clients contact the Council the Adult Positive Challenge in Peterborough is seeking to ensure existing service users also benefit from TEC wherever possible.

Via a programme of targeted reviews workers will be asked to ensure TEC is considered first to improve outcomes for clients, prevent unnecessary increases in care cost and to drive down the cost of care and support where TEC can provide a solution.

### 4.3 Invest to Save- case studies

The TEC work stream does have significant savings and cost avoidance benefits assigned to it, but it is not just a savings generator, TEC can deliver very real benefits for clients with better choice and control and better outcomes. The case studies in Appendix 1 give some real examples of how TEC has benefitted clients in Peterborough so far this year

In 2018/19 the TEC enabled workstream saved £109,828 from April 2018 to February 2019 where packages of care and support were reduced through the addition of TEC, and £264,296 for the same period on packages where home care calls could be reduced from two carers to one carer with support of appropriate TEC.

To continue to manage increased demands on Adult Social Care it is recognised that further investment in TEC within the Adult Positive Challenge Programme is necessary. An investment case is currently being considered of £250K across the next two years in order to achieve cumulative savings of £920K and avoided costs of £308K. In turn we anticipate increased use of TEC will lead to increased independence of an additional 866 people per year by 2022/23.

### 4.4 The Way Forward

There are a number of pieces of work underway within the APC work stream to increase the TEC offer and improve outcomes for people in Peterborough:

To **agree investment plans** that will help to meet the current and future financial challenges within adult social care by changing the demand and cost model for services so that the costs of traditional care and support are reduced through person centred technology and community equipment solutions

**Innovation Hubs and Focus Groups** have been held with front line care staff to begin to shift the culture of staff to understand and value the potential impact of TEC so that they “think TEC first” when undertaking assessments of people. These sessions will need to continue so that all staff are clear on the approach, and this will include staff working in children’s services so that the TEC journey is commenced as early as possible to prevent crisis and the need to reduce large packages of care later in life. This ongoing training will take the form of workshops, hands-on demo sessions, away days and on-line tools. It will also draw on the experience of the TEC Team in Cambridgeshire County Council.

By **aligning the TEC offer across Peterborough and Cambridgeshire** it is expected that we will be able to address some of the complexity and bureaucracy in the system, including life line / community alarm provision.

To **address the differences** in TEC provision across Peterborough and Cambridgeshire – for example, in Cambridgeshire telecare equipment is provided to residents in care homes who have assessed eligible needs, but this is not the case in Peterborough.

A **Next Generation Technology Project** is underway – being led by Cambridgeshire but covering both local authorities. This will test out new technology that is able to predict potential risks that people may experience in their home, rather than waiting for an alert to be raised once an accident has occurred.

**Increasing independence, confidence and quality of life.** Technology and community equipment can support people with day to day tasks such as washing, dressing, eating, communicating and getting in and out of bed / chair

**Information and advice for people who wish to self-fund.** People will receive TEC solutions from PCC where they have eligible needs under The Care Act. However, there will be an increase in the number of people who are able to self-help and self-fund through better information and advice. This work has already resulted in the opening of a Smart Flat at Kingfisher Court, Cross Keys Homes extra care scheme in Stanground, to showcase how the latest technology can support independent living. We will also work with libraries across the two authorities to ensure that library staff know how to signpost people to information about tech solutions.

## 5. CONSULTATION

- 5.1 There has been no consultation. This is a city wide offer.
- 5.2 Consultation could take place with existing and new clients to research the best way to increase the public's knowledge and take up of TEC

## 6. ANTICIPATED OUTCOMES OR IMPACT

- **Increase independence, confidence, and quality of life.** Technology and community equipment can support people with day-to-day tasks such as, washing, dressing, eating, communicating, and getting in and out of bed / chair.
  - **Increased quality of life and wellbeing for people with complex long term needs.** Many people continue to remain living at home but need significant amounts of support from family and formal carers. Through comprehensive risk assessment, it is vital that we continue to support these people to remain living in the home of their choice for as long as possible and avoid the need for them to have more formal care than they need or to avoid the need to move into long-term residential care.
  - **Help manage potential risks around the home.** Technology can help promote safety around the home, for example, video entry systems can control access to vulnerable people, and reminders to take their medication.
  - **Provides reassurance to carers.** Technologies can let carers know if their loved one has run into difficulties, for example, falls detectors can notify them if their loved one has fallen over. This reassurance gives carers peace of mind.
  - **TEC is valued as an integral part of every conversation and support plan.** This will mean that the most intelligent TEC is deployed at the earliest opportunity, and will prevent, reduce and delay the traditional avenues of social care and health interventions.
  - **Information and advice for people who wish to self-fund.** People will receive TEC solutions where they have eligible needs under The Care Act. However, we will increase the number of people who are able to self-help and self-fund through better information and advice that takes them, or their carers, to the best TEC solution when they need, or wish, to fund this themselves. This will be through access to better on-line systems.
  - **Reduce the costs of traditional care and support** through the provision of person-centered technology and community equipment solutions.
- 6.1 *Consider the anticipated outcome of consideration of this report.*
- Demand management
  - Promoting independence
  - Supporting informal carers
  - Preventing, reducing and delaying the need for long term care packages and hospital admissions
  - Building on people's strengths, and supporting people in a way that works for them.

- Developing an empowering culture across Health and Adults' services, so that workers can take the steps they need to take to make a difference for their clients
- Exploiting all digital opportunities to help people live the fullest life they can, to empower service users to be in control of their care and wellbeing, to enable the care workforce to be effective and to improve multi-agency working.
- Providing a cost effective and financially sustainable service to ensure that we can continue supporting people to achieve the best possible outcomes in the future.

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

- 7.1 Raise awareness of the TEC products and offer  
Review and improve service provision  
Demand Management  
Reduction in care and support costs

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 The alternative to not increasing the use of TEC is the continued increase in care and support costs to Adult Social Care and clients who are not enabled to become as independent as possible.

## **9. IMPLICATIONS**

### **9.1 Financial Implications**

There are financial implications for the increase in staffing resources and equipment costs needed to roll out this programme in line with cost savings and cost avoidance levels identified. The Council is seeking to invest £250K across the next two years in order to achieve cumulative savings of £920K and avoided costs of £308K. This is part of the adults positive challenge programme.

### **9.2 Legal Implications**

*None*

### **9.3 Equalities Implications**

To ensure that all groups and individuals have access to suitable TEC options to enable them to be as independent as possible.

### **9.4 Rural Implications**

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 – Case Studies, numbers 3, 4, 6, 11, 15 and 16.



# Assistive Technology in Action

## Case Study – 3

For further information or advice please call 01733 454492

### Overview

Mr B had recently been diagnosed with dementia and moved into Extra Care housing. Mr B did not recognise he had memory problems and lacked insight into his condition. He was fiercely independent and became very defensive when his son showed concern about him becoming muddled with his medication. Tension was building between Mr B and his son, causing arguments when his son visited him.

Consequently a care package was introduced to prompt Mr B to take his medication twice daily. Mr B had no other care needs and made it quite clear to all concerned that he disliked having these calls.

### Intervention

Introduction of a **Pivotell medication dispenser** that enabled Mr B to independently take the right medication, at the right time. Staff agreed to initially monitor how he was managing the dispenser and it soon proved to be successful. His son was more than willing to be responsible for filling the dispenser every 2 weeks and the support from care staff was withdrawn.



### Outcome

- Mr B was more settled in his new surroundings as he felt more in control of his life now there was less intrusion. This improved his self-esteem, self-worth and confidence.
- Son had peace of mind and his anxiety levels were reduced. Visits became less confrontational to the benefit of both.

### Comments from carer

"I call it my magic machine. I don't have to fiddle around sorting my tablets out anymore, they just appear like magic!"

### Cost Savings

Approx. £50 p/w or £2600 p/a  
The medication dispenser paid for itself within 2 weeks.





# Assistive Technology in Action

## Case Study – 4

For further information or advice please call 01733 454492

### Overview

Ms M, a service user in her 30's has a mild Learning Disability and lived on her own with some support from a care agency, and her mother. She attended hospital for a brain operation and upon discharge, was rehoused to a 2 bedroom flat to allow her to have 24/7 care for a temporary period.

The 24/7 care resulted in Ms M becoming reliant on having a night carer and felt she still needed their support. Ms M's mother was very protective and felt that round the clock support was needed for potential 'what if' scenarios. The night staff indicated they didn't have any concerns regarding Ms M, as their assistance wasn't needed and no risks were identified. Ms M's social care worker found it difficult to justify withdrawing night care without objective evidence that it was no longer needed.

### Intervention

A 'just checking' monitoring device was installed in Ms M's flat for 3 weeks to establish her night time routine. This was to gather objective information and evidence so an informed decision could be made regarding her future care needs.

