

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE

WEDNESDAY 5 SEPTEMBER 2018
7.00 PM

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. **Apologies for Absence**

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

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council. Members must also declare if they are subject to their party group whip in relation to any items under consideration.

3. **Minutes of the Joint Scrutiny of the Budget and Growth, Environment and Resources Scrutiny Committee Meetings held on:**

3.1 **18 June 2018 - Joint Scrutiny of the Budget** **3 - 20**

3.2 **4 July 2018 - Growth, Environment and Resources Scrutiny Committee** **21 - 30**

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.



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5.	Peterborough Rural (Farms) Estate Action Plan Update	31 - 52
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7.	Proposal for Task and Finish Group to Review Air Quality	65 - 68
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12.	Date of Next Meeting	

7 November 2018

Emergency Evacuation Procedure – Outside Normal Office Hours

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Committee Members:

Councillors: C Harper (Chairman), K Aitken, R Brown, G Casey (Vice Chairman), M Farooq, R Ferris, J A Fox, A Joseph, D King, S Martin and N Sandford

Substitutes: Councillors: A Ellis, J Goodwin, S Lane, J Lillis and E Murphy

Co-opted Members:

Parish Councillor Keith Lievesley
Parish Councillor Richard Clarke

Further information about this meeting can be obtained from David Beauchamp, Democratic Services Officer on telephone 01733 384628 or by email – david.beauchamp@peterborough.gov.uk

**DRAFT MINUTES OF THE JOINT SCRUTINY COMMITTEES MEETING
HELD AT 6.00PM ON
18 JUNE 2018
IN THE COUNCIL CHAMBER, TOWN HALL PETERBOROUGH**

Committee Members Present: Councillors J Stokes (Chairman), K Aitken, A Ali, R Brown, G Casey, A Dowson, M Farooq, R Ferris, J A Fox, J R Fox, J Goodwin, C Harper, A Iqbal, M Jamil, D Jones, A Joseph, D King, D Over, S Lane, E Murphy, S Nawaz, B Rush, N Sandford, B Saltmarsh, L Serluca, N Simons, S Warren

Also Present: Councillor Holdich, Leader of the Council and Member of the Cambridgeshire and Peterborough Combined Authority
Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health
Councillor Ayres, Cabinet Member for Education Skills and University
Councillor CAV M Cereste OMRI OSSI, Cabinet Member for Waste and Street Scene
Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development
Councillor Lamb, Cabinet Member for Public Health
Councillor Seaton, Cabinet Member for Resources
Councillor Smith, Cabinet Member for Children's Services
Councillor Walsh, Cabinet Member for Communities
Councillor Allen, Cabinet Advisor to the Leader
Councillor Fuller, Cabinet Advisor for Commercial Strategy and Investments

Officers Present: Gillian Beasley, Chief Executive
Peter Carpenter, Acting Corporate Director, Resources
Adrian Chapman, Service Director, Communities and Safety
Fiona McMillan, Interim Director of Law and Governance
Annette Joyce, Interim Corporate Director, Growth and Regeneration
Wendi Ogle-Welbourn, Executive Director, People and Communities, Cambridgeshire and Peterborough Councils
Will Patten, Service Director Commissioning
Dr Liz Robin, Director of Public Health
Mandy Pullen, Assistant Director, Human Resources and Development
Jonathan Lewis, Service Director, Education
Paulina Ford, Senior Democratic Services Officer

5. APPOINTMENT OF CHAIRMAN

The Senior Democratic Services Officer opened the meeting and advised the Committee that in accordance with *Part 4, Section 8 – Scrutiny Committee Procedure Rules, section 13, Joint Meetings of Scrutiny Committees* a Chairman would be required to be appointed from among the Chairmen of the Committees who were holding the meeting. Nominations were sought from those Chairmen present at the meeting which were Councillor Simons, Chairman of Adults and Communities Scrutiny Committee, Councillor Goodwin, Chairman of Children and Education Scrutiny Committee and Councillor Stokes, Chairman of Health Scrutiny Committee. Councillor Stokes was nominated by Councillor Goodwin and seconded by Councillor Simons. There being no further nominations Councillor Stokes was therefore appointed Chairman.

The Chairman welcomed everyone present and explained that the purpose of the meeting was to provide an opportunity for all members of each Scrutiny Committee to scrutinise the Medium Term Financial Strategy, Budget 2019/20 to 2021/22 Tranche One proposals document as part of the formal consultation process before being presented to Cabinet on 16 July 2018 for approval and recommendation to Full Council on 25 July 2018.

6. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Bashir, Councillor Bisby, Councillor Barkham, Councillor Ellis, Councillor Shaheed, Councillor Martin, Councillor Hemraj, and Councillor Mahabadi. Councillor Murphy was in attendance as substitute for Councillor Martin. Councillor S Nawaz was in attendance as substitute for Councillor Hemraj and Councillor Iqbal was in attendance as substitute for Councillor Ellis.

The following co-opted members also sent apologies: Education Co-opted members Peter Cantley and Flavio Vettese.

7. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS

There were no declarations of interest or whipping declarations.

8. Medium Term Financial Strategy (MTFS) 2019/20 - 2021/22 – Tranche One Proposals

The Cabinet Member for Resources gave a short introduction to the Budget 2019/20 – 2021/22 Tranche One proposals document and the Interim Corporate Director of Resources gave a short PowerPoint presentation a copy of which can be found attached at Appendix 1 of the minutes.

Each section of the budget proposals document was then taken in order according to how it was presented in the Budget Book. The relevant Cabinet Member or Corporate Director were given the opportunity to introduce their section of the budget before taking questions from the Committee.

Questions and observations were made around the following areas:

Item / Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
<p>5. Presentation and Introduction of the Medium Term Financial Strategy Tranche One Proposals Document</p> <p>Cabinet report dated 11 June 2018 (pages 1 to 28) of the MTFS 2019/20 to 2021/22 Tranche One Proposals Document</p>	<p>Members noted that the revised temporary accommodation budget was based on budget assumptions and therefore sought clarification as to the likelihood of a balanced budget being delivered within three years. Members gave examples of divergences from the budget that had occurred since the last budget had been discussed, such as Ermine Street who were going to provide 100 dwellings but were no longer working with the Local Authority.</p> <p>How were the savings going to be achieved by 2019?</p> <p>How many properties has the local authority acquired on the open market to date?</p>	<p>All budgets were based on assumptions and there was confidence in the assumptions that had been made.</p> <p>The Service Director for Adults and Communities responded that the decision not to use Ermine Street was deliberate. The decision was made for the Council to acquire its own properties via Medesham Homes. Benefits would include keeping the asset for its lifetime and reduce costs, rather than effectively giving the business to another Local Authority. With regard to the Medesham homes, 300 units would be bought on-stream over the next 18 months. In addition a proportion of the £35,000,000 agreed by council last year would be invested in acquiring properties off the open market. Also there was a dedicated target to achieve 40 private sector leased properties within the current calendar year, with a view to achieving the targets agreed by council in the Homelessness Strategy to irradiate the use of Travelodge and B&B accommodation. The authority tracks and monitors demand daily. The assumptions to achieve the savings target were therefore made with confidence.</p> <p>The Service Director for Adults and Communities stated that it was agreed at Full Council last year to invest £35,000,000 in Medesham Homes. Schemes included Bretton Court, 29 units at Midland Road and various other schemes which add up to the 300 units previously described. A proportion of the funding would be</p>

Item / Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
		spent acquiring properties for affordable rented accommodation.
	Were the council still employing agency staff and in which departments?	<p>There was still a significant spend on agency staff in various different departments and this was used as a flexible resource. Some of this spend was from external contractors.</p> <p>This was an ongoing challenge, an example of which was the issue of finding social workers. Other options to reduce the level of agency staff was being explored.</p>
	Members noted the council intended to create a sustainable budget position through helped by adoption of the six approaches set out in section 5.6 but sought clarification as to what the overarching strategy was?	<p>It was difficult to come up with a single strategy. Sustainability would be delivered through a series of different actions that would bring the council to a balanced budget.</p> <p>Demands in service areas varied from year to year and must be responded to accordingly. One key overarching strategy was managing demand which was becoming more difficult year on year.</p>
	Where will the £1m for business cases be spent?	A list of proposals would come forward from service departments to move into phase two. These would then need to be converted into full proposals with costs, implications and the impact on the service. The funds would be spent across a range of services areas.
	Is the money being spent on third party expertise or in-house expertise?	It will be a mixture as there was a need to have input from many different places.
	Could you provide more information about 'additional commercialisation' and what these plans involve?	The Cabinet Advisor for Commercial Strategy and Investments responded that there was not one straightforward solution to the problems faced. Many different strategies had been employed by the authority in the

Item / Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
		<p>past to generate additional income, either through commercialisation or by better use of existing resources. Moving forward this will be done in a more considered and strategic way. Plans were in their early stages. Economies of scale would be achieved by pursuing commercialisation across the authority and in collaboration with Cambridgeshire.</p> <p>Proposals within Tranche One include shared services (specifically planning) and sharing existing contracts with other local authorities. These were examples of commercialisation undertaken in the past and the intention was to do more of this in the future in a greater and more considered manner to deliver more substantial savings.</p>
	<p>The council have been procuring and commissioning for a number of years now. How will this be different going forward?</p>	<p>The procurement cycle will always need to be under review in an end to end way from the initiation of a specification, management of the contract and an end review leading to re-tendering. Procurement has become more demand oriented and there was a need to keep pace with the market to procure in the most effective way to deliver services.</p> <p>An example of changing demand was the shared Planning Service with Fenland District Council which had been ongoing for a number of years and was not a 'true' shared service but more of an exchange of expertise. This service would now be expanded to become more autonomous following its success. Another example was the Highways services contract with Skanska which would be</p>

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		expanded throughout local authorities across the South of England. Services needed to be proven in house before being rolled out to other authorities to prove how efficient they were.
	Members suggested that additional options be considered within the Homelessness Reduction Strategy beyond Medesham Homes such as new builds, local investment vehicles, cooperatives etc. In addition shared ownership could be considered and converting commercial properties.	Members were referred back to the Service Director for Adults and Communities earlier statement citing many examples of different options that were being explored other than Medesham Homes and Cross Keys. Commercial properties had been looked at but the council would not overpay for them. The council would only pursue good deals.
	Members again suggested that more strands were looked at other than Medesham. It was noted that there had been no mention of new council houses or other housing associations, or offers of mortgages or shared ownership etc.	
	Councillor Murphy, seconded by Councillor Jamil, recommended that the Council explore more options to build affordable homes in Peterborough. A vote was taken on the recommendation (10 for, 15 against, 0 abstentions). The recommendation was defeated.	Following the defeat of the recommendation the Cabinet Member for Resources emphasised that what had been proposed was already being carried out.
The Committee RESOLVED to note this section of the budget.		

Item / Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
<p>6. Appendix A Page 29</p> <p>2019/2020 – 2021/22 MTFS Detailed Budget Position</p>	<p>Have any of the funds that had been set aside from reserves for legal matters for the Amey contract been used? If not can they be put back into the general budget?</p>	<p>The Interim Service Director for Environment and Economy responded that there was £500,000 was put forward for the transformational work of the Amey Contract to investigate re-procuring it out. So far £200,000 had been committed. The council was currently looking at a local authority trading model and some of the funds may be needed to bring this to fruition.</p>
	<p>The announcement to terminate the Amey contract was announced in February 2017 and it was now June 2018. When will this process be completed and how much additional cost will be incurred?</p>	<p>The resolution to set up the Local Authority Trading Company was set up at the recent Cabinet meeting. The Interim Corporate Director for Growth and Regeneration would be bringing forward a business case shortly which may contain a timescale for the next stage. It is not anticipated that more than the £500,000 allocated will be needed at this stage.</p> <p>The Interim Corporate Director for Growth and Regeneration added that the paper that went to Cabinet had paused procurement on the four lots of the current Amey/EMS contract. The plan was to bring a fully costed business case to Cabinet next month with the aim of showing how much of a loan would be required to position a Local Authority Trading Company, and if the current contract would need to be extended to allow time to implement the Local Authority Trading Company.</p>
	<p>How much extra money was Amey asking for to extend the contract per month?</p>	<p>This was currently under negotiation.</p> <p>The Leader of the Council added that setting up a Local Authority</p>

Item / Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
		Trading Company would take time and would need to be done properly.
	In terms of the total corporate funding what were the confidence levels that the council will receive the full funding of £147m in 2020/21?	The present national advice was to continue with the present funding assumptions.
The Committee RESOLVED to note this section of the budget.		
7. Appendix B Page 31 to 33 Performance Data	It was noted that Peterborough was 49% reliant on Council Tax funding and the average of the authorities was 56% reliant on Council Tax funding. What was the highest authority and what was the lowest across the range of authorities.	Appendix B set out Peterborough's position compared to other unitary authorities. The answer was not available at the meeting but could be researched and circulated to all the committee.
AGREED ACTION		
The Committee RESOLVED to note this section of the budget and requested that the Cabinet Member for Resources provide further information on the percentage of Council Tax funding that other local authorities were reliant on for funding.		
8. Appendix – C Page 35 to 39 Existing Capital Programme	Members noted that the fitting out of Fletton Quays was costing the council £6,137m and that the Town Hall capital works was costing £2,645m. Was the policy of both retaining the Town Hall and moving staff to Fletton Quays a prudent use of council funds?	The capital expenditure on the Town Hall will be offset from the rental income from the leases. Having the council as an anchor tenant at Fletton Quays has brought in significant investment into the city. Examples include Weston Homes, Hilton Hotels, a gin and whisky distillery. The council has bought Whitworth Mill and will be turned into an arts and technology centre. The original business case for the move to Fletton Quays still stands today. Concerns that Bridge Street would be deserted have proved

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		unfounded and there will be more people working in the town hall than there had been for many years.
	Have the Hilton Group definitively agreed that they will take over the hotel at Fletton Quays?	<p>As already set out at Full Council, Hilton themselves would not take over the hotel but it would be a Hilton franchise run by the Norlin Group who operate a number of Hilton branded hotels throughout the country.</p> <p>The Hilton Group had changed some of the specification for its hotels and therefore Norlin did not want to start building before they were sure of the required specifications and this had therefore caused a slight delay.</p> <p>Hilton, alongside Norlin, had made a significant investment in backing the building of this hotel.</p>
	Members sought clarification as to why infant free school meals were considered to be capital expenditure?	Free school meals were paid for from a leftover grant from Government which had been used for the improvement of kitchens and to create more dining spaces and buy equipment. The net cost to the Council was nil.
	<p>Members enquired as to when they would receive the answers promised to look at the allegations made in Private Eye regarding the investigation about the Peterborough Investment Partnership.</p> <p>A Member requested a report on the Peterborough Investment Partnership.</p>	<p>The Cabinet Member for Resources requested that any correspondence with officers regarding the Peterborough Investment Partnership be shared with him for awareness.</p> <p>There would be no difficulty in producing a report on the progress of the Peterborough Investment Partnership but requested greater clarity on what information was required.</p> <p>It was agreed that this request would be picked up outside this</p>

Item / Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
		meeting.
<p>The Committee RESOLVED to note this section of the budget.</p> <p>AGREED ACTIONS</p> <p>1. The Cabinet Member for Resources to provide a report on the progress of the Peterborough Investment Partnership.</p>		
<p>9. Appendix D starting on pages 41 to 63</p> <p>Introduction, New Budget Process, Stand Up for Peterborough Campaign, Priorities and Overall Budget Position Pages 42 to 47</p> <p>Overview of Council Directorates Pages 51 to 53</p>	<p>There were no questions or comments for this section of the budget.</p>	
<p>The Committee RESOLVED to note this section of the budget.</p>		
<p>10. Appendix D People and Communities</p> <p>Budget Pressures Pages 54</p> <p>Financial Savings Page 56 - 58</p>	<p>Members sought clarification as to whether there had been a change of policy with regard to having multi-skilled PES Enforcement Officers?</p>	<p>The Service Director for Communities and Safety responded. The proposals in the Budget Consultation document were about growing the PES team in response to a demand from most communities for enforcement of this nature outside the city centre. This would be achieved by employing dedicated specialist officers whilst also allowing multi-skilled officers to apply themselves to more complex cases (e.g. repeat fly tipping) thereby freeing themselves from the more routine work.</p> <p>It was about growing the service to do more enforcement. This was an important part of the council's strategy to prevent neighbourhood issues.</p>
	<p>Children's Social Care Pressures. Members</p>	<p>Managing the number of children in care was a challenge in a</p>

Item / Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
	requested clarification about how demand for children being taken into care could be reduced at a time of rising birth rates & rising numbers of children being taken into care?	growing city. Each case was assessed against a threshold document. There was nearly £3m of funding available to implement a Family Safeguarding Model which aimed to keep children at home if possible. Social workers will work with adult workers to make sure the child is safe and resolve issues within the family home to keep the family together. There were currently more children in care than expected and some of the level of care was expensive. Spending was currently too high but was being mitigated by the Family Safeguarding Model. The Youth Service provision was currently being restructured as the Family Safeguarding Model was less effective for the 13+ age range.
	Given the increase in Adult Social Care Pressures, were the assumptions made in the previous budget incorrect?	People were living longer with more complex needs so the demand was higher than ever nationally not just in Peterborough therefore causing budget pressures. We continue to manage demand and reduce our reliance on residential care, e.g. by investing in suitable assisted housing. Flexibility was necessary to adapt and plan for higher than expected demand.
The Committee RESOLVED to note this section of the budget.		
11. Appendix D continued Public Health Budget Pressures Page 54 to 55 Financial Savings Page 62	There were no questions or comments for this section of the budget.	
The Committee RESOLVED to note this section of the budget.		

Item / Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
<p>12. Appendix D continued Resources</p> <p>Budget Pressures Page 55</p> <p>Financial Savings Page 58 to 60</p>	<p>There were no questions or comments for this section of the budget.</p>	
<p>The Committee RESOLVED to note this section of the budget.</p>		
<p>13. Appendix D continued Growth and Regeneration</p> <p>Financial Savings (Pages 60-61)</p>	<p>Members noted under Transport Planning that there was a planned saving of £75,000 due to the Combined Authority taking on the responsibility for transport.</p> <p>Is the council still subsidising the bus services by more than £400,000? Will this subsidy continue in the future now that the Combined Authority will have responsibility for transport matters?</p> <p>Please provide an overview of how this process is going and say if the financial impact on Peterborough will be positive or negative?</p>	<p>The current level of bus subsidy was around £715,000.</p> <p>The Leader of the Council commented that he had raised this issue at the most recent Combined Authority meeting. The Combined Authority were currently undertaking a transport review which would not be ready for another twelve months. The answer to the question was therefore unclear at this time.</p>
	<p>Members commented that the level of the public transport subsidy had been inconsistent and any further cuts to public transport could lead to a loss of evening and Sunday Services, impacting on socially deprived groups.</p> <p>Was the policy to keep public transport subsidy the same or to reduce it?</p>	<p>The Cabinet Member for Resources advised that the current subsidy figure would stay the same.</p> <p>The financial investment in the city from the devolution deal should be noted. The Leader of the Council stated that the Council retained a veto on transport policies.</p>

Item / Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
	Members challenged the idea that Council had a veto on transport matters generally, stating that this was limited to the Local Transport Plan.	The Leader of the Council informed Members that these matters must appear in the Transport Plan and could therefore be voted against.
	Concerns were raised over the roadworks on Bourges Boulevard and the lack of communication with residents about the works and lack of signage.	The Council continued to not only maintain, but improve the road network to benefit the growth of the city. Peterborough was the fastest commuting city in the U.K. Maintaining this speed of connectivity required repairing the roads. The Leader of the Council commented that the start and finish dates of the works on Bourges Boulevard were well advertised.
14. Appendix D continued Staffing Implications Page 63	There were no questions or comments for this section of the budget.	The Cabinet Member for Resources informed Members that there was a possibility of four jobs being lost, one of which was a vacancy and the remainder would hopefully be redeployed.
The Committee RESOLVED to note this section of the budget		
15. Appendix E Page 65 to 76 Equality Impact Assessments	Members commented that the Equality Impact Assessments appeared to be either neutral or positive and questioned if this was correct. There were elements outside of the Council's control which may cause negative impacts on the budget and examples of which would include the management of demand of children being taken into care, pressures on services for the elderly and the non-	The Cabinet Member for Children's Services commented that an Equality Impact Assessment would be triggered if there was a change in service. There was no change to the Children's Social Care Budget at this time hence the lack of an Equality Impact Assessment. Any future changes would trigger an Equality Impact Assessment.

Item / Section of the Budget	Questions / Comment	Response from relevant Cabinet Member / Corporate Director
	<p>extension of bus subsidies with a growing population with impacts on air quality and poorer people.</p> <p>Members were concerned that no negative implications had been recorded and this cast doubt on the credibility of the process.</p> <p>Members requested that more work be done on the Equality Impact Assessments.</p>	<p>The Cabinet Member for Resources suggested that if Members had identified an area within the Equality Impact Assessments that was not being represented in the correct way then this should be highlighted to enable officers to address these.</p>
	<p>Members suggested that the Equality Impact Assessments, with the exception of Public Health, had not been fully completed.</p>	<p>The Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health emphasised that the Equality Impact Assessments was completed by officers with professional advice from Legal Services and Human resources. More collaboration and joined-up working was taking place so there were changes but they did not have to be negative. Those tasked with producing the Equality Impact Assessments had done so with competence and honesty.</p>
<p>The Committee RESOLVED to note this section of the budget</p>		
<p>16. General Comments, any overall recommendations and Conclusion:</p>		
<p>There were no further comments, questions or recommendations made.</p>		

CHAIRMAN

The meeting began at 6.00pm and ended at 7.40 pm

Joint Scrutiny of the Budget MTFS - Tranche 1

18 June 2018

Pete Carpenter
Acting Corporate Director, Resources



Aims and Summary Budget Position Tranche 1

To deliver a balanced and sustainable Revenue and Capital Budget over the 2019/20 to 2021/22 time horizon, taking account of radical Local Government Funding changes in 2020/21

The Council has agreed it is to follow a rolling budget process to enable the Council to facilitate a more flexible methodology to identify, implement and deliver savings and efficiency options required to balance the Council's Budget in a timely fashion.

	2019/20	2020/21	2021/22
	£000	£000	£000
Budget Gap as reported in the MTFS 2018/19	12,712	19,317	16,926
Tranche One - MTFS 2019/20 to 2021/22 budget changes	(2,485)	721	5,402
Revised Budget Gap (Cumulative)	10,227	20,038	22,328
Incremental Budget Gap	10,227	9,811	2,290



The Reduction of the Reliance on One-offs

	2017/18	2018/19	2019/20	2021/22
Non Repeatable One Off Savings	£000	£000	£000	£000
Capital Receipts	12,738	2,922	4,139	-
MRP Re-Provision	-	3,700	-	-
Council Tax Surplus	173	1,188	-	-
Use of Reserves	7,194	4,231	-	-
Total	20,105	12,041	4,139	

The significant reduction in reliance of "One-off" use of Funds over the three year period is reflected in Service Department efficiencies and savings and a more sustainable budget



Council Reserves Position

	2017/18	2018/19	2019/20	2020/21	2021/22
Summary of Reserves	Balance at 31.03.18 £000	Estimated Balance at 31.03.19 £000	Estimated Balance at 31.03.20 £000	Estimated Balance at 31.03.21 £000	Estimated Balance at 31.03.22 £000
General Fund Balance	6,000	6,000	6,000	6,000	6,000
Available Reserves:					
Usable Reserves	22,392	15,788	15,753	15,753	15,753
Departmental Reserve	5,197	902	902	902	902
Subtotal	27,589	16,690	16,655	16,655	16,655
Ring-Fenced Reserves					
Subtotal	7,310	6,856	6,806	6,806	6,806
TOTAL Reserves	40,899	29,546	29,461	29,461	29,461



Tranche 1 Initiatives for Approval (Summary)

	2019/20 £000	2020/21 £000	2021/22 £000
Pay and Pensions	-	2,400	2,820
Inflation and cost changes	194	194	194
Demographic & Volumetric Service Demand	419	679	1,160
Efficiencies	(135)	(135)	(135)
Capital Financing Changes	(1,509)	(1,253)	2,537
Service proposals (savings and additional income)	(774)	(784)	(794)
Funding changes	(680)	(380)	(380)
Grand Total	(2,485)	721	5,402

Line items making up these summarised totals will be discussed in the specific Departmental sections



Investment Requirements

Funding of £447k is required to implement the Communities savings proposals set out in Tranche One savings proposals

It is also prudent to:

- Ring-fence a further £500k to work up the business cases for savings proposals in the following areas in order to set out what additional investment will be required for full delivery: Demand Management, Commissioning and Brokerage, Communities, Health and Social Care, Resources, Information and Performance
- Ring-fence a further £504k to support working up business cases to deliver the £4.5m target in 2019/20 rising to £9.0m in 2020/21 for Shared Service savings

Funding the Transformational Investment

- The use of Capital Receipts for transformational projects;
- The use of Reserves;
- Absorption within existing budgets.

A full process will be put in place to manage and monitor spending on initiatives. Only when Business Cases/Plans have been fully approved will additional funds be released



Implementation of the Remaining Gap

The Council must create a sustainable budget position for both revenue and capital budgets. Best practice would suggest that a Council should supply its Members with a range of options which exceed any deficit amount (budget gap), in order for more informed savings and efficiency decisions to be made. The Council can move to this position through adoption of the following strategies:

- Decide what Services the Council are to deliver and to what level:
- Additional Commercialisation
- Improvement in Procurement Processes / Commissioning
- Move from use of Agency staff to correct level of Permanent Staff
- Centralisation of "like services" into single unit:
- Fuller integration with Health and other Partners



**MINUTES OF THE GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY
COMMITTEE MEETING
HELD AT 7PM ON
WEDNESDAY 4 JULY 2018
BOURGES/VIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

Committee Members Present: Councillors Harper (Vice-Chairman), K Aitken, R Brown, G Casey, R Ferris, M Farooq, Judy Fox, A Joseph, D King, S Martin, N Sandford
Co-opted Members: Parish Councillor R Lievesley, Parish Councillor R Clarke

Also Present: Councillor Steve Allen – Cabinet Adviser to Leader of the Council
Councillor John Fox – Representing the Group Leader for Werrington First
Simon Fairhall – CEO, Living Sport

Officers Present: Annette Joyce - Interim Corporate Director, Growth and Regeneration
Richard Pearn - Head of Waste, Resources and Energy
Philip Hylton - Senior Strategic Planning Officer
Lisa Roberts - Head of Culture and Leisure
Jamie Fenton – Culture and Leisure Development Manager
Paulina Ford - Senior Democratic Services Officer
David Beauchamp - Democratic Services Officer

Councillor Harper welcomed everyone to the meeting and advised the Committee that in the absence of a Chairman he would be taking the position of Chairman for the meeting.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

2. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS

There were no declarations of interest or whipping declarations.

3. MINUTES OF THE GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE MEETING HELD ON 5 MARCH 2018.

The minutes of the Growth, Environment and Resources Scrutiny Committee meeting held on 5 March 2018 were agreed as a true and accurate record.

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

There were no requests for call-in to consider.

5. APPOINTMENT OF CO-OPTED MEMBERS

The Senior Democratic Services Officer introduced the report which recommended that the Committee appoint Parish Councillor, Keith Lievesley as a non-voting co-opted member to represent the rural communities. A further recommendation included in the report was to appoint a second Parish Councillor Richard Clarke as a non-voting co-opted member also to

represent the rural communities. Both nominations had been put forward from the Parish Council Liaison forum.

The Committee unanimously agreed to appoint both Keith Lievesley and Richard Clarke as co-opted members of the Committee to represent the rural areas.

The nominated persons were in attendance at the meeting and the Chairman invited both Keith Lievesley and Richard Clarke to join the Committee for the remainder of the meeting.