### Outcome

- Charts showed that Ms M was very settled at night and occasionally went out to the bathroom, but no evidence of any carer involvement.
- Sleep-in carer withdrawn following confirmation that Ms M could call the care agency during the night should she need re-assurance or assistance.
- Ms M became more self-confident. This was a factor in her gradually regaining her independence, leading to a reduction of her care package.
- Ms M's mother reassured and accepted withdrawal of night support.

### Cost Savings

From the withdrawal of sleep-in carers this saved between £33.60 and £48 per night.





# Assistive Technology in Action

## Case Study – 6

For further information or advice please call 01733 454492

### Overview

Mrs C is a lady in her 80's with dementia. She was discharged from hospital following a UTI and returned home. She needed to have a bed downstairs due to poor mobility. Mrs C's husband is frail and has health problems of his own, needing oxygen at night. Mr C was concerned he wouldn't be able to cope looking after his wife. He was also worried that she may fall when trying to get out of bed and that he wouldn't know what she was doing during the night whilst he was sleeping upstairs.

### Intervention

A **movement sensor** was provided and placed on the floor beside Mrs C's bed downstairs, including a **vibrating alarm pager**. Both of these provisions would alert Mr C as soon as his wife was sitting on the edge of the bed. Mr C kept the pager in his pocket during the day and on his bedside cabinet at night.

Provision of a **mini CCTV camera** was set up unobtrusively and angled so it could focus on Mrs C when she was in bed. Mr C had a small handheld **night vision monitor** that enabled him to see his wife from his bed upstairs. It also had a microphone that could be switched on to hear any sound. This helped Mr C decide whether he needed to go down to attend to his wife or not.

### Key benefits

- Risk of falls greatly reduced
- Peace of mind, re-assurance and feeling of relief for carer
- Mr C was able to conserve his energy, reducing the impact on his own health condition.

### Cost savings

- Potential hospital admission and consequential social care costs avoided due to these preventative measures
- Necessity for respite care reduced as carer supported to avoid a crisis developing.





# Assistive Technology in Action

## Case Study – 11

For further information or advice please call 01733 454492

### Overview

Mrs D lives alone in a sheltered housing bungalow and has a diagnosis of dementia.

Mrs D was forgetting to take her medication and her family were visiting daily to support her with taking her medication. Mrs D had no orientation of day and night and was ringing her family during the night.

### Intervention

Provision of:

- a **Pivotell medication dispenser** which enables Mrs D to take her medication independently
- a **calendar clock** to help her with her orientation of day, date and time
- a **day/night clock**, which was placed in her bedroom to help her recognise whether it was day or night before she telephoned her family.

### Outcome

- Pivotell medication dispenser - Mrs D's family are filling the dispenser once a week and are confident she is taking her prescribed medication. Mrs D is happy that she is independent with her medication.
- Day/night clock - Mrs D's family have reported that she is no longer telephoning them during the night.
- Calendar clock - Mrs D now has orientation of day, date and time.

### Savings

Over £70 per week, which is equivalent to more than £3,600 per year through preventing a care package of 3 calls per day x 7 days a week.





# Assistive Technology in Action

## Case Study – 15

For further information or advice please call 01733 454492

### Overview

Miss T has a learning disability and epilepsy. She may experience severe tonic-clonic seizures during the night. She has just moved to a supported living home and receives 24 hour care, with an awake-night carer in the adjacent room.

### Intervention

Provision of an **epilepsy sensor** placed under Miss T's bed mattress that alerts the carer through a **carer's pager**, if she has a tonic-clonic seizure.

### Outcome

- Carer is notified via the pager when Miss T is starting to have a seizure so the carer can respond quickly and appropriately to administer medication if necessary, preventing the need to call the emergency services.

### Savings

- Prevention of hospital admission.
- Potential reduction of care package through changing from an awake-night carer, to a sleep-in carer.





# Assistive Technology in Action

## Case Study – 16

For further information or advice please call 01733 454492

### Overview

Mrs S has dementia and has recently been discharged from hospital following a fall. Her husband is concerned that she may fall again without him knowing. She goes to bed early but has a tendency to get up again and forgets to use her walking aid. Mr S also worries that his wife may try to leave the property during the day without him being aware.

### Intervention

- **Movement sensor** placed by the skirting board at the side of the bed. This senses when Mrs S' legs come over the side of the bed and sends an alert to the **carer's pager**. Consequently, Mr S can go immediately to the bedroom to supervise.
- **Door contacts** placed at front door to alert Mr S through **carer's pager** if the door has been opened by his wife.

### Outcome

- Reduced risk of falls
- Reassurance and peace of mind for Mrs S' husband as the provisions are helping him to better cope with the ever increasing demands of his caring role
- Prevented the risk of Mrs S leaving property and getting lost.

### Savings

- Reducing the need for respite care
- Related costs following hospital admission avoided.

### Comments from carer

**"It's made my life so much easier, I couldn't be without it."**



|  |                          |
|--|--------------------------|
| <b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b> | <b>AGENDA ITEM No. 9</b> |
| <b>12 March 2019</b>                             | <b>PUBLIC REPORT</b>     |

|                                |  |                   |
|--------------------------------|--|-------------------|
| Report of:                     | Charlotte Black, Service Director, Adults & Safeguarding                     |                   |
| Cabinet Member(s) responsible: | Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health |                   |
| Contact Officer(s):            | Charlotte Black, Service Director, Adults & Safeguarding                     | Tel: 01733 317976 |

**CAMBRIDGESHIRE & PETERBOROUGH HEALTH AND SOCIAL CARE PEER REVIEW ACTION PLAN UPDATE**

|  |                           |
|--|---------------------------|
| <b>R E C O M M E N D A T I O N S</b>   |                           |
| <b>FROM:</b> Service Director, Adults & Safeguarding   | <b>Deadline date:</b> N/A |
| <p>It is recommended that Adults and Communities Scrutiny Committee:</p> <ol style="list-style-type: none"> <li>1. Consider the content of the report and raise any questions</li> </ol> |                           |

**1. ORIGIN OF REPORT**

1.1 This report is presented to the Adults and Communities Scrutiny Committee at the request of Charlotte Black, Service Director, Adults & Safeguarding, Cambridgeshire and Peterborough Councils.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The purpose of this paper is to update the Committee on progress against the recommendations from the Health & Social Care (HSC) System Peer Review (September 2018), in preparation for a Care Quality Commission Local System Area Review.

2.2 This report is for the Adults & Communities Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4 - Overview Scrutiny Functions, paragraph No. 2.1 Functions determined by Council:

1. Adult Social Care
2. Safeguarding Adults

2.3 This report links to the following corporate priority:

- **Safeguard vulnerable children and adults**

The peer review reviewed a number of adults services and processes to help us keep vulnerable adults safe.

2.4 How does this report link to the Children in care Pledge?

N/A

### 3. TIMESCALES

3.1

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

### 4. BACKGROUND AND KEY ISSUES

4.1 The purpose of the Health and Social Care (HSC) peer review was to help prepare the 'system', for a CQC local system area review. The onsite programme took place between 24 and 27 September 2018 and involved Cambridgeshire County Council, Peterborough City Council, Cambridge University Hospital (CUH)/Addenbrookes, North West Anglian Foundation Trust, Cambridgeshire & Peterborough Foundation Trust, Cambridgeshire & Peterborough Clinical Commissioning Group, Healthwatch and number of other voluntary organisations.

The scope of the review was:

#### **1. Is there a shared vision and system wide strategy developed and agreed by system leaders, understood by the workforce and co-produced with people who use services?**

KLOEs

- Is there clear leadership, vision and ambition demonstrated by the CEOs across the system
- Is there a strategic approach to commissioning across health and social care interface informed by the identified needs of local people (through the JSNA)
- How do system partners assure themselves that there is effective use of cost and quality information to identify priority areas and focus for improvement across the health and social care interface including delayed transfers of care

#### **2. The people's journey: how does the system practically deliver support to people to stay at home, support when in crisis and support to get them back home?**

KLOEs

- How does the system ensure that people are moving through the health and social care system are seen in the right place, at the right time, by the right person and achieve positive outcomes (will cover how people are supported to stay well in own homes - community focus, what happens at the point of crisis and returning people home which will include a look at reablement, rehabilitation and enabling people to regain independence)
- How do systems, processes and practices in place across the health and social care interface safeguard people from avoidable harm
- Does the workforce have the right skills and capacity to deliver the best outcomes for people and support the effective transition of people between health and social care services?