AGREED ACTIONS:

The Growth, Environment and Resources Scrutiny Committee considered the report and **RESOLVED** to appoint both Parish Councillor Keith Lievesley and Parish Councillor Richard Clarke as non-voting co-opted members to represent the rural areas for the municipal year 2018/2019. Both appointments to be reviewed annually at the beginning of the next municipal year.

6. PROPOSAL TO SET UP A TASK AND FINISH GROUP TO CONSIDER FLY TIPPING AND WASTE POLICY

The Head of Waste, Resources and Energy introduced the report which proposed that a task and finish group be set up to consider fly tipping and waste policy. The original request for a cross party working group had come from the Leader of the Council at the council meeting held on 21 May 2018.

The Growth, Environment and Resources Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- There was a general consensus among Members about the severity of fly tipping in the city and the need for a task and finish group.
- It was suggested that the issue of fly tipping needed to be looked at more broadly and creatively and not just focused on enforcement, with a suggestion that waste could be marketed through 'up cycling' initiatives.
- Members commented that fly tipping was one of the major issues facing the city and was one of the most common areas of complaint from residents. The cost to the council to clear the fly tipping was a significant amount of money. It was again suggested that the remit of the task and finish group should be as wide as possible to arrive at creative solutions and investigate what was working at other councils.
- It was also suggested that other councillors should be involved because of the frequency with which the issue was raised. Anecdotal evidence received from residents regarding specific incidents could be used to formulate a creative response to the problem. It was not always the residents of a particular area that were responsible for the fly tipping there.
- It was highlighted that fly tipping was not just an urban problem and also affected rural areas with the volume of waste often being higher in the latter and asked for clarity that this would also be considered.
- Officers mentioned that groups such as farmers and the National Farmers Union (NFU) could be engaged with as they had been involved with other Councils to assist in addressing similar problems. Rural fly tipping was often different in nature to that which goes on in urban areas, for example there was a recent trend of abandoned lorry trailers filled with refuse being left in lay-bys.
- It was suggested that if it was made difficult for people to dispose of their waste then this may contribute to fly-tipping. The £23.50 charge for bulky waste collection was expensive for pensioners and those on a low income. The process of disposing of waste should be made more straightforward.

- Members suggested that progress could be achieved by placing more responsibility on retailers, e.g. by having companies take old mattresses away when a new one was delivered. It was emphasised that members should feed this and other ideas to the task and finish group, even if they were not on the group.
- It was suggested that Parish Councillors from rural areas should be invited on the group. Members noted that members of the Task and Finish Group had the ability to appoint co-opted members at the scoping meeting.

AGREED ACTIONS:

The Growth, Environment and Resources Scrutiny Committee considered the report and **RESOLVED** to

1. Agree to establish a Task and Finish group to examine the issue of fly tipping as detailed in the report.
2. Approve the terms of reference for the Task and Finish Group as found in Appendix 1 of the report.
3. Add an additional item nine to the terms of reference; 'To engage with all councillors to obtain as much evidence as is available to address fly tipping'.

7. PETERBOROUGH STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

The Senior Planning Officer introduced the report which provided the Committee with an opportunity to comment on the draft Statement of Community Involvement (SCI) prior to it being considered by Cabinet for adoption.

The Growth, Environment and Resources Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- Three neighbourhood plans had been adopted in Peterborough in Castor, Ailsworth and Peakirk. No neighbourhood plans had been adopted in unparished areas. Neighbourhood forums were being set up in Werrington and Fletton.
- Traditionally, neighbourhood plans have been more likely to come from Parished areas. However there was nothing to stop a neighbourhood plan being developed in a more urban area.
- Members highlighted that two-thirds of Peterborough urban areas were not Parished and asked what support a non-Parished group would receive. Members were referred to page 37 of the agenda pack. Once a forum had been set up support would be the same regardless of whether the area was Parished or not. The SCI would be set at a minimum level with the hope that it would go beyond this. Extensive support was already being provided in Werrington and Fletton. However it was highlighted that the forums themselves must do the majority of the work.
- Members mentioned that a great deal of work was required to create a Neighbourhood Plan. It would be difficult to convince people that Neighbourhood Plans were worthwhile and would be difficult to create an all-encompassing plan for a diverse area. The Officer acknowledged that creating a Neighbourhood Plan was a large task and many areas had not been successful but it was highlighted that it was not the council's role to push them forward. Officers offered early discussions with interested groups to see if a neighbourhood plan would be the best approach for a particular area.
- Members asked if a Frequently Asked Questions section could be added to the Peterborough City Council website. This might include providing guidance notes, benefits of having a Neighbourhood Plan and an outline of why people were producing them. Members were advised that there was a considerable amount of information already available and that officers would be happy to signpost Councillors to this or to supplement it if necessary.

- The possibility was raised of a briefing note being circulated providing guidance for the benefit of either Councillors or members of the public.
- Members suggested that the adoption of only three Neighbourhood Plans in Peterborough when thousands had been adopted nationwide could indicate that there was not enough support being provided by the council.
- Areas with no prospect of development may feel that the extra 10% of CIL funding was not worth the cost of developing a Neighbourhood Plan. Areas with development may not be in Parishes.
- Members suggested that the benefits for small parishes was simply not worth the amount of work involved in producing a Neighbourhood Plan. Funding was available so the cost was not necessarily the issue. It was also mentioned that there were cases nationwide of Neighbourhood Plans being ignored against the original intention that they would have a protective element when developments were being considered.
- The possibility was raised of providing information on the 'pros and cons' of producing a neighbourhood plan. Officers stated that more information could be added to the web site rather than providing a briefing note to ensure the information was more accessible to the public. There were links to the Locality page in the SCI although the concerns about the lack of information were noted.
- Members felt overall that the SCI document was good.

RECOMMENDATION

The Growth Environment and Resources Scrutiny Committee considered the report and **RESOLVED** to endorse the Statement of Community Involvement (SCI) in Appendix A and recommended it to Cabinet for adoption.

AGREED ACTIONS

The Committee requested that the Senior Planning Officer undertake work to improve the website to include frequently asked questions and additional information on how to produce a Neighbourhood plan and where to find support.

8. UPDATED REG 123 LIST AND COMMUNITY INFRASTRUCTURE LEVY SUPPORT POLICIES

The Senior Planning Officer introduced the report. The purpose of the report was to seek the endorsement of the Committee on the revised Community Infrastructure Levy Supporting Policies Document, the draft revised Regulation 123 List and the revised Governance Proposals prior to being considered by Cabinet.

The Growth, Environment and Resources Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- Regarding the Reg 123 List, members queried why various types of green infrastructure were included or excluded, for example synthetic turf was mentioned but not woodland trees. Officers responded that the exclusion of woodland trees did not mean that money could not be put towards woodland trees.
- Concern was also raised about the lack of public transport in new developments and it was asked what guarantees there would be with regard to public transport should the policy be adopted. Members were informed that CIL was one potential method of funding the transport needed to support growth but that the changes did not affect this.
- CIL and other Developer Contributions could not be put together on the same project so care had been taken to place the correct items in the correct category to maximise income.
- Other things were also excluded such as roundabouts and junctions needed to make a development proposal acceptable. This was based on common practice and was the most

appropriate way of securing funds to ensure that the required infrastructure was delivered safely and promptly.

- Strategic green infrastructure was included but not allotments or natural green spaces because of how the council obtained funding for green infrastructure. The Environment team who are responsible for delivering parks, greenery etc. currently obtained funding through planning obligations rather than CIL for the majority of these items.
- There needed to be clear differentiation between different types of infrastructure and how they were funded but inclusion on one side or the other did not necessarily affect outcomes.
- In the Reg 123 list there were differences for developments over and under 500 dwellings based on experience of the best way of developing infrastructure funding.
- Members sought clarification as to how they could find out what was happening in their ward. Members were advised that the Infrastructure Delivery Schedule was on the council website which contained a long list of the infrastructure needed to support the growth of the city, however not everything on the list was funded from CIL or Developer Contributions. The Reg 123 list would not help identify what would be spent in a particular ward. A document was published annually explaining how CIL was being spent.
- A useful document that Councillors could refer to was the document on 'Governance Arrangements'. This outlined how CIL would be spent and who was responsible for certain elements. The Community Capacity Manager would be the person to help identify local projects to be tackled.
- There was a time limit on when the neighbourhood portion of CIL money needed to be spent which was 4 to 5 years. The Section 106 and Compliance team would be able to identify the time limit.
- Members commented that having a list of projects ready before funding arrived was important and it was noted that officers had been very supportive in assisting groups when funding had been applied for.

RECOMMENDATION

The Growth, Environment and Resources Scrutiny Committee considered the report and **RESOLVED** to endorse the draft set of Community Infrastructure Levy Supporting Policies documents including a revised Reg 123 List and recommended them to Cabinet for adoption.

9. ACTIVE LIFESTYLES & SPORT STRATEGY

The report was introduced by the Head of Culture and Leisure accompanied by the Culture and Leisure Development Manager, the CEO of Sport England and the Cabinet Adviser to Leader of the Council. The report provided the Committee with an opportunity to scrutinise and comment on the final draft of the Active Lifestyles and Sports Strategy and action plans before it went out to public consultation.

The Growth Environment and Resources Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- Members praised the clarity and precision of the report.
- It was noted that the figures provided on Breast Cancer and Diabetes were national figures and not specific to Peterborough. Members were informed that the figures were obtained from the British Heart Foundation in conjunction with Sport England in 2010 and these were the most precise figures currently available. Peterborough specific data was not available at the time of writing the report.
- Members commented that the report lacked a rural perspective with these concerns having been raised previously when the report was presented to the Committee. The successful large footpath network in the west of the City was given as an example of the importance of rural areas to promoting active lifestyles. It was suggested that the opportunity should be taken to recognise the impact of rural areas on health and wellbeing.

- Members commented that no mention had been made of cricket or bowls clubs and asked why recognition had not been given to walking in rural areas, when it had been recognised that walking was making a contribution in the urban context. Members suggested that footpaths were infrastructure and challenged the exclusion from the report. It was stated that recognition should be given to the fact that some healthy activities in the city take place in rural areas using existing infrastructure with scope for future development.
- Members were informed that footpaths and green infrastructure came under another area of the council and was therefore not included in this strategy.
- Officers emphasised that they did not want to duplicate the work of other council strategies. The Steering Group had requested a focus on physical exercise and how this fitted in with health, however the report had not been written from a health practitioner's view hence why the report was quite light on the health aspect.
- The comments about rural communities were noted and it was suggested that this could be revisited by the Steering Group. It was however emphasised that care needed to be taken to avoid duplicating other council strategies.
- Within the strategy 'Priority 1: Active Living' strong reference was made to walking, cycling and getting active outdoors. It was acknowledged that less mention was made with regard to rural areas but the importance of getting active outdoors were highlighted strongly in the consultation. The Facilities Strategy was limited by the Sport England format, which only recognised certain larger facilities. Efforts were made to pick up those excluded facilities in the strategy going forward but not necessarily the rural areas and this would need to be picked up more strongly.
- It was said that those living in rural areas have a certain advantage of having automatic access to green space, unlike those in urban areas. Members stated that rural areas were used by urban people but there was limited recognition of this in the report.
- More explicit links needed to be made with other strategies including housing, local environment and transport strategies. The need for infrastructure for cycling and walking, was mentioned with more detail required within 'Active Education'. More emphasis needed to be put on how people could be supported and encouraged to access green space within 'Active Recreation' and that just telling people that it was good for them to walk was insufficient.
- It was noted that the costs of engaging in sport had not been mentioned within the strategy. Members were also concerned that the demand was based on the present day and not 5 to 10 years' time, especially considering the plans for a University in the city. Officers were asked if they had taken future projections into account.
- Members were referred to page 65 of the report which contained information on how the strategy linked into other local and national strategies. The Steering Group consisted of a wide representation from the community. The strategy was not a council strategy but a strategy for the city. The strategy was a live document with a detailed action plan for years 1 and 2 with aspirations to take it forward for the next 5 years. Officers were aware of the growth in the city and the Facilities report and evidence provided with the Active Lifestyles Strategy had a brief to take this into account and what would be required in the future for a growing population. The action plan contained immediate actions where existing deficits in provision were identified in order to address them and plan for the future.
- Members again stated that 'matrix thinking' was needed to ensure that actions identified were picked up in other strategies and co-owned to make sure that they really happened. Members were informed that the Culture and Leisure Development Manager had met with all departments and was now the central point of contact and the liaison between the Sports Steering Group and the rest of the council departments. This would ensure that the work being done within the Sports Strategy was not being done alone but alongside and in partnership with other partners and service areas and that the work did not overlap with other strategies already in place.
- The evidence supporting the rejection of a 50m pool being built in the city was attached at Appendix C of the report under 'Swimming Pool Provision'. Sport England funded Independent Consultants KKP to undertake an Active Places Strategy Needs Assessment.

From the evidence gathered they concluded that there was no requirement for a 50m pool but that the city was one 25m pool short (with six lanes). Those in Werrington would benefit most from this because of the distance travelled and health benefits for that area. Sport England, a significant funder, would not fund a 50m pool due to a lack of evidence, but would fund one in Werrington as the evidence supported the need for it.