The peer review team fed back two key messages:

- *'From everything we read and from everyone we met and spoke to, we think you are in a really strong position and have all the right ingredients to move forward – we saw energy and commitment at all levels, from executive leaders through to front line staff and wider stakeholders – everyone wants to do the right thing for the people of Cambridgeshire and Peterborough*
- *Outcomes for people in Cambridgeshire and Peterborough – we have heard about some excellent services and approaches to prevention, keeping people well, supporting independence and avoiding hospital admission **but** this isn't consistent and when they do go in to hospital, you have a real problem getting people out'*

Plus the following key recommendations:

- A single vision that is person focused and co-produced with people and stakeholders
- Ensure strategic partnerships include Primary Care, Voluntary Sector and Social Care

- providers
- Governance – Strengthen the system leadership role of Health & Wellbeing Boards and clarify supporting governance
- Establish Homefirst as a default position for the whole system
- Simplify processes and pathways – make it easier for staff to do the right thing
- Data – build on the recently developed DTOC data report

#### Joint Commissioning

- Understand your collective pound and agree whether your resources are in the right place ahead of winter and in the longer term
- Develop and implement a system wide commissioning strategy to deliver your vision.
- Look creatively at opportunities to shift or invest in community capacity to fully support a home first model.
- Be brave and jointly commit resources in the right place
- Homecare – work together with providers to review current arrangements/new ideas/solutions
- Don't compete with each other as commissioners – recommend a fully integrated brokerage team
- Ensure any commissioning for winter/surge periods is joined up
- A significant piece of work to be done together to put Primary Care centre stage
- Voluntary and community sector – work with the sector as strategic and operational partners to capitalize on their resource and ideas
- Build on strong relationship with Healthwatch to add more depth to co-production

#### Workforce

- Develop a cross system organisational development programme that reflects the whole system vision and supports staff in new ways of working
- Provide greater clinical leadership to support new processes and new ways of working across the system

Following the peer review, an action plan was produced to monitor progress against the recommendations. The action plan is monitored by the Health Care Executive (HCE) and the Cambridgeshire & Peterborough Health and Wellbeing Boards. Please refer to Appendix 1 HSC Peer Review Action Plan.

#### Key progress headlines:

- Strengthen the system leadership role of HWB's and clarify supporting governance – **System leadership workshop to be scheduled for March 2019.**
- Establish Homefirst as a default discharge from hospital position for the whole system - **Agreed Single point of access to Pathway 1 between the LAs & the NHS.**
- Simplify processes and pathways (particularly around discharge) making it easier for staff to do the right thing. **Adults Positive Challenge programme has been developed across Peterborough and Cambridgeshire which will focus on early intervention and prevention, with a more localised approach to supporting citizens to feel connected and able to help themselves and each other. Changing the conversation' and carers workshops are being rolled out to relevant, frontline teams and testing is underway on new bite-sized TEC training, starting with 'How TEC can prevent falls'**
- Understand the collective Cambridgeshire and Peterborough pound and agree whether resources are in the right place ahead of winter and in the longer term and are joined up - **FPPG meet monthly as a minimum if not fortnightly. This is a meeting all system Finance Directors to discuss and report on system finance. A system Winter resilience plan has been developed and there is a weekly assurance report reporting into the A&E Delivery boards.**
- Develop and implement a system wide commissioning strategy to deliver the Cambridgeshire and Peterborough vision and work jointly to better understand capacity and demand - **Joint Market Position Statement for Cambridgeshire and Peterborough has been published. Demand and Capacity workstream, with multi-**

- organisation representation, is meeting regularly and is undertaking a review of current and forecast capacity and demand across the system**
- Work together with homecare providers to review current arrangements / new ideas / solutions to address both capacity and workforce issues - **Both LAs are in regular dialogue with providers about this and managing any impact from Brexit.**
  - Establish a fully integrated brokerage team - **Co-location with the CCG Continuing Health Care team has been agreed and is now in place. This will support closer working practices, clinical supervision and alignment of brokerage processes for CCC**
  - Work with the voluntary and community sector (VCS) as strategic and operational partners to capitalise on their resource and ideas - **The VCS are represented on the Communities Network Group and engaged with development of the demand management programme**
  - Build on the existing strong relationship with Healthwatch to add more depth and breadth to co-production - **Healthwatch undertook a review of Cambs and Pboro adult social care partnership boards and submitted a report. The CCG and LAs are exploring a joint approach. LAs to now consider contents of the report to assist in developing the partnership boards.**

Further work is needed to develop an integrated approach to tackle the workforce issues across the system. Charlotte Black and Wendi Ogle-Welbourn are monitoring progress to ensure key leads meet regularly to develop and agree the approach.

The Local Government Chronicle reported on 13 February 2019 that Matt Hancock has backed the CQC to continue with the Local Health and Social Care System Reviews. The reviews had been suspended due to funding however the Department of Health and Social Care have advised that the Health Secretary has now written to the CQC to commit to continuing this programme next year.

The LGA and Better Care Fund Support Team in NHSE have written to the CCG and LA offering to work with the 'system' to assist in reducing the level of DTOCs. This is currently at the proposal stage. The next stage will be to develop a scope between partners.

## **5. CONSULTATION**

5.1 Regular updates are scheduled for the following boards:

Health Care Executive – 12 February 2019  
 CCC Adults Committee – 21 March 2019  
 Joint CCC / PCC Health & Wellbeing Board – 28 March 2019

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

6.1 The peer review assisted in helping the health and social care system prepare for a possible CQC local system area review. Driving through action against the recommendations outlined by the LGA will further prepare the system.

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

7.1 Although the peer review was not an inspection it provided a critical friend approach to challenge the local authorities and our partners in assessing strengths and identifying our own areas for improvement.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 None.

## **9. IMPLICATIONS**

9.1 **Financial Implications**

There are no financial implications. The peer review cost is being covered by the Local Government Association.

PCC's current total budget for adults services is £44,185,091.

9.2 **Legal Implications**

There are no legal implications.

9.3 **Equalities Implications**

There are no equalities implications.

9.4 **Rural Implications**

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 N/A

**11. APPENDICES**

11.1 Appendix 1 HSC peer review action plan 050219

This page is intentionally left blank

**HEALTH AND SOCIAL CARE PEER REVIEW  
ACTION PLAN  
JANUARY 2019**

**Mandate:**

- Simplify things: plan, priorities, pathways and governance, so that we can deliver and our staff and patients / service users understand and communicate in a simple accessible way
- Reduce the number of hand offs
- Involve primary care, social care providers, voluntary and community sector organisations in a more explicit way as leaders, not just to the 'after party'
- Keep investing time in building relationships and trust at all levels

|   | Recommendation   | Objective   | Accountable Delivery Board(s)   | Identified Lead(s)  | Deadline             | Activity   | Outcome / Impact |
|---|--|---|---|---|----------------------|--|------------------|
| 1 | Develop a single vision that is person focused and co-produced with people and stakeholders, with supplementary communications strategy and campaign         | Establish multi organisation task/finish group to lead and report regular progress to Joint HWB and HCE   | STP / HCE   | STP: Roland Sinker<br>VCS: Sandie Smith (Healthwatch)   | June 19              | The STP plan is in place with high level objectives. However it has been indicated that there will be a requirement in the NHS Long Term plan to do further system wide engagement with all stakeholders before finalising a revised strategic plan for 2019/20.   |                  |
| 2 | Ensure strategic partnerships include Primary Care, VCSE and Social Care providers   | Undertake review of membership of strategic partnership boards and add additional members / organisations where required  | STP   | Local Authority: Wendi Ogle-Welbourn<br>STP: Roland Sinker<br>CCG / Primary Care reps: Jan Thomas<br>VCS: Julie Farrow<br>Provider rep: TBA | Completed            | HealthWatch are represented on the Care Advisory Group.<br>Primary Care are represented on the HCE and STP Board meetings. GP clinical leads on North/South Alliances + VSCE And IDB for Peterborough. There is wider representation from the Voluntary Sector on the PSB.   |                  |
| 3 | Strengthen the system leadership role of HWB's and clarify supporting governance   | Arrange a workshop with HWB members focusing on system leadership<br><br>Produce governance structure for both boards   | Cambs & Pboro HWBs  | Local Authority: Dr Liz Robin   | Mar 19<br><br>May 19 | System leadership workshop to be scheduled for March 2019.<br><br>To be reviewed following workshop  |                  |
| 4 | Establish Homefirst as a default discharge from hospital position for the whole system and monitor the proportion of complex discharges who go straight home | Produce / update pathway to reflect the default position and arrange briefings for hospital staff and supporting service staff to inform them of changes<br><br>Add proportion of complete discharges to regular dashboard for Programme Board to monitor | System D2A and DTOC Programme Board<br>Workstream: Capacity, demand and brokerage | Local Authority: Charlotte Black<br>Hospitals: Sandra Myers, Neil Doverty<br>CCG: Jan Thomas<br>CPFT: Tracy Dowling                         | May 19               | Agreed Single point of access to Pathway 1 between LA & NHS.<br><br>Work continues at a consistent pace on all workstreams, with the go live of the discharge notification process across NWAFT, go live of System wide DTOC coding, implementation of a standard operating procedure across CPFT to improve review and flow of patients through the intermediate beds and go live of the Care Test model and for a Capacity Healthcare standard operating procedure across all sites. |                  |