- It was suggested that a 50m pool was necessary for competition and Peterborough's lack of one could discourage top swimmers. Some Members felt that the strategy had an element of complacency.
- Members suggested the report was complacent and commented on the high quality of the sports facilities that had been previously built in Bretton by the development corporation, many of which had now closed. Providing good quality public tennis courts was important in addition to working closely with private tennis clubs. Reference was made to the lack of first class cricket, which used to exist in the area. It was suggested that more needed to be done to inspire people. The selection of sports listed on Page 107 of the agenda pack was queried and it was asked why tennis and cricket were mentioned and no other sports. E.g. no mention was made of the Peterborough Lions Rugby Team in Bretton.
- Officers commented that discussions had been underway regarding tennis and it was being explored how to improve access to park tennis courts around the city and build a relationship with clubs so that those starting to play park tennis could be encouraged to get more involved. The Lions Rugby club had not shown an interest in the consultation but they did have the opportunity to be involved and it was acknowledged that they had been a very successful club.
- Officers commented that Year 1 and 2 action plans were deliverable and that the strategy was intended to be active and not 'sit on the shelf'.
- The Cabinet Advisor to the Leader mentioned that although there was a general desire for a 50m pool, it was more important to provide more water space in multiple venues not in one place and this was being accomplished with the plans for Werrington and existing facilities. The impetus to bring disused facilities back into use like tennis courts, needed to come from the community.
- Clarification was sought as to why £3m was being spent with Vivacity which included the provision of sport. It was clarified that the £3m mentioned was Vivacity's total contract not just the contract for sport which was about £1m. Vivacity were part of the Steering Group. Care had been taken to make sure actions within the Vivacity contract were represented in the strategy to enable the council to report on what Vivacity were doing with the funding they received from the council.
- Although Vivacity were the culture and leisure provider, the strategy was for the whole city and other partners had felt excluded from the process in the past. Officers had therefore been more proactive in ensuring other partners were represented as they also delivered health, wellbeing, sport and activity in the city of which Vivacity was one element.
- Members congratulated the officers on the strategy and looked forward to seeing it go forward. The new sports centre including a swimming pool in Werrington was welcomed. Currently part of the existing sports centre was shared with the school as well as the library and the separation would be beneficial.
- Members were glad that the provision of sport for disabled people was improving in the city. Officers commented that one of the key recommendations for the Werrington site was the awareness that the existing facility was quite old and located within the school making it difficult to access by the public. The school would need more space under the Schools Development Plans so it was proposed that a new library be attached to the sports centre, removing the current library from the school. The footprint would be the same but greater economies of scale to have a sports centre, community space and library within one space.
- Projects for Years 1 and 2 within the strategy were funded with the exception of the new Werrington Pool and the refurbishment of the Regional Pool as they have yet to go through the Council's budget procedures.

- An opinion was expressed that Peterborough may get a 50m pool with the arrival of the University and that this would be a good time to pursue it and apply for funding and the idea should not be abandoned.
- Concerns were expressed at the lack of reference within the strategy to support for veterans. It was clarified that Vivacity had abolished concession rates a few years ago (e.g. gym membership for armed forces) but this could be revisited within the action plan.
- Members asked if research and consideration had been given to the needs of different culture groups across the city and women-only facilities. Members were informed that women only facilities were provided for sport but care must be taken to comply with equalities legislation and that women-only sessions required that an equal number of male-only sessions would also need to be provided. Vivacity therefore consult with their users to understand what types of activities are required. A minimum number of 25 participants would be required to make an activity financially viable.
- Sport England had adopted a new strategy for 2016 which challenges those working in sport to work hard to engage with underrepresented groups. It was acknowledged however that limited progress had been made on engagement. Contact with the Head of Community Resilience and Integration team was ongoing about how the groups they were engaging with could be supported. Interest has been identified in Basketball for example with England Basketball being engaged to run a coaching course.
- Members expressed concern about the lack of recognition of Peterborough's poor performance against public health indicators in the strategy and the lack of acknowledgment of the large scale loss of facilities in the city.
- The Sports Strategy was a consortium strategy and it was not the council's responsibility to deliver everything to everyone. Working in partnership with others was a way of maximising the benefits. The strategy focused on providing the right facilities for the right places for the right outcomes, not replicating previous facilities. It was noted that close work has been undertaken with colleagues in health but emphasised that this was not a health strategy.
- Members sought clarification as to what the main performance indicators of the strategy were. Members were advised that key indicators would be improving access to school sports facilities and helping primary schools make best use of the £16,000+ government sport premium to achieve a good long term impact.
- The strategy would be brought back to the Committee every year to review the previous year's progress. The main performance indicators will be the action plan.
- Officers were restricted by Sport England's definition of a sport and BMX was unfortunately not recognised as a sport. Officers reminded Members that the strategy would be going out for public consultation in July, August and part of September and encouraged Members to let their constituents know about the consultation so that they could provide feedback.
- It was noted that the Council could not intervene to prevent the closure of private facilities but would encourage private users to maintain their buildings. With regard to the Council's own facilities an infrastructure maintenance programme was in place.
- Encouraging people to use facilities to maintain their viability would be part of the strategy. Under the Skills Development section workshops will be offered to groups to assist them in learning how to become financially sustainable. The focus should be on providing facilities for the largest number of people and to achieve economies of scale.

AGREED ACTIONS:

The Growth, Environment and Resources Scrutiny Committee **RESOLVED** to note the contents of the report and

1. Scrutinise the progress made on those aspects of the Active Lifestyles and Sports Strategy relevant to the Committee by providing challenge where necessary and suggesting ideas and initiatives to support the continued delivery of priorities within that portfolio; and
2. Comment on the proposed themes and priorities in the new draft strategy.

RECOMMENDATION:

The Growth, Environment and Resources Scrutiny Committee recommend that the Sports Steering Group include within the Active Lifestyles and Sports Strategy more emphasis on the benefits of healthy activities which can be undertaken in rural areas of the city utilising existing infrastructures such as the large footpath network to the west of the city. Additionally more emphasis should be included within the strategy regarding the positive impact of rural areas on health and wellbeing in general.

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

The Senior Democratic Services Officer introduced the report which considered the 2017/18 year in review and looked at the work programme for the new municipal year 2018/19 to determine the Committees priorities and agree the proposed way forward for monitoring future recommendations.

ACTIONS AGREED:

The Growth, Environment and Resources Scrutiny Committee **RESOLVED** to note the contents of the report and

1. Consider items presented to the Growth, Environment and Resources Scrutiny Committee during 2017/2018 and made recommendations on the future monitoring of these items where necessary.
2. Determine its priorities, and approve the draft work programme for 2018/2019 attached at Appendix 1.
3. Note the Recommendations Monitoring Report attached at Appendix 2 and consider if further monitoring of the recommendations made during the 2017/2018 municipal year is required.
4. Note the Terms of Reference for this Committee as set out in Part 3, Section 4, Overview and Scrutiny Functions and in particular paragraph 2.1 item 4 Growth, Environment and Resources Scrutiny Committee and paragraph 3.8 Flood Risk Management as attached at Appendix 3.

11. FORWARD PLAN OF EXECUTIVE DECISIONS

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

AGREED ACTIONS:

The Committee considered the report and **RESOLVED** to note the Forward Plan of Executive Decisions and requested further information on the following Executive Decision:

- Members requested a briefing note on 'The Provision of Accommodation to Reduce Homelessness' - KEY/23JULY18/01.

12. DATE OF NEXT MEETING

5th September 2018

CHAIRMAN
7.00pm – 8.50pm

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 5
5 SEPTEMBER 2018	PUBLIC REPORT

Report of:	Simon Machen, Corporate Director, Growth and Regeneration		
Cabinet Member(s) responsible:	Councillor David Seaton - Cabinet Member for Resources		
Contact Officer(s):	Bridget Slade: Rural Estate Manager	Tel. 07920160393	

PETERBOROUGH RURAL (FARMS) ESTATE ACTION PLAN UPDATE

R E C O M M E N D A T I O N S	
FROM: Rural Estate Manager	Deadline date: N/A
<p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Note the Peterborough Rural Estate Action Plan attached at Appendix 1 2. Note the tenant specification attached at Appendix 2 3. Note the new entrant lettings process attached at Appendix 3 	

1. ORIGIN OF REPORT

1.1 This report is to update the Scrutiny Committee on progress to date, and to introduce the Action Plan 18/19, the Tenant Specification and the new entrant Lettings Process. These all accord with the agreed Strategy for Management of the Estate (2015).

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is provide an update on the Rural Estate Action Plan and the Rural Estate as a whole, as well as the new management documents.

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

5. Economic Development and Regeneration including Strategic Housing and Strategic Planning.

2.3 This report links to the delivery of sustainable growth through the effective management of the Rural Estate.

3. TIMESCALES

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

4.1

Background:

Peterborough City Council owns in the region of 3000 acres of agricultural land, which is let to twenty two tenants on long-term Agricultural Holdings Act tenancies and short and long term Farm Business Tenancies.

The Rural Estate offers opportunities for rural businesses, farm diversification, and service provision.

The Estate is retained to provide an investment to the Council in the form of rental income, to provide opportunities for new entrants into farming, and to fulfil specific objectives such as education, environment, and social as well as economic benefit to the people of Peterborough. The Rural Estate Action Plan runs in line with the farming year and the tenancy year, from October to October in each year.

4.2

Key Updates:

The Peterborough Rural Estate Action Plan 2018-2019, written in accordance with the Strategy for Management of the Peterborough Farms Estate 2015 has been updated and précised below:

Vision:

The vision for the Estate remains the same; to amalgamate smaller holdings into larger holdings which can be financially sustainable, as well as continuing to provide some smaller holdings for new entrants into Farming.

Rent:

The rent roll stands at approximately £280k. There have been no recent rent reviews due to the rise in commodity prices and the poor gross margins, and Brexit. Notices were served on all tenants in October 2017 to be completed by October 2018. This will bring rents more in line with other Local Authority owned Estates.

Starter Tenants:

As there have been no starter tenants onto the Estate since the 1990s, there was no previously official process in place.

The attached documents seek to ensure a fair and auditable process when selecting suitable new tenants onto the Estate.

They were piloted during the latest relettings of Moores Farm and Flood Farm, and worked well.

Investment:

- A program of property inspections have been undertaken across the Estate.
- Tracks and roadways are being repaired across the Estate.
- A new grain store has been built at Thorney where Holdings have been amalgamated.
- Another new grain store will be erected at Willow Drove Farm next year, where Holdings have been amalgamated.

The new infrastructure represents the first significant investment in the Rural Estate by the Council since the late 1970s.

Environment:

This remains an ongoing priority and tenants have been keeping records of wildlife sightings. We will be working with Lincolnshire Wildlife Trust over the coming year to promote new habitat on the Estate.

Education:

The education provision remains an ongoing commitment. At the current time we are working with partners to secure funding.

Lettings:**NEW ENTRANTS:**

Moore's Farm has been let.

Flood Farm has been let.

OTHER:

A smallholding on Willow Drove has been let.

The holdings on Willow Drove have been amalgamated and let to a local farming partnership.

The holdings at Thorney have been amalgamated and let to a local farming partnership.

Buildings at Grays Farm have been let.

Several other amalgamations are under discussion at the current time.

Sales:

The Council has committed to retention of the Estate since 2015, but will look to realise windfall sales disposals of redundant farm buildings and small areas of land where they surplus to agricultural requirement and can provide significant capital receipts.

One surplus house, yard and building will be sold to a sitting tenant this year.

5. CONSULTATION

- 5.1 The Action Plan has been written by the Rural Estate Manager following consultation with the Peterborough Farm Tenants Association, individual tenants, the Head of Property, the Corporate Director of Growth and Regeneration, and Councillor Seaton, the Cabinet Member for Resources.

The Action Plan was also circulated to the Tenant Farms Association (national), the Country Land and Business Association and the National Farmers Union.

The tenant specification was written in conjunction with existing tenants.

The new entrant process was written with existing tenants and the Head of Property, taking advice from other local authority Estate managers.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 The outcome of the publication and approval of the annual Action Plan will be to inform the tenants and other interested parties of the Peterborough Rural Estate of how the Council is delivering the agreed Management Strategy in practical terms. All management actions will be justified and clarified. This will assist in the maintaining of a good Landlord/Tenant relationship.

The tenant specification and new entrant process are designed to clarify how the Council selects tenants to ensure a robust and fair process, and manage expectations.

7. REASON FOR THE RECOMMENDATION

- 7.1 The recommendation to approve the 2018/2019 Action Plan, Tenant Specification and New Entrant Process has been based on the service provision, delivery of the agreed Strategy and investment return provided by the Rural Estate.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 NA.

9. IMPLICATIONS**Financial Implications**

- 9.1 No financial implications beyond the usual Rural Estate revenue and capital budget.

Legal Implications

9.2 No legal implications.

Equalities Implications

9.3 No equalities implications.

Rural Implications

9.4 Improvement of landscape due to longer term tenancies creating increased investment in land management and habitat creation.

10. BACKGROUND DOCUMENTS

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

10.1 The Strategy for the Management of the Farms Estate (approved Cabinet in July 2015) [Strategy for the Management of the Farms Estate](#)

11. APPENDICES

11.1 Appendix 1 - The Rural Estate Action Plan 2018 – 2019
Appendix 2 - Peterborough City Council Rural Estate Tenant Specification
Appendix 3 – New Entrant Policy

PETERBOROUGH



CITY COUNCIL

PETERBOROUGH RURAL ESTATE ACTION PLAN 2018-2019



Bridget Slade MRICS Reg Val Rural Estate Manager

NPS PETERBOROUGH

VISION

- J The vision is for the estate to consist of 6 full time holdings of approximately 400 acres each. This would leave some 500 acres, about 1/6 of the current estate, available for new entrants into farming as starter farms and for social uses such as education.
- J Farms will be amalgamated over the next few years until the vision is achieved.

INTRODUCTION

This document aims to outline the process by which the Peterborough City Council Rural Estate (hereafter referred to as The Rural Estate) will be managed on a day to day basis for the year October 2018 to October 2019.

The Action Plan is to be read alongside the Strategy for the Management of the Farms Estate (March 2014), as the one informs the other. The Action Plan is divided into objectives as per the Strategy – these are Financial and Investment, Agricultural, and Social & Environmental.

It is intended that the Strategy be reviewed for 2020 in order to take the effects of Brexit into account.

The Action Plan has been written by the Rural Estate Manager following consultation with the Peterborough Farm Tenants Association, individual tenants, the Head of Property, the Corporate Director of Growth and Regeneration, and Councillor Seaton, the Cabinet member for Resources. The Action Plan has insight from the NFU, TFA and CLA.

FINANCIAL and INVESTMENT

General Purpose Buildings

The Management Strategy recognises that there has been no improvement in fixed equipment since the 1970s. The Council has agreed to provide new general purpose buildings as Holdings are amalgamated and at their discretion, on a case by case basis. For the year 2018, the first of these new grain stores has been erected at Lodge Farm, Thorney.