|   |  |   |   |   |           |   |  |
|---|--|---|---|---|-----------|---|--|
|   |  |   |   |   |           | There is a clear action plan that is monitored by the Joint Discharge Programme Board which meets on a fortnightly basis/weekly if needed.  |  |
| 5 | Simplify processes and pathways (particularly around discharge) making it easier for staff to do the right thing | Undertake review of all pathway, processes and procedures to simplify where needed<br><br>Arrange briefings for hospital staff and supporting service staff to inform them of changes | System D2A and DTOC Programme Board<br>Workstream: Capacity, demand and brokerage | Local Authority: Charlotte Black<br>Hospitals: Sandra Myers, Neil Doverty<br>CCG: Jan Thomas<br>CPFT: Tracy Dowling | Summer 19 | <p>The Secretary of State for Health and Social Care, Matt Hancock, announced a capital investment of £145 million for health and care facilities in Cambridgeshire and Peterborough.</p> <p>The investment incorporates £25 million for Hinchingbrooke Hospital and £19 million for Addenbrookes Hospital. It also provides up to £100 million of capital to build a pioneering children's hospital for the East of England.</p> <p>CPFT, CCG and LAs are working together on maximising the benefits of the pathway and ensuring consistency across Cambridgeshire and Peterborough with clear criteria and joint working arrangements.</p> <p>A training programme is being developed for all staff involved in hospital discharge which will also develop skills in difficult conversations and support for self funders.</p> <p>The LGA and Better Care Fund Support Team in NHSE have written to CCG and LA offering to work with the 'system' to assist in reducing the level of DTOCs. This is currently at the proposal stage. The next stage will be to develop a scope between partners.</p> <p>Adults Positive Challenge programme has been developed across Peterborough and Cambridgeshire which will focus on early intervention and prevention, with a more localised approach to supporting citizens to feel connected and able to help themselves and each other. Changing the conversation' and carers workshops are being rolled out to relevant, frontline teams and testing is underway on new bite-sized TEC</p> |  |

|                            |   |  |  |  |                                |  |  |
|----------------------------|---|--|--|--|--------------------------------|--|--|
|                            |   |  |  |  |                                | training, starting with 'How TEC can prevent falls'  |  |
| 6                          | Build on the recently developed DTOC data report to ensure everyone in the system is working with one version of the truth  | Review the different forms of DTOC data reporting across the system and add any additional indicators into DTOC data report                            | System D2A and DTOC Programme Board Workstream: Performance and reporting (BI)                             | Local Authority: Tom Barden<br>Hospitals: Sue Graham<br>CCG: Jan Thomas  | Completed                      | A report has now been published by the CCG and this is shared across the system, is published and used to monitor performance.   |  |
| <b>Joint Commissioning</b> |   |  |  |  |                                |  |  |
| 7                          | Understand the collective Cambridgeshire and Peterborough pound and agree whether resources are in the right place ahead of winter and in the longer term and are joined up | Add to next A&E Delivery Boards agendas  | STP and A&E Delivery Boards  | Local Authority: Will Patten<br>CCG: Matthew Smith<br>Hospitals: Neil Doverly, Sandra Myers                                  | Completed                      | The System Finance Directors group (FPPG) meet monthly as a minimum if not fortnightly. This is a meeting all system Finance Directors to discuss and report on system finance.<br>A system Winter resilience plan has been developed and there is a weekly assurance report reporting into the A&E Delivery boards.<br><br>FPPG) have developed a short-term financial plan to 2019/20, underpinned by the Drivers of the Deficit work which indicates a growing system financial deficit which has been used to frame discussions with our regulators. |  |
| 8                          | Develop and implement a system wide commissioning strategy to deliver the Cambridgeshire and Peterborough vision and work jointly to better understand capacity and demand  | Establish multi organisation task/finish group to lead and report regular progress to Joint HWB and HCE (will need to link to the single vision group) | System D2A and DTOC Programme Board Workstream: Capacity, demand and brokerage                             | Local Authority: Will Patten, Dr Liz Robin (Public Health)<br>CCG: Jan Thomas<br>Primary Care Rep: TBA<br>STP: Roland Sinker | Part complete<br><br>Summer 19 | Joint Market Position Statement for Cambridgeshire and Peterborough has been published.<br>Demand and Capacity workstream, with multi-organisation representation, is meeting regularly and is undertaking a review of current and forecast capacity and demand across the system. The outcomes of this review are expected at the end of January and will inform next steps to shaping the future commissioning approach.   |  |
| 9                          | Look creatively at opportunities to shift or invest in community capacity to fully support a home first model   | Establish a working group to undertake piece of work to consider investment opportunities and delivery models  | Link to Recommendation 4<br>System D2A and DTOC Programme Board Workstream: Capacity, demand and brokerage | Local Authority: Will Patten<br>CCG: Jan Thomas<br>VCS: Julie Farrow   | Apr 19                         | Senior stakeholder engagement plan led by Stephen Posey highlights opportunities to emphasise need for investment in community for the STP.  |  |
| 10                         | Work together with homecare providers to review current arrangements / new ideas / solutions to address both capacity and workforce issues                                  | Improve awareness and engagement with key boards and groups across the system  | System D2A and DTOC Programme Board Workstream: Capacity, demand and brokerage                             | Local Authority: Will Patten   | Feb 19                         | Both LAs are in regular dialogue with providers about this and managing any impact from Brexit.<br><br>The DTOC Programme Capacity and Demand Workstream was established in November and work is in progress   |  |

|    |   |  |   |   |            |   |   |
|----|---|--|---|---|------------|---|---|
|    |   |  |   |   |            | <p>to deliver a gap analysis on current and future market demand.</p> <p>The outcome of this gap analysis should be available by the end of January 2019. This will give us a clear understanding of the gap, issues and will inform the approach to engaging with providers across the system, including key milestones.</p> <p>The Bed State Capacity tracker was implemented in November, which enables a real time view of capacity across the system. We continue to engage with care homes to increase uptake.</p> <p>My Care Select was introduced in December, which offers an online solution for self-funders to source their own care.</p> |   |
| 11 | Don't compete with each other as commissioners  | Create one set of commissioning principles   | <b>Linked to Recommendation 8</b>   | Local Authority: Will Patten  | N/A        | N/A   |   |
| 12 | Establish a fully integrated brokerage team   | Established joint health and social care brokerage team for Cambridgeshire and Peterborough to offer a consistent approach to work with the 'market' | Delivery Board: System D2A and DTOC Programme Board<br>Workstream: Capacity, demand and brokerage | Local Authority: Will Patten  | March 2019 | <p>Co-location with the CCG CHC team has been agreed and the team is now located from 4/1/19. This will support closer working practices, clinical supervision and alignment of brokerage processes for CCC. More work to follow to include all staff who cover Peterborough.</p> <p>Further work to refine integrated working will be developed following co-location.</p>   |   |
| 13 | Undertake as a system a significant piece of work needed to put Primary Care centre stage in shaping the whole system community offer | HCE to review opportunities across the system and link to key boards where possible  | System wide   | Local Authority: Wendi Ogle-Welbourn<br>CCG: Jan Thomas<br>Primary Care Rep: Gary Howsam<br>CPFT: Tracy Dowling | Summer 19  | Developing the Integrated Neighbourhood Framework<br>Medical Director of CCG to represent Primary Care at WSDG and LWAB GPN represented at LWAB.  |   |
| 14 | Work with the voluntary and community sector as strategic and operational partners to capitalise on their resource and ideas          | WOW to establish a mechanism for regular engagement with the VCS to strengthen the offer   | Senior Officers<br>Communities Network  | Local Authority: Wendi Ogle-Welbourn,<br>Charlotte Black<br>VCS: Julie Farrow                                   | May 19     | The VCS are represented on the Communities Network Group and engaged with development of the demand management programme  | There is improved engagement and consultation with the VCS on key development projects across the system and their input is valued. |
| 15 | Build on the existing strong relationship with Healthwatch to add more depth and breadth to co-production                             | Convene a meeting with Healthwatch colleagues to review programmes of work and agree opportunities for co-production                                 | N/A   | Local Authority: Charlotte Black<br>Healthwatch: Sandie Smith and Director rep(s)                               | Nov 19     | Healthwatch undertook a review of Cambs and Pboro adult social care partnership boards and submitted a report. The CCG and LAs are exploring a joint approach. LAs to now consider  | Improved relationships with Healthwatch and key partners to support the system.   |