For the year 2019, the second new grain store will be erected at Willow Drove Farm, Newborough.

Repairs

Historically, repairs have been undertaken across the Estate in a reactionary manner. It is hoped that in future, a repair and maintenance programme will be developed which will be more proactive, although it is worth noting that as most of the buildings on the Estate were erected in the 1970s, the repairs required are extensive, and in some instances total replacement will be necessary.

Tenants are reminded that under the terms of their tenancy agreements, it is their duty to report repairs to the Landlord. If an item requires immediate attention, please make this clear when it is reported. Repairs should be reported directly to the Rural Estate Manager.

For those tenants who farm under a Farm Business Tenancy (post 1995), the repairing obligations are as follows:

ALLOCATION OF REPAIRING AND INSURING RESPONSIBILITIES

a) Repair and maintenance of dwellings

Item	Tenant	Landlord
Roofs including chimneys	Chimney sweeping, and roof tiles in accordance with new model clauses	✓
Exterior walls and main structural timbers		✓
Interior walls		✓
Ceilings and internal plastering		✓
Ceiling and floor joists		✓
Floors	Tiles and coverings	✓
Staircases		✓
Doors	Door furniture	✓
Windows and skylights	Glass and cleaning	✓
Gutters and downpipes	Clearing and cleaning	✓
Baths, toilets etc.	✓	
Electrical installations including fittings		✓
Water pipes	Above ground	Below ground
Foul drainage systems	Rodding	✓
Boilers and heating systems	Annual maintenance and repairs up to £50	✓

Internal decorations and treatments	✓	
External decorations and treatments		✓
Fire detection and security systems		✓

(b) Repair and maintenance of other buildings and fixed equipment

Item	Tenant	Landlord
Roofs including chimneys		✓
Structural frames and walls		✓
Cladding		✓
Floors		✓
Doors and gates	✓	
Windows		✓
Staircases and fixed ladders		✓
Gutters and downpipes	Clearing and cleaning	✓
Electrical installations and fittings		✓
Water supplies and fittings	Above ground	Below Ground
Foul drainage facilities		✓
Fixtures and fittings	✓	
External decorations and treatments		✓
Internal decorations and treatments	✓	
Timber and other infestations		✓

(c) Repair and maintenance of external works and services

Item	Tenant	Landlord
Rainwater drainage systems - above ground	✓	
Rainwater drainage systems - below ground		✓
Foul drainage systems - above ground	✓	
Foul drainage systems - below ground		✓
Slurry systems	✓	
Water supply systems - above ground	✓	
Water supply systems - below ground		✓
Electrical supply systems		✓
Gas supply systems	✓	
Garden walls and fences	✓	
Yard walls fences and gates	✓	
Roads and yards	Labour	Materials
Cattle grids	✓	
Field gates and posts	✓	
Bridges and culverts	Anything <1m	Anything >1m
Field drains ditches and associated works	All other dykes	Leading dykes
Field boundaries	✓	
Watercourses reservoirs ponds and associated systems	✓	
Signs and notices	Anything not erected by the Landlord	Anything erected by the Landlord

Tracks and Roadways

The material for roads and tracks will be provided by the Council, and labour will be provided by the Tenants, as is stated in the Tenancy Agreements. Where tracks are shared by tenants then those tenants should agree between themselves how labour will be undertaken.

Any requests for materials must be made to the Rural Estate Manager, in order for materials to be ordered

Capital Projects

Drainage Schemes: Where holdings are so wet as to be uncroppable, despite the best endeavours of the tenant, the Landlord will – within reason – carry the cost of a drainage scheme in order to invest in the asset of the land, and maintain the income earning potential of that asset.

Where a drainage scheme would merely improve poor yields on land which is capable of holding a crop, then the Landlord will enter into a Finance Agreement with the tenant in order to assist the tenant in maintaining the land.

If there are other capital projects that tenants would like the Landlord to consider, then tenants may submit a business case for consideration. This should outline what the capital project is, the financial and agricultural benefits of the project, and the cost of the project. Capital projects will usually be subject to Finance Agreements if they are approved.

Rent

Rents have been reviewed in 2018, and will be reviewed again no sooner than 2021.

Rents are set at financially sustainable levels. When letting starter holdings this might result in rents at the lower end of the market levels. Where appropriate, non-financial benefits to the Council, environment and community will be taken into account when assessing acceptable rent levels.

Disposals

The Council has no plans to sell off any farm holdings in 2018/2019, and there is nothing identified in the Strategy.

According to the Strategy, small disposals which maximise revenue for the Council will be considered on the Rural Estate. Some land off Crownland Road will be sold in 2018, and one surplus residential property off Speechleys Drove. Out-dated farm buildings which are obsolete for the purposes of modern agriculture will be considered if they are no longer required. These will provide a capital receipt for the Council.

The disposal of Fletchers Farm Buildings for residential conversion will take place in 2018/19..

In order to achieve the strategic goal of six full-time holdings (plus some opportunity for new entrants) not all of the current residential units will be required where the Council considers properties to be surplus in respect of the strategic goal tenants might be offered the opportunity to purchase the freehold of those properties subject to independent valuation.

If there are any farm tenants who wish to purchase the rural residential property that they rent from the Council under their agricultural lease, they may request to do so. This will be considered on a case by case basis as the situation is fluid in relation to how we achieve the six full-time holdings plus new entrants' holdings and that each case will be taken on its particular situation and merits.

AGRICULTURAL

New Entrants

An official policy for New Entrants, the selection process, and a tenant specification have been drawn up and were road-tested during the relettings process in 2018. These will be submitted to the Scrutiny Committee for formal sign off in Autumn 2018.

Potential starter tenants will be expected to submit a business plan, financial forecast for the first two years, and a record of experience to the Landlord, who will utilise an appropriate scoring matrix in order to process the submissions and shortlist applicants for interview.

New entrants will be given a ten year term with a five year break clause, in order to give them a good start to grow their business.

Dan Frost and Lance Charity will join the Estate from October 2018.

Lettings

The Council will aim to let land on longer-term agreements when appropriate. A 10-year term will generally be the minimum length considered when reletting land although each letting will be considered on a case-by-case basis.

From October 2018 short term FBTs will no longer be utilised, except in exceptional circumstances.

Tenants are reminded that under the terms of their tenancies, they must farm the land themselves, and not use contractors for the majority of the operational farming: No more than 20% in any one cropping year.

Failure to farm the land in accordance with the tenancy agreement may result in a notice to quit.

Although Local Authority Agricultural Holdings Act tenancies are not subject to succession rights, successions have historically occurred on the Rural Estate where a tenant's immediate family member has an interest in farming, relevant experience, and wishes to succeed to the tenancy. In future, direct successions will not take place, but where a tenant's son or daughter wishes to farm alongside their father then joint tenancies will be considered, with appropriate terms and rents. These will be form a new Farm Business Tenancy for both parties, to replace the old Agricultural Holdings Act tenancy. If tenants wish to explore this avenue then they are encouraged to inform their landlord; please get in touch with the Rural Estate Manager at your earliest opportunity.

Retirement Tenancies

In the past, it has been the case that tenants on 1986 Act "Retirement Tenancies" have been able to continue to farm their smallholding beyond retirement age. Whilst there is

nothing wrong with this, it has led to less land becoming available and fewer opportunities for new entrants to farming, which contradicts the ethos of a County Farms Estate. In future, it is intended that tenants who hold “retirement tenancies” will be served a Notice to Quit under case A and offered alternative housing when they reach their State retirement age, in order to free up more land for holding amalgamations and new entrants, as per the Strategy.

If you are affected by this or would like to discuss your options please do not hesitate to contact the Rural Estate Manager.

Amalgamations

According to the strategy the future of the Rural Estate involves amalgamations of holdings to form larger more financially viable blocks of roughly 400 acres each, as well as at least two starter holdings. These amalgamations will take place as land becomes vacant.

Whilst this continues to be the vision for the Estate, we will continue to work towards this goal, and it will remain part of the agreed Strategy.

Two amalgamations have been achieved to date.

SOCIAL & ENVIRONMENTAL

Social - Education

The Rural Estate has a potential educational value and the Council is in discussion with a number of education providers for use of part of the estate for educational purposes. In the past, Fletchers Farm was considered for educational purposes, but we are now looking elsewhere on the Estate. The use of the Estate for service provision is of great importance to the Council, and tenants’ co-operation with the Council in order to find areas which are perhaps less suited to commercial agricultural operations for education provision is appreciated.

Tenants are encouraged to take part in L.E.A.F’s Open Farm Sunday Initiative in order to promote a greater understanding to the community of how food is produced.

The majority of tenants were present at Park Farm Thorney for Open Farm Sunday 2018, and it is accepted that as Park Farm is set up for public demonstrations and has such a high number of visitors for this event, it would be unfeasible for Council farm tenants to run their own events on this day. **I would like to encourage more tenants to show their support for this initiative, either by volunteering on the day, or by attending in a visitor capacity to show support.**

Peterborough Rural Estate was represented at Park Farm this year, and will continue to attend in order to reach out to the public.

Social – General

Rural Crime: Fly tipping and hare coursing and theft continue to be an issue.

Please maintain vigilance, secure your yards and property, and report suspicious activity through the usual channels. It is imperative that all tenants work together on keeping farms secure with fences and gates, to prevent access and egress of criminals through unsecured land onto that which is secured.

Environmental

Tenants' businesses need to be financially as well as environmentally sustainable. As advised by the RSPB in 2010, habitat schemes should generally be directed towards low quality land. The Rural Estate's priority shall be food production but there is scope for improving wildlife habitat as well as landscape without compromising the agricultural output of the Estate.

The Estate at Newborough is likely to remain a largely agricultural fenland landscape for the foreseeable future.

Although the Rural Estate encourages environmentally sustainable farming, the onus will be on the tenant to apply for mid and higher tier Countryside Stewardship schemes and to comply with cross compliance, and the Council will accept no liability arising from a tenant's failure to adhere to his or her agreement.

Soil testing is a good way of monitoring farming practice across the Estate, the farms are only as good as their soil, and this must be farmed sustainably and kept healthy for future generations. Four yearly soil testing as part of Farm Assurance schemes is standard on most farms, and tenants are encouraged to share this information with the Landlord for monitoring purposes – some tenants already do this.

Wildlife is in abundance across the Estate; The owl box at Lodge Farm Thorney has had another successful year. Barn owls have been spotted in several fields. Lapwings have been in abundance, particularly in the west of the Estate.

The barn owl at Fletchers Farm will be relocated before development commences.

We will look at working with the Lincolnshire Wildlife Trust to promote osprey habitats over the next couple of years.

Wildlife spotted in 2018 includes: Fallow, Roe, Muntjac, kingfishers, lesser spotted woodpeckers, buzzards, red kite, sparrow hawks, skylarks, corn buntings, bats, barn owls and kestrels.

Tenants are encouraged to report wildlife sightings in order to inform our records and show what an environmentally diverse place the Rural Estate is.

2018/19 Summary of Actions – PROVISIONAL ONLY	
Finance and Investment	New grain stores: Thorney 2018, Willow Drove 2019 Further capital projects to be informed by tenant's agricultural/business requirements.
Lettings	New entrants on Flood and Moores for Oct 2018.
Rents	Rent reviews undertaken in 2018. No further reviews scheduled until 2021.
Disposals	Land adj Crowland Road. Fletchers Farm Buildings House and buildings at Panks Farm
Social & Environmental	All tenants to support Open Farm Sunday

If you wish to discuss anything in this Action Plan, please contact the Rural Estate Manager:

Bridget Slade

Bridget.Slade@nps.co.uk

07920 160393

NPS Group
Manor Drive House
Manor Drive
Peterborough
PE4 7AJ

Peterborough City Council Rural Estate Tenant Specification

Introduction:

This specification has been developed to support and inform the process for selecting new tenants, and to identify how existing tenants are performing in accordance with the objectives outlined in the agreed Management Strategy.

The specification has been draw up by the Rural Estate Manager following consultation with Peterborough City Council, input from existing Peterborough Rural Estate tenants, and consideration of the Agriculture Act 1970, the Agricultural Tenancies Act 1995 and the Agricultural Holdings Act 1986.

Objectives for the Peterborough Rural Estate:

OBJECTIVE 1 – Financial

- Promotion of viable farm enterprises
- Maintenance of rental and capital values of the estate
- Sale of property which is genuinely surplus to the operating requirements of the estate or which are not financially viable to retain

OBJECTIVE 2 – Agricultural

- Provide opportunities new farm businesses, new entrants into farming and opportunity for diverse farming related enterprises
- Encourage sustainable farming practices and businesses

OBJECTIVE 3 – Social & Environmental

- Provide opportunities for varied use, environmental and social benefit to the people of Peterborough.
- Where appropriate non-agricultural uses will be integrated with agricultural use

Taken from the Strategy for the Management of the Rural Estate, 2015

Themes:

Existing tenants were asked to complete the following sentence: “The ideal tenant for the Peterborough Rural Estate would...”

The answers were:

- Farm the land in-hand
- Experienced
- Passionate / enthusiastic
- Hard working
- Amiable
- Innovative
- Adaptable
- Environmentally friendly

Tenant Specification:

All tenants:

1. Will farm the land in-hand.
2. a. *Tenants may use contractors to undertake some tasks, but the use of contractors must not outweigh the tenant's own operational activities.*
No more than 20% of operations may be performed by contractors in any one cropping year.
3. Will pay the rent on time.
4. Will farm under the terms of his/her tenancy, and not breach these terms.
5. Will comply with the rules of good husbandry as defined by section 11 of the Agriculture Act 1947
6. Will undertake day-to-day repairs as they arise.
7. Will inform the Landlord of any repairs/replacements necessary which are the responsibility of the landlord.
8. Will co-operate and communicate with the landlord, with other tenants, and with the local community.
9. Will farm the holding in an environmentally sustainable manner, and will look to conserve and improve the biodiversity of the landscape and habitats.
10. Will support (as far as is practicable) the Landlord's requirement for service provision such as education on the Rural Estate.
11. Will be adaptable, and where appropriate, diversify beyond arable enterprises.