|                  |  |  |                                 |  |           |  |  |
|------------------|--|--|---------------------------------|--|-----------|--|--|
|                  |  |  |                                 |  | Apr 19    | contents of the report to assist in developing the partnership boards.<br><br>Review of Day Opportunities has been identified as a priority opportunity for co-production approach and Adults Committee has endorsed. LAs will be working with Healthwatch on this.  |  |
| 16               | Build on the 'no wrong front door' principle across the system to ensure customers experience consistency and minimal handoffs                   | Link to D2A workstreams<br>Join up with the neighbour place based model  | STP                             | STP: Roland Sinker   | Apr 19    | <b>Linked to recommendation 17</b>   |  |
| 17               | Ensure there is a collective understanding and consistency of approach to neighbourhood / place based models                                     | Organise a series of briefings at key boards, committees etc for keep leaders and operational staff informed of the delivery model(s)    | STP                             | Local Authority:<br>Charlotte Black<br>STP: Roland Sinker<br>CPFT: Tracy Dowling               | Mar 19    | HCE to review Integrated Neighbourhood Framework   |  |
| <b>Workforce</b> |  |  |                                 |  |           |  |  |
| 18               | As a system develop a multi organisational development programme that reflects the whole system vision and supports staff in new ways of working | Review current STP workforce group's work programme and link in with the single vision and commissioning strategy groups to take forward | STP                             | STP: Tracy Dowling<br>Local Authority: Oliver Hayward<br>HR Directors for system including LAs | Summer 19 | There are a number of boards/groups in place to focus on workforce issues across the system although further work is required to develop an integrated approach.<br>There are a range of Leadership and OD opportunities available to all system partners.<br>A local Mary Seacole programme will have c.180 participants, by Spring 2019, building personal skills and local networks of system colleagues, based on attending.<br>Work is underway to consider a 'Frimley 2020' programme based on system need and priorities. |  |
| 19               | Provide stronger clinical leadership to support new processes and new ways of working across the system  | N/A  | <b>Link to Recommendation 5</b> | Hospitals: Sandra Myers, Neil Doverty  | April 19  | Local clinicians are participating in development opportunities hosted by the Kings fund to consider how to best effect population health collectively. Plans for a revised focus and the development of a single clinical community for the system will be discussed at HCE this month.   |  |

This page is intentionally left blank

|  |                           |
|--|---------------------------|
| <b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b> | <b>AGENDA ITEM No. 10</b> |
| <b>12 March 2019</b>                             | <b>PUBLIC REPORT</b>      |

|                     |  |                   |
|---------------------|--|-------------------|
| Report of:          | Fiona McMillan, Director of Law and Governance |                   |
| Contact Officer(s): | David Beauchamp, Democratic Services Officer   | Tel. 01733 384628 |

**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 Law and 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 the Adults and Communities Scrutiny Committee meetings held on 11 September 2018 and 15 January 2019.

### 8. **APPENDICES**

8.1 Appendix 1 – Recommendation Monitoring Report

RECOMMENDATIONS MONITORING REPORT 2018 - 2019

ADULTS AND COMMUNITIES SCRUTINY COMMITTEE

| Meeting date<br>Recommendations<br>Made | Portfolio Holder /<br>Directorate<br>Responsible       | Agenda Item Title                          | Recommendation Made   | Action Taken  | Progress Status   |
|---|--|--|---|---|-------------------|
| 11 September 2018                       | Councillor Irene Walsh, Cabinet Member for Communities | 7. Community Resilience: A Shared Approach | <p><b>RECOMMENDATION:</b></p> <p>The Adults and Communities Scrutiny Committee considered the report and <b>RESOLVED</b> to recommend the draft of the Think Communities Shared approach to Cabinet for approval, as set out in Appendix One.</p> | <p>Recommendation sent to Cabinet Member on 01/10/2018.</p> <p><b>Item approved at Cabinet on 4 February 2019.</b></p> <p>Developing a Think Communities Approach and Delivering the Integrated Communities Strategy - FEB19/CAB/85:</p> <p>Cabinet considered the report and RESOLVED to:</p> <ol style="list-style-type: none"> <li>1. Approve the Think Communities approach across Cambridgeshire and Peterborough.</li> <li>2. Note the progress to deliver an Integrated Communities pilot programme, incorporating the work on Inclusive Cities</li> </ol> | <b>Completed.</b> |

This page is intentionally left blank

|  |                           |
|--|---------------------------|
| <b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b> | <b>AGENDA ITEM No. 11</b> |
| <b>12 MARCH 2019</b>                             | <b>PUBLIC REPORT</b>      |

|                                |  |                   |  |
|--------------------------------|--|-------------------|--|
| Report of:                     | Fiona McMillan, Director of Law and Governance |                   |  |
| Cabinet Member(s) responsible: | Cabinet Member for Resources                   |                   |  |
| Contact Officer(s):            | David Beauchamp, Democratic Services Officer   | Tel. 01733 384628 |  |

**FORWARD PLAN OF EXECUTIVE DECISIONS**

|   |                           |
|---|---------------------------|
| <b>R E C O M M E N D A T I O N S</b>  |                           |
| <b>FROM:</b> Director of Law and 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 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 April 2019.

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

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

PUBLISHED: 1 MARCH 2019

# 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 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, Democratic and Constitutional Services Manager, Legal and 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, Legal and 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 APRIL 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>Recommissioning of the Unpaid Carers Contract – KEY/01APR19/01</b></p> <p>The procurement of the unpaid carers service in collaboration with Cambridgeshire County Council and Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) for the unpaid carers service across Cambridgeshire and Peterborough.</p> | <p><b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b></p> | <p><b>August 2019</b></p>     | <p>Adults and Communities Scrutiny Committee</p> | <p>All Wards</p> | <p>Relevant internal and external stakeholders.</p> | <p>Lee McManus, Commissioner, Cambridgeshire County Council &amp; Peterborough City Council.<br/>Tel: 07785 721092.<br/>Email: lee.mcmanus@cambridgeshire.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>The decision will include an exempt annexe. By virtue of paragraph 1, Information relating to any individual</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>  |
|--|--|-------------------------------|--|------------------|---|--|--|
| <p>1. <b>Affordable Warmth Strategy 2019 – 2021 - KEY/17APR17/03</b><br/>                     Recommendation to approve the Affordable Warmth Strategy 2019 – 2021</p> | <p><b>Councillor Walsh, Cabinet Member for Communities</b></p> | <p><b>March 2019</b></p>      | <p>Adults and Communities Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders.</p> <p>The draft strategy will be placed on PCC Consultation pages for 3 week consultation period</p> | <p>Sharon Malia, Housing Programmes Manager, Tel: 01733 863764<br/>                     sharon.malia@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>BRE Integrated Dwelling Level Housing Stock Modelling Report July 2016 Housing Renewals Policy 2017 – 2019</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><b>2.</b> <b>Award of contract for the expansion and partial remodelling of Ken Stimpson Community School – KEY/18SEP17/03</b><br/> 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 dinning 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>March 2019</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, Property Manager.</p> <p>Tel: 07715 802 489.<br/> Email: stuart.macdonald@pet-erborough.gov.uk</p> | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <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>3. <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><br/>           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>March 2019</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<br/>           Tel: 01733 863849<br/>           Email: ian.phillips@peterborough.gov.uk</p> | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p>     |