Where existing tenants are taking on new parcels of land:

1. In the case of existing farm tenants, their rent payment record will be considered when applying to take on additional land.

2. Applicants who can demonstrate the following will have an increased likelihood of success:
 - Creation of additional employment opportunities locally
 - Farm diversification enterprises
 - Enhanced environmental objectives and commitment to the conservation and preservation of the land
 - Opportunities to encourage and support education
 - Communication and cohesion with the local community
 - Supporting and or engaging in Open Farm Sunday
 - Providing opportunities for care farming

New Entrants:**Tenant Specification for New Entrants – Criteria by which new entrants will be judged**

1. Applicants should be able to prove they have sufficient farming experience, and formal training i.e, five years' full time practical farm work which may include three years' attendance at an agricultural education establishment.
2. Applicants must show evidence of sufficient capital and financial support.
3. With the exception of existing Estate tenants, the preferred age range is 23-40, although applicants may be considered outside of this age range and applicants will not be excluded on account of their age.
4. Applications from persons who already farm in their own right and who intend to run the holding as an extension to their existing business will not be considered. This includes family farms.
5. Applicants who can demonstrate the following will have an increased likelihood of success:
 - Creation of additional employment opportunities locally
 - Farm diversification enterprises
 - Enhanced environmental objectives and commitment to the conservation and preservation of the land
 - Opportunities to encourage and support education
 - Communication and cohesion with the local community
 - Supporting and or engaging in Open Farm Sunday
 - Providing opportunities for care farming
6. Applicants will not be discriminated against on grounds of gender, race, marital status, sexual orientation, disability or age (however in respect of paragraph 3 above).
7. It is imperative that the applicant be passionate, innovative, hardworking, adaptable and amenable.

New Entrant Policy and Application Process

SUMMARY

The Peterborough City Council Rural Estate (hereinafter referred to as The Rural Estate) comprises approximately 2,500 acres of primarily arable land, retained for investment purposes, to provide new entrant opportunities into farming, and to fulfil service provision.

This document is to be read alongside the agreed Management Strategy (2015) which outlines these objectives in further detail.

The Rural Estate will always provide at least two holdings for new entrants into farming, i.e., *those who do not already farm on their own account*. The below policy and application process provide clarification on how new entrants will be given equal opportunities to become tenants of The Rural Estate.

1.0 POLICY:

- 1. The Peterborough Rural Estate will always include at least two starter holdings to be let to new entrants into farming.**
- 2. Starter holdings will be advertised to let on the open market, all applicants will be given the same opportunities to apply for the land, and all will be adjudged by the same criteria.**
- 3. Starter holdings will be let for an initial term of five years only.**

2.0 SELECTION PROCESS

The selection process is designed to assist the Council in finding the right tenant in a fair and transparent manner.

Timeframe for Selection Process	
January	Collate all new holding information; EPCs, plans, cropping data etc
February	Marketing. Open Day. Applicant submission.
March	Applicant submission. Shortlist. Invitation to interview.
April	Interviews. Decision making.
May	Communication of decision.
June	Drawing up and signing of new entrant tenancies
October	Tenancy commences.

2.1 Marketing

The holdings to let will be advertised locally, and in the national farming press, for a minimum of three weeks.

2.2 Open Day

There will be an open day for each holding, at which attendance for applicants will be compulsory.

2.3 Applicant Submission

Applicants will submit (within a given timeframe):

- A CV listing relevant education and experience.
- A business plan appropriate to the nature of the Holding being applied for, to cover the first three years in terms of enterprise and finance.
- A list of management proposals, including environmental.

2.4 Shortlist

Applications will be processed by a minimum of two officers and will be adjudged against the **Tenant Specification – New Entrant**.

The weighting will be:

Technical ability	25%	
Finances	25%	
Progression Business Plan	25%	
Entrepreneurial flair	10%	
Professionalism	15%	

A shortlist of applicants will be drawn up.

Applicants successful in this initial stage of the process will be invited to interview.

2.5 Interview

At interview the applicant will sit before a panel made up of:-

The Rural Estate Manager.

The Head of Property for Peterborough City Council (or another representative of Peterborough City Council).

A representative of the Peterborough Farm Tenants' Association.

The applicant will introduce themselves and then present to the panel on their Business Plan. The interview panel will be able to ask questions of the applicant, keeping in mind at all times the Tenant Specification – New Entrant.

2.6 Decision Making

The Panel will meet after the interview process and confer in order to reach a consensus on the successful applicant/s.

Brief feedback may be made available, if requested, by both successful and unsuccessful applicants.

Within two weeks of the interviews, communications will go out to all applicants to inform them of the outcome of the selection process.

This communication should go out no later than the May preceding the October start date of the tenancy/ies in order to give the new tenant/s the opportunity to secure finance, relocate and make the necessary preparations in order to take on the farm enterprise.

The tenancy offered to the successful new entrant will be a Farm Business Tenancy, under the Agricultural Tenancies Act 1995, with a maximum term of 5 years.

CONCLUSION

Following the above policy and procedure will ensure a fair selection process. Records will be kept of applicants' submissions and interview questions asked.

Unsuccessful applicants may apply again in subsequent years.

All information held will be subject to Data Protection Regulations and will be handled accordingly.

This policy and process will be reviewed annually.

Date of next review: 01/12/18

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 6
5 SEPTEMBER 2018	PUBLIC REPORT

Report of:	Corporate Director for Growth and Regeneration	
Cabinet Member responsible:	Councillor Peter Hiller - Cabinet Member for Housing, Planning Services, Growth and Economic Development	
Contact Officer(s):	Nicholas Harding - Head of Planning	454441
	Richard Kay - Head of Sustainable Growth Strategy	863795
	Andy Tatt - Head of Peterborough Highway Services	453469
	Howard Bright - Head of Growth	452619
	Dave Anderson - Interim Project Director	452468

PORTFOLIO PROGRESS REPORT FOR THE CABINET MEMBER FOR GROWTH, PLANNING, HOUSING AND ECONOMIC DEVELOPMENT

R E C O M M E N D A T I O N S	
FROM: Councillor Peter Hiller	Deadline date: N/A
The Growth, Environment and Resources Scrutiny Committee is requested to note the contents of the report.	

1. ORIGIN OF REPORT

- 1.1 This report is provided to update the Scrutiny Committee on the progress of items under the responsibility of the Cabinet Member for Growth, Planning, Housing and Economic Development.

2. PURPOSE AND REASON FOR REPORT

- 2.1 This report is being presented by Cllr Peter Hiller at the request of the Growth, Environment and Resources Scrutiny Committee.
- 2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4 - Overview and Scrutiny Functions, Paragraph 2.1. Functions determined by Council:
- 4. Environmental Capital;
 - 5. Economic Development and Regeneration including Strategic Housing and Strategic Planning;
 - 6. Transport, Highways and Road Traffic;
 - 7. Flood Risk Management;
 - 11. Digital Services and Information Management

- 2.3 This report supports the following Council strategic priorities:-
- Drive growth, regeneration and economic development
 - To bring new investment and jobs
 - To support people into work and off benefits
 - To boost the city's economy and the wellbeing of all people
 - Implement the Environment Capital agenda
 - To position Peterborough as a leading city in environmental matters
 - To reduce the city's carbon footprint

3. TIMESCALES

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

4.1 This report forms the annual progress report of the Cabinet Member for Growth, Planning, Housing and Economic Development and is structured around each of those elements. The responsibilities of this Portfolio Holder are clearly linked to the Council's stated vision:

- The Council's vision is to create a bigger and better Peterborough that grows the right way, and through truly sustainable development and growth
- Improves the quality of life of all its people and communities, and ensures that all communities benefit from growth and the opportunities it brings
- Creates a truly sustainable Peterborough, the urban centre of a thriving sub-regional community of villages and market towns, a healthy, safe and exciting place to live, work and visit, famous as the environment capital of the UK.

4.2 The sustainable growth of the city remains a clear priority of the Council, with Director responsibility falling to the Corporate Director of Growth and Regeneration (post holder: Simon Machen). The Corporate Director is responsible for delivering Peterborough's sustainable growth, for securing the regeneration of the city centre and for maintaining and improving our road and sustainable transport infrastructure.

4.3 Nick Harding - Head of Planning Peterborough and Fenland

Since April 2017 a range of significant new developments have secured planning permission which have made an important contribution to the delivery of new homes, jobs and leisure facilities which will help meet the Council's objectives in relation to growth, housing, employment and regeneration:

Homes

- 5,350 at Great Haddon
- 450 at Paston Reserve
- 1,700 at Hampton Leys
- 360 at Fletton Quays
- 190 at Wittering
- 87 at Western Avenue, Dogsthorpe
- 116 at John Mansfield ex playing field Dogsthorpe
- 132 at Cardea
- 75 at Eagle Way, Hampton
- 80 at Barnack

Leisure

- 160 bed hotel, Fletton Quays
- 16,000 sq m retail development, Maskew Ave
- 1250 sq m retail unit, Boulevard retail park

Employment

- 49,000 sq m distribution centre, Alwalton Hill
- 27,900 sq m distribution centre, Alwalton Hill
- 2,200 sq m office space, Cygnet Park Hampton
- 17,000 sq m industrial space, Dodson Way, Fengate
- 6,000 sq m industrial space, Fengate
- Reconfiguration of ex Thomas Cook offices

With regard to housing completions in the year 2017/18 the sites in the following locations provided in excess of 50 completions each:

- Ex Matley Primary School
- Ex Peterborough City Hospital
- London Rd Hempstead (x2 sites both achieving 50+ completions each)
- Hampton Gardens (c100 completions)
- Cardea (c100 completions)

Building Control/Planning

2017/18 Building Control maintained recognition for the provision of a high standard of service having secured Quality Assurance status. External recognition of the quality of service we provide helps give our customers confidence in what we do and positive customer feedback helps us retain good market share in Building Control (which competes with private sector providers) and the creation of mutually beneficial working relationships.

A number of developments in Peterborough were submitted to the Regional Local Authority Building Control Building Excellence Awards 2018 and the Hereward Homes and Wythe

Holland Ltd scheme at Scotts Farm in Glinton won the Best Small New Housing Development Award. This will now be in the running for a national award.

Towards the end of 2015, the City Council entered into a shared planning service arrangement with Fenland District Council. This reduces management cost through the sharing of a single Head of Service and the trading of services. The arrangement has been in operation since November 2015 and the service at Fenland has recently gone through a successful Peer Review by the Local Government Association / Planning Advisory Service.

4.4 Richard Kay - Head of Growth Strategy

The Local Plan 2016 to 2026

In July 2015 Cabinet agreed to prepare a new, single document Local Plan for Peterborough, to replace the existing adopted Development Plan Documents (DPDs), which comprise our current Local Plan. The new emerging Local Plan, sets out the broad distribution of growth in Peterborough and extends the existing plan period from 2026 to 2036.

The Local Plan target is for the delivery of 21,315 new homes between 2016 and 2036 and for 76ha of employment land in this 20 year period. It is proposed that the overall development strategy is to focus the majority of new development in, around and close to, the urban area of Peterborough, with limited development in the villages.

Supporting Supplementary Planning Documents and Strategies

A range of other documents are also in the process of being refreshed to support the delivery of the Local Plan. In January 2018 Cabinet approved two strategies and three supplementary planning documents (SDPDs) in draft form, for public consultation. These documents are:

1. **The Tree and Woodland Strategy** which updates the existing strategy that was adopted in 2012. The revised strategy provides a clear strategic direction for the management of the council's tree resource and setting targets with which the progress of the strategy would be measured.
2. **The Biodiversity Strategy** which updates the existing strategy that was adopted in 2010. The new document sets out a clear strategy to ensure biodiversity is considered in all Council strategies, plans, programmes and practices. In exercising its functions, the Council had a statutory duty to have regard, so far as was consistent with the proper exercise of those functions, to the purpose of conserving biodiversity. The Council's constitution determines that both of the above strategies are 'major policy items', and therefore can only be adopted in due course by Full Council.
3. **The Flood and Water Management SPD** which updates the version adopted in 2012. This SPD supports existing policy and provides guidance to developers and decision makers on how to manage surface water and main river flood risk.
4. **The Developer Contribution SPD** which updates the version adopted in April 2015, which was prepared to coincide with the introduction of the Community Infrastructure Levy in Peterborough. It sets out the detail of what contributions would be expected by the council from development schemes coming forward in the area.
5. **The Green Infrastructure and Biodiversity SPD** which is a new document. This SPD explains how the relevant policies in the Local Plan should be implemented, and act as a 'one stop shop' source of information and advice to developers, planning officers, environmental organisations and community groups.

These five documents were all consulted on in March 2018 and it is expected that they will seek approval for adoption towards the end of 2018 with a view to following on from adoption of the new Local Plan.

Council's Statement of Community Involvement (SCI)

In July 2018 Cabinet approved and adopted a revised version of the to replace the previous version that had been adopted in December 2015. It is a statutory requirement for the Council to set out in an SCI how it will consult the public on planning matters and set out the standards to be met by the council in terms of community involvement. A review was required to keep the statement up to date and compliant with legislative updates relating to the Council's role in providing neighbourhood planning advice which came into force on 31 July 2018.

Council's Regulation 123 list

In July, Cabinet were also presented with revised draft versions of the Council's Regulation 123 list and updates to the existing Community Infrastructure Levy [CIL] Governance documents and policies that contain details about how the Council administers and reports on the spending of CIL funds. The R123 List contains infrastructure types or specific projects for which CIL money collected may be spent. The revised R123 List proposes being more specific about what is

included on the List and what is excluded. Developers will not pay any different CIL Levy (because the Charging Schedule is not being amended), but the amended list will help to ensure that Peterborough City Council maximises contributions towards the infrastructure necessary to support the growth occurring, whilst ensuring that development remains viable. These draft documents were approved for consultation, and will return to Cabinet for adoption towards the end of the year once this process and any subsequent revisions have been completed.

Peterborough and Cambridgeshire Joint Minerals and Waste Local Plan

In July 2017, Cabinet agreed to the preparation of a joint Peterborough City Council and Cambridgeshire County Council Minerals and Waste Development Plan. The current Core Strategy Development Plan Document (DPD) was adopted in 2011 and the Site Specific Proposals DPD was adopted in 2012. These two plans are being reviewed and merged together to form a single joint Minerals and Waste Local Plan (MWLP) covering the two Council areas. From 16 May 2018 to 26 June 2018 the Councils carried out a public consultation on the Preliminary Draft version of the Plan. This is the first of three rounds of consultation. This stage of the Plan put forward various issues and options regarding mineral and waste management development up to 2036. At this stage it is not clear if more sites for mineral and waste management development are needed, so the Preliminary Draft Plan does not allocate any land for development, nor does it identify any sites or broad locations. However, in case more sites will be needed the Plan does give the opportunity to submit sites for future mineral and / or waste management development. It also asks if existing allocations should be carried forward. Any sites submitted will be assessed against any defined need and, if required, preferred sites will be put forward at the next stage of the Plan, expected to be published for consultation in Spring 2019.

Neighbourhood Planning

There are now nine designated neighbourhood areas in the Peterborough area. Such designation triggers the process for preparing a parish-led Neighbourhood Plan, and officers continue to assist in that process as appropriate. Peterborough now has three adopted Neighbourhood Plans. Each plan was formally adopted by Council once they had undergone the statutory consultation and independent examination processes required by Neighbourhood Planning regulations.

The Peakirk neighbourhood plan was adopted on 26 July 2017, and the Castor and the Ailsworth neighbourhood plans were adopted on 13 December 2017. These documents now form part of the Development Plan for Peterborough.

Our strategic planning service continues to be sold to nearby councils, with contracts in place with Central Lincolnshire (Lincoln / West Lindsey / North Kesteven), East Cambridgeshire and Fenland. As well as raising our profile and maintaining expertise for Peterborough in the field of strategic planning, these contracts bring in a valuable income to the Council.

Our quality strategic planning service continues to be sold to nearby councils, with major contracts in place with Central Lincolnshire (Lincoln / West Lindsey / North Kesteven), East Cambridgeshire and Fenland. As well as raising our profile and maintaining expertise for Peterborough in the field of strategic planning, these contracts bring in a valuable income to the Council.

The Peterborough Housing Strategy 2016 to 2021

In April 2017 Council adopted the Council's new Housing Strategy 2016 to 2021. A 'Task and Finish' group was set up under the direction of the Sustainable Growth and Environment Capital Scrutiny Committee to work more closely with officers preparing the Strategy and as part of the strategy's development, a period of public consultation was undertaken to ensure that all stakeholders and partners had the opportunity to influence the final document.

The four key priorities identified in the strategy for the Peterborough housing agenda are:

1. supporting substantial and sustainable growth in Peterborough
2. increasing the supply of homes which people can afford
3. improving housing conditions in Peterborough to support health and wellbeing
4. ensuring that a range of supported and specialist accommodation is available in Peterborough

Combined Authority Affordable Housing Funding

In March 2017, the Combined Authority Board agreed the business case for £100m to enable an additional 2,000 new affordable homes to start on site in the Combined Authority area during the five year period commencing 1 April 2017. The £100m fund will be deployed in Peterborough and the local authority districts excluding Cambridge City, which has received a separate ring-fenced grant fund. The Housing Strategy team are working with the CA to ensure that appropriate schemes are identified or this funding to enable affordable homes that would have otherwise not come forward, to be delivered in Peterborough.

The Housing Strategy team continue to deliver a housing service to Fenland District Council and also provides Housing Strategy and Enabling services to East Cambs District Council and Huntingdonshire District Council. Once again, this raises our profile, retains valuable skills in-house and brings in a valuable income to the Council.

Creating the UK's Environment Capital:

The Environment Action Plan: City-Wide and the Environment Action Plan: Peterborough City Council were adopted by Full Council in April 2017. Each year an annual report is produced detailing progress against each of the actions contained within the plans. The report for 2017/18 is due to be published in the Autumn.

In addition to this, the Circular Peterborough initiative has become a key focus of work over the last year. This initiative, delivered in partnership with Opportunity Peterborough, aims to apply circular economy principles at the city level which means moving away from the typically linear 'take, make, dispose' lifecycle to one where more "circular" activities such as reuse, repair and re-manufacture become the norm. Peterborough continues to lead the way nationally and internationally in this field with achievements including:

- Launching our 'Share Peterborough' platform enabling businesses to find new homes for furniture, equipment and other useful items including underused spaces
- Opportunity Peterborough have published a draft Circular Peterborough Roadmap which builds on the city's achievements and sets out how we plan to be a truly circular city by 2050. The draft roadmap can be viewed here: <http://www.futurepeterborough.com/circular-city/circular-city-roadmap/>
- We were one of only two UK and eleven international cities in the Ellen MacArthur Foundation Circular Cities Network and were awarded the accolade of World Smart City in 2015 with significant recognition for our pioneering Circular Economy work.

More information about this initiative including a brief video explaining the concept can be found here: <http://www.futurepeterborough.com/circular-city/>

4.5 **Andy Tatt - Head of Peterborough Highway Services**

Peterborough Highway Services (PHS), a partnership between Peterborough City Council and Skanska, commenced in 2013. The partnership continues to perform well and the Skanska Annual Report detailing progress from April 2017 to March 2018 will be presented at this meeting, item 8: Skanska Annual Report 2017/18, and as such is not duplicated here.

Within the Council, PHS is supported by six core teams including:

Environment and Transport team, led by Charlotte Palmer, is responsible for the Long Term Transport Strategy (LTTS) and Local Transport Plan (LTP4) and the resultant programme of capital works. This team is also responsible for seeking external funding to deliver highway schemes, delivering the Council's sustainable transport initiative Travelchoice alongside passenger transport services including Concessionary Fares. Highlights for the last year include:

- Funding totalling £7.850m has been secured from the Cambridgeshire and Peterborough Combined Authority for a number of capital and revenue highway schemes including promoting sustainable travel and major infrastructure development including schemes funded by the DfT.
- As part of a project funded by the Department for Transport's Cooperative intelligent systems initiative and in partnership with the RNIB we are about to install beacons at key points in the heart of the city. These low energy beacons will provide real time, two-way, journey information directly to visually impaired users, allowing easier access around Peterborough City Centre. The primary objective of the scheme is to make practical use of newly emerging digital technology to provide staff and visitors to the new RNIB head office in the city centre safe, accessible routes from the main transport hubs (Rail and Bus Stations). The first phase of the scheme involved creating a virtual reality simulation of the city centre and deploy simulated solutions within this to ascertain their benefit and model the optimum solution. The second phase, commencing now, is to implement these solutions within the physical environment. The open-sourced nature of the technology will allow Peterborough to maximise the potential of its strong local digital community to constantly evolve and update the system to ensure its full potential is realised.
- Bikeability, the modern day cycle proficiency, continues to be delivered across the city. We have received funding from the DfT to train 1951 pupils this financial year 2018/19, covering the school terms from April to March.

Highway Control Team, led by Julie Smith, is responsible for providing consultee responses for highway related matters on planning applications; vetting of road adoption applications and inspection of works through to adoption under Section 38 and 278 of the Highways Act, 1980. Highlights for the last year include:

- Successful completion of a process improvement project on our S38/278 Highway Adoptions process, collaborating with three main housing developer's, O&H Hampton, Persimmon Homes and Morris Homes. The final improvements are now being implemented.
- We have formally adopted 2510m of carriageway, 238m of shared surface roads, 2053m of footways, 643m of verge, 2720 gullies and 102 street lights.
- Fully implemented a Small Scale S278 application process, which has been very successful and well received by developer's.

- Continued to build very positive working relationships with developer's to bring forward adoption of older development sites, which has resulted in many old sites being adopted this last year.

Network and Traffic team, led by Peter Tebb, is responsible for street works, on street parking restrictions in connection with traffic regulation orders, temporary traffic regulation orders, including installation, maintenance and operation of traffic signals and highway structures. Highlights for the last year include:

- Commenced the development of a Permit Scheme for Streetworks that enables the authority to levy a charge for requests to work on the road network from Utility Companies to meet the additional cost of processing the notices. In addition it gives PCC the opportunity to place conditions on the permit in order to exert better control over the timing and method of working, thus seeking to minimise congestion.
- Design of structural works to Nene Bridge on Frank Perkins Parkway over the River Nene to maintain its unique design features whilst enabling the necessary works to the bridge to be undertaken to improve its condition for the forthcoming years.
- Led on the retendering of the Real Time Passenger Information Contract (RTPI) across the consortium of six participating authorities.

Highway Service Delivery team, led by Kevin Brumfield and Kevin Ekins, is responsible for day to day and strategic maintenance of the city's highway infrastructure including roads, footpaths, street lighting, drainage systems and public rights of way. This includes signage, winter gritting and responsibility for the delivery of major road improvement schemes. Highlights for the last year include:

- Bourges Boulevard network rail right turn lane will be commissioned at the beginning of September when the ANPR camera has been installed.
- Westgate footway and surfacing works have commenced and are due to continue until November due to the Christmas embargo, with any remaining works recommencing in January.
- Further safety barrier repair works are planned on Nene Parkway for commencement in September. Over the next few years this will be necessary in a number of locations on the Parkway network due to the asset all being a similar age.
- The Highway network has been severely affected by the harsh winter and the volume of pothole repairs raised in March peaked at 1080 in comparison with 597 in March 2017. Road networks across the country are still affected by the impact of the last winter and we will be potentially suffering the long term effects for a few years. This is now being exacerbated by the effect of the very dry summer on some of our fen roads.

Asset and Contract Performance team, led by Kevin Ekins, is responsible for street naming and numbering, local land and property gazetteer, asset data collection and monitoring the overall performance of the Peterborough Highway Services partnership. Highlights for the last year include:

- January 2018 saw PCC achieve Band 3 on the Department for Transport Incentive Fund. This has been a great achievement of collaboration between Skanska and the Council over the last 3 years. This will now be followed up by embedding an asset management approach to become business as usual within the service.
- The Street gazetteer achieved a Gold Performance award, being gold for all 12 months of the year.

- The Address gazetteer achieved a Gold Achievement award, being gold for 9 months of the year.
- Street Naming and Numbering have entered 2066 new addresses into the gazetteer. The income for the year was £23,000 compared with £10,880 in 2016/17.

Sustainable Drainage team, led by Andrew Leadbetter, is responsible for strategic management of the adoptable surface water drainage systems, strategic water courses, including planning advice and consent for both conventional and SuDs drainage in new and existing developments. Highlights for the last year include:

- The team were commended in the new build large scale category at the recent Susdrain SuDS awards for the paving scheme in Fleetwood Crescent, in the city's Eastfield area. Fleetwood Crescent is located on the site of a former secondary school, with the ground made up of underlying clay soils of low permeability, meaning that any surface water will not easily seep into the soil. When the road was constructed, the permeable paving was installed on private driveways and the street to collect, clean, store and move surface water from the site. The road is a trial site for the adoption of permeable paving and the design is helping the authority to better understand and develop the use of permeable paving.
- Earlier this year, Anglian Water's Educational Team carried out classroom sessions in Norwood and Werrington Primary School. With the aim of helping the pupils understand where water goes when it enters drains and what effects this has on the environment when these drains are polluted. Children from both schools produced drawings based on what they had learnt during these sessions and a winning design was chosen for both schools by various members of Peterborough City Council. The drawings were then adapted and painted onto the footpaths outside each school by Street Arts Hire. We hope that the colourful artwork will allow passers-by to make the connection that the majority of road drains lead to local brooks and rivers, most notably the Werrington Brook, and when drains are polluted it will affect our watercourses too! Helping to deter anyone from polluting Peterborough's drains and creating the conversation around this topic. More information can be found at: <https://www.peterborough.gov.uk/council/campaigns/water-environment-campaign-yellow-fish/>

4.6 **Howard Bright - Head of Growth**

Peterborough Investment Partnership (PIP) developed Fletton Quays. This is the Partnership's first major mixed use scheme. Fletton Quays continues to progress positively, with the first major component Sand Martin House now complete and Weston Homes well-advanced with the two largest of their four blocks. The complex work of coordinating and installing utilities and the main roads are now complete, and over the coming year we can expect work to begin on the construction of the Hilton Garden Inn hotel and the refurbishment of the remaining Grade II listed railway shed.

Medesham Homes continues to expand its development activities. The first development of 29 homes is on track for completion in October, and subject to planning consents, before the end of 2018 there will be over 60 units on site in construction, with well over 100 in the pipeline to follow on. Medesham Homes will continue to expand its development pipeline in the coming year, subject to funding constraints, making a significant contribution to expanding the city's affordable housing stock and supporting the Council with its activities to alleviate temporary accommodation

pressures.

4.7 **Dave Anderson - Interim Project Director**

To support Peterborough's ambitious growth agenda, David Anderson took up the role of interim Project Director in July 2018 and has focused his efforts to date on progressing key strategic projects such as the proposals to establish a new University of Peterborough; plans for the regeneration of North Westgate and options for addressing the demand for temporary accommodation in the city.

University of Peterborough

Work is underway with the Cambridgeshire and Peterborough Combined Authority to prepare a masterplan for the first phase of the University Campus on the site to the North of the Embankment and to agree how best to make the land available for the purpose of constructing academic buildings and student residences. One model under consideration by officers is the establishment of a joint venture between the Council and the Combined Authority under which the Council would make land available in tranches as required and the CA would provide funding. The longer term accommodation needs of the University will open up the need to look at how best to integrate or replace the Regional Swimming Pool and Athletics Track. It will be at least 5 years before this becomes necessary. However, officer consultation with Sport England has commenced so that strategic plans can be developed well in advance of the need to renovate or replace individual facilities.

The first phase of the University aims to accommodate up to 2,000 students by 2021. The timescale is a demanding one and there will be the need for a concerted effort by the partners involved in the University project to ensure the first academic buildings and student residences are ready in time. It will also be important that the vision for the campus to accommodate teaching and learning facilities for 12,500 students by 2035 is subject to consultation with the local community, including key stakeholder and civic groups as the scale of proposed development will have significant implications for the city's future growth.