| <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>   |
|------------------------------|--|---|-------------------------------|---|-------------|--|---|---|
| 79                           | <p><b>4. ICT Infrastructure works for Fletton Quays – KEY/13NOV17/02</b><br/>To agree to the procurement of ICT infrastructure works for Fletton Quays</p> | <p><b>Councillor Seaton, Cabinet Member for Resources</b></p> | <p><b>March 2019</b></p>      | <p>Growth, Environment &amp; Resources Scrutiny Committee</p> | <p>N/A</p>  | <p>Relevant internal and external stakeholders</p> | <p>Peter Carpenter, Acting Corporate Director, Resources<br/>Tel: 01733 384564<br/>Email: 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.<br/>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>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>5. <b>Expansion and Remodelling of Marshfields School – KEY/11DEC17/03</b><br/>To approve the proposed expansion and remodelling of Marshfields school</p> | <p><b>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</b></p> | <p><b>March 2019</b></p>      | <p>Children and Education Scrutiny Committee</p> | <p>Dogsthorpe Ward</p> | <p>Relevant internal and external stakeholders.<br/><br/>Public Consultation Meeting</p> | <p>Sharon Bishop, Capital Projects &amp; Assets Officer<br/>Tel: 01733 863997<br/>Email: <a href="mailto:Sharon.bishop@peterborough.gov.uk">Sharon.bishop@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.<br/><br/>School Organisational Plan</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>6. <b>A605 Whittlesey Access Phase 2 - Stanground Access - KEY/25DEC17/03</b><br/>           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).</p> | <p><b>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</b></p> | <p><b>March 2019</b></p>      | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>Stanground South</p> | <p>Relevant internal and external stakeholders.</p> <p>The scheme is included in the fourth Local Transport Plan. Further consultation will be undertaken during the design process, including ward Councillors.</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>Fourth Local Transport Plan:<br/> <a href="http://www.peterborough.gov.uk/ltp">www.peterborough.gov.uk/ltp</a><br/>           National Productivity Investment Fund for the Local Road Network Application Form:<br/> <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></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>   |
|--------------------------|--|---|-------------------------------|---|--|--|---|---|
| 7.                       | <p><b>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></p> <p>Improvement to open spaces in the CAN Do area of the city as part of the capital regeneration programme for the area</p>       | <p><b>Councillor Cereste, Cabinet Member for Waste and Street Scene</b></p> | <p><b>March 2019</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, businesses &amp; partner organisations</p> | <p>Charlotte Palmer</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>       |
| 8.                       | <p><b>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></p> <p>Community facility improvements in the CAN Do area of the city as part of the capital Regeneration Programme for the area</p> | <p><b>Councillor Seaton, Cabinet Member for Resources</b></p>               | <p><b>March 2019</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 residents, groups, businesses and partner organisations</p> | <p>Cate Harding, Community Capacity Manager.<br/>Tel: 01733 317497.<br/>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><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><b>9.</b> <b>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><br/>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>March 2019</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>Charlotte Palmer</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>10.</b> <b>Extension to the Section 75 Agreement for Learning Disabilities Services - KEY/30APRIL18/01</b><br/>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>March 2019</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<br/>Tel: 01733 207164<br/>Email: <a href="mailto:cris.green@peterborough.gov.uk">cris.green@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>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>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><br/>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>March 2019</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,<br/>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>   |
|--------------------------|---|---|-------------------------------|---|----------------|--|--|---|
| 85                       | <p><b>12. 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</p> | <p><b>Councillor Seaton, Cabinet Member for Resources</b></p> | <p><b>March 2019</b></p>      | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>Central</p> | <p>Relevant internal and external stakeholders</p> | <p>Peter Carpenter, Acting Corporate Director, Resources<br/>Tel: 01733 384564<br/>Email: <a href="mailto:Peter.carpenter@peterborough.gov.uk">Peter.carpenter@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> <p><b>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).</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>13. <b>To approve the awarding of contracts to external providers following a competitive tender exercise led by Cambridgeshire County Council. - KEY/25JUNE18/02</b><br/>           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>March 2019</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>  |
|--------------------------|---|--|-------------------------------|--|-------------|---|---|--|
| 87                       | <b>14. IT Strategy – KEY/3SEP18/01</b><br>Approval of an IT Strategy and associated investment for the 2019 to 2022 time period | <b>Councillor Seaton, Cabinet Member for Resources</b> | <b>March 2019</b>             | Growth, Environment and Resources Scrutiny Committee | N/A         | Relevant internal and external stakeholders | Peter Carpenter, Acting Corporate Director, Resources<br>Tel: 01733 384564<br>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.<br><br>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>   |   |
|--------------------------|---|--|------------------------------------|--|---------------------|---|---|---|
| 15.                      | <b>University Delivery Vehicle – KEY/3SEP18/02</b><br>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>March 2019</b>                  | Growth, Environment and Resources Scrutiny Committee | Central             | Relevant internal and external stakeholders | Peter Carpenter, Acting Corporate Director, Resources<br>Tel: 01733 384564<br>Email: <a href="mailto:Peter.carpenter@peterborough.gov.uk">Peter.carpenter@peterborough.gov.uk</a> | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b>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).</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>16. <b>Approval of funding for the provision of accommodation to reduce homelessness – KEY/17SEP18/02</b><br/> 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>March 2019</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.<br/> adrian.chapman@peterborough.gov.uk<br/><br/> carole.coe@peterborough.gov.uk</p> | <p><b>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).</b></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>17. <b>Award of Dynamic Purchasing System for external placements for looked after children and/or those with an Education, Health and Care Plan [EHCP] – KEY/12NOV18/04</b><br/> As per above, for: Independent Fostering Agencies, Residential Children's Homes, Residential [non-maintained] Special Schools and Out of School Tuition. This is a joint commissioning activity with CCC pan CCC and PCC.</p> | <p><b>Councillor Smith, Cabinet Member for Children's Services</b></p> | <p><b>March 2019</b></p>      | <p>Children and Education Scrutiny Committee</p> | <p>All Wards</p> | <p>None planned</p> | <p>Helene Carr - Head of Children's Commissioning,<br/> helene.carr@peterborough.gov.uk.<br/> 07904909039</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>   |
|--------------------------|---|---|-------------------------------|---|------------------|--|--|---|
| 91                       | <p><b>18. Amendment to Loan Facility – KEY/12NOV18/05</b><br/>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>March 2019</b></p>      | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>All Wards</p> | <p>Detail consultation was undertaken in the original decision to offer the loan facility.</p> | <p>Peter Carpenter, Acting Corporate Director Resources<br/>01733 384564 email 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> <p><b>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).</b></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>19. <b>Adoption of the “Dynamic Purchasing System” (DPS) procedure for Public Health contracts with Primary Care providers – KEY/10DEC18/01</b><br/>           To seek the approval to adopt the “Dynamic Purchasing System” (DPS) procedure for contracts with Primary Care providers for the duration of up to five years. The proposals have been approved by the Cambridgeshire and Peterborough Joint Commissioning Board.</p> | <p><b>Councillor Lamb, Cabinet Member for Public Health</b></p> | <p><b>March 2019</b></p>      | <p>Health Scrutiny Committee</p>   | <p>All Wards</p> | <p>Relevant internal and external stakeholders.</p> | <p>Claire-Adele Mead<br/>           Commissioning Team Manager- Primary care and Lifestyles<br/>           Claire-Adele.Mead@cambridgeshire.gov.uk<br/>           07884 250909</p> <p>Val Thomas,<br/>           Consultant in Public Health<br/>           Val.Thomas@cambridgeshire.gov.uk<br/>           01223 703264/<br/>           07884 183374</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>20. <b>Recommendation to approve the Local Transport Plan programme of capital works for 2019/20 - 2021/22 – KEY/24DEC18/01</b><br/> The Council expects to be allocated a total transport settlement of £4,193k per year between 2019/20 – 2021/22 comprising of £1,407k Integrated Transport Block Grant and £2,786k Capital Maintenance Block Grant, although this funding has been devolved to the Combined Authority by Government.</p> | <p><b>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</b></p> | <p><b>March 2019</b></p>      | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders.</p> <p>Appropriate consultation will be undertaken on individual schemes in the programme as required. A briefing note will be prepared for the Growth, Environment and Resources Scrutiny Committee</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>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>21. Interim integrated Contraception and Sexual Health service awarded to Cambridgeshire Community Services – KEY/24DEC18/04</b><br/> The Cabinet Member is recommended to award an interim contract for the delivery of an Integrated Contraception and Sexual Health services (iCaSH) within Peterborough to Cambridgeshire Community Services (CCS) for a value of £1,167,524.25. This is in order to allow sufficient time for the transformational recommissioning of sexual and reproductive health services collaboratively between Cambridgeshire and Peterborough local authorities, Cambridgeshire and Peterborough CCG and NHS England.</p> | <p><b>Councillor Lamb, Cabinet Member for Public Health</b></p> | <p><b>March 2019</b></p>      | <p>Health Scrutiny Committee</p>   | <p>All wards</p> | <p>Relevant internal and external stakeholders</p> | <p>Charlene Elliott, Sexual Health Commissioner for Cambridgeshire and Peterborough, 01733 863603, charlene.elliott@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>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>22. Enhanced highway patch repair funding – KEY/24DEC18/05</b><br/> An additional £500k p.a. of capital funding is to be spent on enhanced patch repairs on the highway network from 1 April 2019 for 5 years. This is in lieu of a revenue reduction of £520k p.a.</p>   | <p><b>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</b></p> | <p><b>March 2019</b></p>      | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders<br/><br/> Consultation was undertaken as part of the budget setting process. Relevant consultation will occur on a scheme by scheme basis.</p> | <p>Kevin Ekins, Asset and Contract Performance Manager, 01733 453448, kevin.ekins@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>23. Authority to spot-purchase externally commissioned placement services for looked after children until the mobilization of the new Dynamic Purchasing System – KEY/24DEC18/06</b><br/> Authority to spot-purchase externally commissioned placement services for looked after children, pending the launch of the Dynamic Purchasing System [DPS] for external placements in April 2019.</p> | <p><b>Councillor Smith, Cabinet Member for Children’s Services</b></p>                                 | <p><b>March 2019</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>     |

| <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>24. <b>Bus Operator Concessionary Fare Reimbursement - KEY/07JAN19/01</b><br/>           Approval is sought for spend on reimbursement to bus operators for ENCTS (English National Concessionary Travel Scheme) for the financial years 2018/19, 2019/20 &amp; 2020/21</p> | <p><b>Councillor Hiller, Cabinet Member For Growth, Planning, Housing And Economic Development</b></p> | <p><b>31 March 2019</b></p>   | <p>Growth, Environment And Resources Scrutiny Committee</p> | <p>All Wards</p> | <p>Relevant internal and external stakeholders.</p> <p>Negotiations with bus operators will be undertaken in order to get an agreed rate at which they will be reimbursed.</p> | <p>Andy Bryan, Passenger Transport Officer, Tel: 01733 317458, andrew.bryan@peterborough.gov.uk<br/>           Charlotte Palmer, Group Manager - Transport &amp; Environment, Tel: 01733 453538, charlotte.palmer@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>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).</b></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><b>25. Approval of funding for the provision of accommodation to reduce homelessness - KEY/07JAN19/02</b><br/>           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>March 2019</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<br/>           Tel 01733 863887<br/>           Email: <a href="mailto:adrian.chapman@peterborough.gov.uk">adrian.chapman@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> <p><b>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).</b></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>26. <b>Award of Management Consultancy Framework agreement to support PCC Savings Programme – KEY/21JAN19/02</b><br/> Appointment of a successful partner to deliver the savings programme for Peterborough City Council and to work in partnership with Cambridge County Council where appropriate</p> | <p><b>Councillor Seaton, Cabinet Member for Resources</b></p> | <p><b>March 2019</b></p>      | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>All Wards</p> | <p>Relevant internal and external stakeholders.</p> | <p>Katherine Hlalat<br/> Head of Projects, Programmes and Assurance<br/> katherine.hlalat@peterborough.gov.uk</p> | <p>Evaluation outcome report</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> |
|------------------------------|---|---|-------------------------------|---|------------------|---|---|---|
| 27.                          | <p><b>Clinical Waste Collections - KEY/18FEB19/01</b></p> <p>Decision required to approve the new collection method for domestic sharps disposal.</p>   | <p><b>Councillor Cereste, Cabinet Member for Waste and Street Scene</b></p> | <p><b>March 2019</b></p>      | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders.</p>   | <p>Amy Nebel, Senior Waste and Recycling Officer<br/>amy.nebel@peterborough.gov.uk<br/>01733 864727</p> | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>    |
| 28.                          | <p><b>Approval of subletting of a Space in Sand Martin House, Fletton Quay, Peterborough KEY/04MAR19/01 –</b></p> <p>Approval is required to the Sublease of Space in Sand Martin House. This will generate £406,440 + VAT in rent per annum for the Council. The lease is for nine years with tenant break options in years 3 and 6.</p> | <p><b>Councillor David Seaton Cabinet Member for Resources</b></p>          | <p><b>March 2019</b></p>      | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>Central</p>   | <p>Relevant internal and external stakeholders.</p> <p>This transaction has been discussed with Peterborough City Council, in particular the Acting Corporate Head of Resources. The necessary stakeholders from IT, Facilities and soft FM services, and Property have been included in that consultation.</p> | <p>Tristram Hill, Strategic Asset Manager,<br/>Tel:07849 079787<br/>Email:tristram.hill@nps.co.uk</p>   | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>    |

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

**KEY DECISIONS TO BE TAKEN IN PRIVATE**

| <i><b>KEY DECISION REQUIRED</b></i> | <i><b>DECISION MAKER</b></i> | <i><b>DATE DECISION EXPECTED</b></i> | <i><b>RELEVANT SCRUTINY COMMITTEE</b></i> | <i><b>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</b></i> |
|-------------------------------------|------------------------------|--------------------------------------|---|--------------------|----------------------------|--|--|
| None.                               |                              |                                      |   |                    |                            |  |  |

**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> |
|---------------------------------|------------------------------|--------------------------------------|---|--------------------|----------------------------|--|--|
| <b>None.</b>                    |                              |                                      |   |                    |                            |  |  |

**PREVIOUSLY ADVERTISED DECISIONS**

| <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>1.</b>                | <p><b>Funding of Information, Advice and Guidance services within the voluntary sector -</b><br/>To authorise award of grants.</p>   | <p><b>Councillor David Seaton</b><br/><b>Cabinet Member for Resources</b></p>          | <p><b>March 2019</b></p>      | <p>Growth, Environment &amp; Resources Scrutiny Committee</p> | <p>All wards</p>    | <p>Relevant internal and external stakeholders</p>   | <p>Ian Phillips<br/>Senior Policy Manager<br/>Tel: 01733 863849<br/>Email:<br/>ian.phillips@peterborough.gov.uk</p>                        | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>    |
| <b>2.</b><br>102         | <p><b>A Lengthmans to be deployed on Lincoln Road Millfield -</b><br/>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,</b><br/><b>Cabinet Member for Waste and Street Scene</b></p> | <p><b>March 2019</b></p>      | <p>Growth, Environment &amp; Resources Scrutiny Committee</p> | <p>Central Ward</p> | <p>Relevant internal and external stakeholders.<br/><br/>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, Head of Environmental Partnerships,<br/>Tel: 01733 864736<br/>Email:<br/>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>3.</b>                | <b>2017/18 VCS grant funding -</b><br>Award of grant to VCS organisations to provide Information, Advice and Guidance services  | <b>Councillor Seaton, Cabinet Member for Resources</b> | <b>March 2019</b>             | Adults and Communities Scrutiny Committee | All wards   | Relevant internal and external stakeholders. | Ian Phillips Senior Policy Manager<br>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>103</b>               | <b>Inclusion of Investment Acquisition Strategy in the Council's Medium Term Financial Strategy (MTFS) -</b><br>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>25 March 2019</b>          | Growth, Environment and Resources         | N/A         | Relevant internal and external stakeholders  | Peter Carpenter, Acting Corporate Director, Resources<br>Tel: 01733 384564<br>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>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>5.</b> <b>Grant funding for voluntary organisations –</b><br/>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.</p> | <p><b>Councillor Seaton, Cabinet Member for Resources</b></p>  | <p><b>March 2019</b></p>      | <p>Adults and Communities Scrutiny Committee</p>            | <p>N/A</p>  | <p>Relevant internal and external stakeholders.</p>                                  | <p>Ian Phillips<br/>Senior Policy Manager<br/>Tel: 01733 863849<br/>Email:<br/>Ian.Phillips@peterborough.gov.uk</p>                       | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>  |
| <p><b>104</b> <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.</p>  | <p><b>Councillor Holdich, Leader of the Council and Member of the Cambridgeshire and Peterborough Combined Authority</b></p> | <p><b>March 2019</b></p>      | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>All</p>  | <p>All Councils in Peterborough and Cambridgeshire have to agree to the transfer</p> | <p>Peter Carpenter,<br/>Acting Corporate Director, Resources<br/>Tel: 01733 384564<br/>Email:<br/>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> <p>Combined Authority Statutory Instrument Request</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>7. <b>Implementation of School Transport Policy for children aged 4 to 16 years</b><br/>           – Cabinet member to approve the implementation of an updated School Transport Policy for children aged 4 to 16 years, in line with guidance. Policy outlines the Council's duties and how it will exercise its responsibilities in accordance with relevant legislation and guidance. No change to current procedures or eligibility.</p> | <p><b>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</b></p> | <p><b>March 2019</b></p>      | <p>Children and Education Scrutiny Committee</p> | <p>All Wards</p> | <p>Relevant internal and external stakeholders.</p> <p>28 consultation period to commence on 12th November. All relevant PCC teams, schools, parents, Family Voice, Appeal Panel Members, transport providers Consultation to placed on the Council website.</p> | <p>Emma Everitt, Capital Projects and Assets Officer, 01733 863660 emma.everitt@Peterborough.gov.uk</p> | <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>    |

| <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> |   |
|--------------------------|---|---|------------------------------------|--|---------------------|--|---|---|
| 106                      | <p><b>8. Implementation of the Post-16 Transport Partnership Policy</b> – Approval to implement a new Post-16 Transport Partnership Policy, developed in partnership with parental support groups for young people with SEN.</p>                                  | Councillor Lynne Ayres, Cabinet Member for Education, Skills and University | <b>March 2019</b>                  | Children and Education Scrutiny Committee          | All Wards           | <p>Relevant internal and external stakeholders.</p> <p>Policy to be developed with stakeholders. Consultation to follow with all relevant Council teams, schools, colleges, parents. Consultation to be published on the Council website</p> | Emma Everitt, Capital Projects and Assets Officer, 01733 863660 emma.everitt@peterborough.gov.uk                                | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |
|                          | <p><b>9. Adoption of the Regulation 123 List and the Community Infrastructure Levy (CIL) governance policies-</b><br/>To approve the adoption of the revised Regulation 123 List and the consolidated Community Infrastructure Levy (CIL) governance policies</p> | <b>Cabinet</b>  | <b>25 March 2019</b>               | Growth, Environment & Resources Scrutiny Committee | All Wards           | <p>Relevant Internal and External Stakeholders</p> <p>Policy to be developed with stakeholders. Consultation to follow with all relevant Council teams, schools, colleges, parents. Consultation to be published on the Council website</p>  | Philip Hylton, Senior Strategic Planning Officer, Tel: 01733 863879, Email:philip.hylton@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> |
|--------------------------|---|--|-------------------------------|--|----------------------------------|--|--|---|
| 107                      | <p><b>10. Decision Request for Variation of the Woodston Public Spaces Protection Order</b></p> <p>- Following the outcome of public consultation, this decision request is to seek approval from the Cabinet Member to implement the proposed changes to the order area and conditions for the Woodston Public Spaces Protection Order</p> | <p><b>Councillor Walsh, Cabinet Member for Communities</b></p> | <p><b>March 2019</b></p>      | <p>Adults and Communities Scrutiny Committee</p> | <p>Fletton and Woodston Ward</p> | <p>Relevant internal and external stakeholders.</p> <p>Ward councillors, Police &amp; Crime Commissioner, Chief Constable and general public</p> | <p>Laura Kelsey, Senior Prevention &amp; Enforcement Officer<br/>Tel: 01733 453563<br/>Email: <a href="mailto:laura.kelsey@pete.rborough.gov.uk">laura.kelsey@pete.rborough.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>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> |
|--------------------------|--|---|-------------------------------|--|-------------|---|---|---|
| 108                      | <p><b>11. To agree the process of awarding community grants through the Integrated Communities Programme –</b><br/>Following the successful bid to Government, funding has been awarded to the council via the Integrated Communities Strategy. One of the funded projects will see a communities grant programme launched that will provide opportunities for communities to apply for up to £20k to deliver projects in their neighbourhood. The Cabinet Member is requested to approve the process in which the grants programme will be run.</p> | <p><b>Councillor Seaton, Cabinet Member for Resources</b></p> | <p><b>March 2019</b></p>      | <p>Adults and Communities Scrutiny Committee</p> | <p>N/A</p>  | <p>Relevant internal and external stakeholders.</p> | <p>Ian Phillips<br/>Senior Policy Manager<br/>–<br/>Tel: 01733 863849<br/>Email:<br/><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>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>   |
|--------------------------|---|---|-------------------------------|---|-------------|---|--|---|
| 109                      | <p><b>12. Disposal of former Barnack Primary School caretaker house -</b><br/>Delegate authority to the Corporate Director of Growth and Regeneration to dispose of the property.</p> | <p><b>Councillor Seaton, Cabinet Member for Resources</b></p> | <p><b>March 2019</b></p>      | <p>Growth, Environment &amp; Resources Scrutiny Committee</p> | <p>NVA</p>  | <p>Relevant internal and external stakeholders.</p> | <p>Stuart Macdonald, Property Manager.<br/><br/>Tel: 07715 802 489. Email: stuart.macdonald@peterborough.gov.uk<br/><br/>Bill Tilah (Bill.Tilah@nps.co.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>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).</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> |
|--------------------------|--|-----------------------|-------------------------------|--|-------------|--|--|---|
| <b>13.</b>               | <b>Adoption of the Flood and Water Management Supplementary Planning Document (SPD) –</b><br>To approve adoption of the Flood and Water Management SPD subject to the Local Plan being adopted by Full Council                       | <b>Cabinet</b>        | 10 June 2019                  | Growth, Environment and Resources Scrutiny Committee | All Wards   | Relevant internal and external stakeholders.<br><br>A Public Consultation on the document took place in March 2018 | Richard Whelan, Water Management Engineer, richard.whelan@pete-terborough.gov.uk, Tel 01733 453454     | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.           |
| <b>14.</b>               | <b>Adoption of the Green Infrastructure and Biodiversity Supplementary Planning Document (SPD) –</b><br>To approve adoption of the Green Infrastructure and Biodiversity SPD subject to the Local Plan being adopted by Full Council | <b>Cabinet</b>        | 10 June 2019                  | Growth, Environment and Resources Scrutiny Committee | All Wards   | Relevant internal and external stakeholders.<br><br>A public Consultation on the document took place in March 2018 | James Fisher, Wildlife Officer, james.fisher@pete-terborough.gov.uk Tel. 01733 453543                  | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.           |
| <b>15.</b>               | <b>Adoption of the Developer Contributions Supplementary Planning Document (SPD) –</b><br>To approve adoption of the Developer Contributions SPD subject to the Local Plan being adopted by Full Council                             | <b>Cabinet</b>        | 10 June 2019                  | Growth, Environment and Resources Scrutiny Committee | All Wards   | Relevant internal and external stakeholders.<br><br>A public Consultation on the document took place in March 2018 | Phil Hylton, Senior Strategic Planning Officer, philip.hylton@pete-terborough.gov.uk Tel. 01733 863879 | 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> |
|--------------------------|--|---|-------------------------------|--|--------------|---|---|---|
| 16.                      | <b>Local Plan for adoption –</b><br>To recommend the Local Plan for adoption by Full Council   | Cabinet   | 10 June 2019                  | Growth, Environment and Resources Scrutiny Committee | All Wards    | Relevant internal and external stakeholders.<br><br>This document has undergone public consultation and public examination by the Planning Inspectorate   | Gemma Wildman, Principal Strategic Planning Officer, gemma.wildman@peterborough.gov.uk, Tel: 01733 863824 | It is not anticipated that there will be any documents other than the report and relevant appendices to be published            |
| 17.                      | <b>Approval to dispose of a property on Cromwell Road at a minimum of £375,000 and a maximum of £475,000</b> - This property was most recently used by Youth Services but has now become surplus to requirements. It has been marked for disposal by the council in order to generate a capital receipt. | Councillor Seaton, Cabinet Member for Resources | March 2019                    | Growth, Environment and Resources Scrutiny Committee | Central Ward | Relevant internal and external stakeholders.<br><br>Authority has been provided by the acting head of resources to dispose of this property. A Cabinet Member Decision Notice will need to be produced once heads of terms have been agreed with a purchaser. | Tristram Hill, Strategic Asset Manager, Tel: 07849 079787 Email: tristram.hill@nps.co.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> |
|--------------------------|---|---|-------------------------------|--|-------------|--|--|---|
| <b>18.</b>               | <b>Funding for voluntary sector 2019/20</b> - To provide funding to a number of voluntary sector organisations to provide essential support to vulnerable clients | Councillor Seaton, Cabinet Member for Resources | March 2019                    | Adults and Communities Scrutiny Committee            | N/A         | Relevant internal and external stakeholders.   | Ian Phillips<br>Senior Policy Manager<br>Tel: 01733 863849<br>Email:<br>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>19.</b>               | <b>Asset Transfer of Gladstone Park Community Centre</b> - The proposed long term lease of Gladstone Park Community Centre to The Thomas Deacon Academy Trust     | Councillor Seaton, Cabinet Member for Resources | May 2019                      | Growth, Environment and Resources Scrutiny Committee | North       | Relevant internal and external stakeholders.<br><br>Ward Councillors for Central, Park and North have been advised of the decision to transfer of the Community Centre | Caroline Rowan, Urban Regeneration Project Manager,<br>Tel: 01733 864095<br>Email:caroline.rowan@peterborough.gov.uk | It is not anticipated that there will be any documents other than the report and relevant appendices to be published.           |

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

| DECISION TAKEN:   | DECISION MAKER   | DATE DECISION TAKEN            | RELEVANT SCRUTINY COMMITTEE                                 | WARD             | CONSULTATION  | CONTACT DETAILS / REPORT AUTHORS   | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|--|--------------------------------|---|------------------|---|--|--|
| <p><b>Review of Bus Services supported by subsidised transport budget to ensure efficiency and value for money is achieved - FEB19/CMDN/90</b></p> <p>The Cabinet Member:</p> <p>113</p> <ol style="list-style-type: none"> <li>1. Approved changes in timetables to the 60s bus services, as set out in the report, which, along with budget efficiency measures and negotiated cost reductions, will present the Council an annual saving of £150,000.</li> <li>2. Approved the development of a publicity campaign with local bus operators to run during 2019/20 to encourage the public to use local bus services.</li> <li>3. Supported the continuation of the Cross Party Bus Consultation Group in order to review the remaining services supported by the Council to ensure best value is obtained for both the Council and the travelling public.</li> </ol> | <p><b>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</b></p> | <p><b>15 February 2019</b></p> | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders</p> <p>We have conducted bus passenger surveys on the buses proposed for removal, we have held drop in sessions for people who wished to talk through the proposed changes, worked with a cross party bus consultation group on the proposals.</p> | <p>Charlotte Palmer, Group Manager Transport &amp; Environment<br/>Email: charlotte.palmer@peterborough.gov.uk,<br/>01733 453538</p> | <p>Report to joint budget policy forum</p>   |

This page is intentionally left blank