North Westgate redevelopment

Hawksworth Securities own approximately 22% of the overall site at North Westgate, and they are planning to submit a revised planning application for the development of these sites. Invesco owns around 35% and the Council also has a number of properties. Discussions are ongoing regarding the best way to achieve a comprehensive redevelopment of North Westgate and how the Council can engage most effectively with other landowners, either individually or collectively, to deliver a viable, comprehensive scheme that will successfully regenerate this important area of the city. Reports updating members on progress will be brought to the committee and necessary approvals will be sought through Cabinet or Council as specific proposals are formulated. In the meantime Invesco plan to move forward with their 9 screen cinema and restaurant development. However work will not begin until spring 2019 as John Lewis need time to complete their current store refurbishment.

Temporary Accommodation

Work is progressing on proposals for the Council to acquire 50 homes that can be used in response to the rising demand for temporary accommodation. A business case is being prepared to clarify investment criteria and ensure that any homes acquired can enable the Council to satisfy best value considerations and meet the needs of clients. Discussions have also commenced with Medesham Homes about how their expertise might be used most effectively in the future delivery of temporary accommodation units.

Economic Development Delivery Model

The Cambridgeshire and Peterborough Combined Authority has approached the Council regarding proposals to set up a new CA wide economic development delivery organisation that would build upon the successes of Opportunity Peterborough while adding new capabilities in areas such as master-planning for growth and local energy infrastructure.

Discussions are underway about how a new model might be developed and how best to ensure the strength of the Opportunity Peterborough brand and track record is protected and built upon in any new arrangements that might be developed. Once firm proposals are developed the will be brought forward for necessary consideration and approval by Members.

5. CONSULTATION

- 5.1 This document has been produced in collaboration with colleagues across the Growth and Regeneration Directorate and its partners.

6. IMPLICATIONS

- 6.1 There are no direct implications arising from this report. It is provided for information and comment.

7 BACKGROUND DOCUMENTS

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

- 7.1 None.

8 APPENDICES

- 8.1 None.

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 7
5 SEPTEMBER 2018	PUBLIC REPORT

Report of:	Simon Machen, Corporate Director for Growth and Regeneration	
Cabinet Member(s) responsible:	Councillor Peter Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development	
Contact Officer(s):	Charlotte Palmer, Group Manager - Transport and Environment	Tel. 453538

PROPOSAL FOR TASK AND FINISH GROUP TO REVIEW AIR QUALITY

R E C O M M E N D A T I O N S	
FROM: Simon Machen, Corporate Director of Growth and Regeneration	Deadline date: N/A
<p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Agree to the formation of a time-limited cross-party scrutiny task and finish group. 2. Agree the Terms of Reference for the proposed task and finish group. 3. Agree that the outcomes of the task and finish group should be presented back to the Committee at the relevant meeting. 4. If agreed, the Committee is asked to make any initial nominations from the scrutiny committee members to join the task and finish group. 	

1. ORIGIN OF REPORT

1.1 The Leader of the Council, Councillor John Holdich, requested at Annual Council on 21 May 2018 that a cross party task and finish group be established to review air quality.

2. PURPOSE AND REASON FOR REPORT

- 2.1 This report sets out a proposal for a cross-party scrutiny task and finish group to be formed. The aim of this group is to inform the development of the Council's air quality ambitions and make recommendations for specific actions that should be taken by the Council and partners to achieve such ambitions.
- 2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 2.1, Functions determined by the Council :
4. Environmental Capital;
- 2.3 The outcome of this work has the potential to directly and indirectly support all of the council's corporate priorities.

3. **TIMESCALES**

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

- 4.1 The Leader of the Council has requested that a cross-party scrutiny task and finish group be established to inform the development of the Council's air quality ambitions and make recommendations for specific actions that should be taken by the Council and partners to achieve such ambitions.

This follows an air quality monitoring report that was presented to this committee in March 2018.

5. **CONSULTATION**

- 5.1 Only internal officer consultation has taken place in relation to the establishment of this scrutiny task and finish group.

6. **ANTICIPATED OUTCOMES OR IMPACT**

- 6.1 It is anticipated that the Committee will agree to the formation of a time-limited cross-party scrutiny task and finish group. This will inform the development of the Council's air quality ambitions and enable recommendations to be made for specific actions that should be taken by the Council and partners to achieve such ambitions.

7. **REASON FOR THE RECOMMENDATION**

- 7.1 This recommendation is made in order to ensure that the Council is able to establish its priorities in relation to air quality and identify what actions should be taken, if any, as a result.

8. **ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 The alternative option is not to establish a task and finish group to review air quality. This has been dismissed because air quality is a topic that, to some extent, is relevant to all of the Council's corporate priorities.

9. **IMPLICATIONS**

Financial Implications

- 9.1 There are no direct financial implications arising from the recommendations of this report. However the Council has limited dedicated staff resources currently allocated to air quality and this is directed solely at undertaking statutory duties in relation to monitoring and pollution control. Additional specialist advice may be necessary to support the work of the group.

Legal Implications

- 9.2 There are no legal implications associated with the establishment of this group.

Equalities Implications

- 9.3 There are no equalities implications associated with the establishment of this group.

Rural Implications

- 9.4 There are no rural implications associated with the establishment of this group.

10. BACKGROUND DOCUMENTS

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

10.1 N/A

11. APPENDICES

11.1 Appendix A: Draft terms of reference - Scrutiny Task and Finish Group to inform the development of an air quality ambition statement and action plan.

Appendix A

Scrutiny Task and Finish Group to inform the development of an air quality ambition statement and action plan - Terms of Reference

Membership

tbc

Advisers

Charlotte Palmer, Group Manager - Transport and Environment

Stuart Keeble, Consultant in Public Health

Peter Gell, Head of Regulatory Services

Lynden Leadbeater, Principal Environmental Health Officer: Environment and Pollution Control

Purpose

To make recommendations to the Committee to inform the development of the Council's air quality ambitions alongside specific actions that should be taken by the Council and partners to achieve such ambitions.

Scope

1. Review expert data detailing the perceived and actual risks at a local and national scale to develop an understanding of the impact that can be realised through improvements.
2. To understand how air quality is currently monitored and considered in organisational policies, strategies and services and assess this against good practice.
3. Identify good practice from other local authority areas in order to inform local action.
4. To understand what evidence based actions could be taken locally by different stakeholders and agree a prioritisation mechanism to ensure any resultant recommendations are effectively targeted.
5. Develop an understanding of the skills and resources that will be required across the Council and relevant stakeholder organisations to deliver agreed actions.
6. To identify and meet with expert witnesses to help inform discussions and recommendations.

Reporting

The Scrutiny Task and Finish group will report to the Growth, Environment and Resources Scrutiny Committee

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 8
5 SEPTEMBER 2018	PUBLIC REPORT

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

SKANSKA ANNUAL REPORT 2017/8

R E C O M M E N D A T I O N S	
FROM: Simon Machen, Corporate Director of Growth and Regeneration	Deadline date: N/A
It is recommended that the Growth, Environment and Resources Scrutiny Committee review and comment on the report.	

1. ORIGIN OF REPORT

1.1 Following a Scrutiny meeting on the 13th June 2016 it was decided that the overall contract performance of the Peterborough Highway Services contract with Skanska should be scrutinised on an annual basis.

2. PURPOSE AND REASON FOR REPORT

2.1 This is the opportunity for the committee to review the contractual performance and Key Performance Indicators (KPI's) for the Peterborough Highway Services contract with Skanska.

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

- 6. Transport, Highways and Road Traffic
- 10. Partnerships and Shared Services.

2.3 The Peterborough Highway Services contract with Skanska directly contributes to all of the priorities in the Sustainable Community Strategy:

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

3. TIMESCALES

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

4.1 Peterborough Highway Services is a partnership between Peterborough City Council and Skanska. The contract was awarded on 15th August 2013 and started on 1st October 2013. Peterborough Highway Services is responsible for improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges.

The service has a good track record for the delivery of efficiency savings. Since the commencement of the highways contract in October 2013 revenue budgets have **decreased from £11.1m to £9.06m** equating to a **reduction of 19%**. During this time the number of miles travelled on all Peterborough roads has increased from 1.080 billion to 1.247 billion in 2017 representing a 15% increase whilst revenue budgets have decreased by 13% (source: <https://roadtraffic.dft.gov.uk/local-authorities/129>). This compares to a 12% increase in road traffic across the East of England (source: <https://roadtraffic.dft.gov.uk/regions/7>) and an 8% increase across Great Britain (source: <https://roadtraffic.dft.gov.uk/summary>).

4.2 The partnership operates a simple governance structure comprising of the Peterborough Highways Strategic Board (PHSB) and the Peterborough Highways Operations Team (PHOT). The purpose of the Strategic Board is to provide strategic direction and monitor the performance of the contract. The Operations Team are responsible for leading and managing all aspects of service delivery and performance, influence and inform strategic direction and direct delivery teams.

4.3 The report contained at appendix A covers the 12 month period from April 2017 to March 2018. Key highlights include:

- The previous winter saw the highest number of gritting runs completed, 106 in total. Snow ploughs were also used for the first time within the PHS contract.
- In the 2017/18 financial year, circa £1,431.240 savings were delivered, exceeding targets set. The forecast for the financial year 18/19 is £1,341,905.
- A KPI score of 99% was achieved for the contract during 17/18, exceeding targets set.
- Positive feedback was collected through the 2018 National Highways and Transport (NHT) Survey. Peterborough scored above average in all 6 themes explored, and was ranked the top authority across the eastern region and ranked 32 / 112 overall across UK authorities.
- The Peterborough Contract was successful in several awards. Within the Skanska UK Awards, the contract was successful in the Market and Making category. Additionally, within internal awards the contract won two Green Apple Awards for innovation including the use of low temperature asphalt and recycled tyres as a sub base.

5. CONSULTATION

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

6. ANTICIPATED OUTCOMES OR IMPACT

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

7. REASON FOR THE RECOMMENDATION

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

8. ALTERNATIVE OPTIONS CONSIDERED

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

9. IMPLICATIONS

Financial Implications

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

Legal Implications

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

Equalities Implications

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

Rural Implications

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

10. BACKGROUND DOCUMENTS

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

- 10.1 N/A

11. APPENDICES

- 11.1 Appendix A - Skanska Annual Report

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Appendix A

Peterborough Highway Services

Annual Report 2017/18



July 2018

Prepared by Peterborough Highway Services

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Executive Summary

Peterborough Highway Services (PHS), a partnership between Peterborough City Council (the Council) and Skanska, commenced on 1st October 2013. PHS is responsible for improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges. This report provides a summary of the performance of the contract between April 2017 and March 2018.

Over the past year, PHS has delivered:

- 976 emergency call outs, whereby 99.7% were attended on time;
- 389 Category 1 (CAT1) and 5,845 Category 2 (CAT2) highway defects; and,
- 106 winter service gritting runs.

PHS was actively involved in the design and delivery of schemes including public realm improvements to Lower Bridge Street and Bishop's Road, and the resurfacing of Nene Parkway.

The Swedish Pot Hole Machine (The Dragon) was used successfully by PHS and will return for a further four weeks in 2018/19.

Health and Safety is an important part of the culture within PHS. The partnership has adopted Skanska's Injury Free Environment (IFE) approach for managing health and safety within the contract. All staff work under the principle of IFE and it is mandatory for all new employees and supply chain partners to attend an IFE induction. In 2017/18, there were no RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) incidents which required reporting to the Health and Safety Executive. In addition, the contract has achieved nearly 750,000 man hours without a lost time injury. Both the RIDDOR and Lost Time Injury statistics reflect the exceptional health and safety performance of the contract.

Reporting to the Peterborough Highways Operations Team are a number of Performance Groups that focus on key areas for the partnership. The Efficiency Group captures efficiencies introduced since the previous meeting and plans target areas for future improvement. There are a number of areas that the group have seen success on during the year. In 2017/18, the Efficiency Group has tracked and logged a total saving of £1,431,240. This includes:

- £61,412 as a fee on third party work delivered by Skanska;
- £415,433 of cost savings have been generated via the co-ordination of programme; and,
- £277,203 of green claims been received by Skanska, resulting in PCC not having to fund repairs.

The performance of the PHS contract is monitored through a series of Key Performance Indicators (KPIs). The KPIs are split into four categories, Operational Delivery, Customer Service, Commercial and Financial and Added Value.

In 2016/17, consistent good performance on the following KPIs has been achieved:

- OP3 a and b – Percentage of emergency work instructions closed within agreed timescales – 100%;
- OP10 – percentage of works passing inspection – 100%; and,

- CS4 – satisfaction scores for Members and Public - consistently over the 85% target.

Peterborough became a Band 3 authority within the Incentive Fund, highlighting a year on year improvement in its approach to Asset Management.

PHS won the 'Market Making' category at the 2017 Skanska UK awards, for the continued success and expansion upon the original contract. Zeke Rowe was also highly commended in the 'Community Engagement' category.

PHS has worked closely with the local community by supporting local initiatives and working with local partners. In addition staff have supported events held by The Skills Service and School Eco Awards.

1. Introduction

- 1.1 Peterborough Highway Services (PHS) is a partnership between Peterborough City Council (the Council) and Skanska. The contract was awarded on 15th August 2013 and the contract started on 1st October 2013. PHS is responsible for improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges.
- 1.2 The PHS contract is now into its fifth year, and the partnership between the Council and Skanska is now well embedded. The contract operates from two shared office facilities including Town Hall (now Sand Martin House) and Dodson House, of which the latter accommodates the PHS depot which became operational in May 2016.
- 1.3 The partnership operates a simple governance structure comprising the Peterborough Highways Strategic Board (PHSB) and the Peterborough Highways Operations Team (PHOT). The purpose of the Strategic Board is to provide strategic direction and monitor the performance of the contract. The Operations Team is responsible for leading and managing all aspects of service delivery and performance, influencing and informing strategic direction of the partnership.
- 1.4 This report covers the 12 month period from April 2017 to March 2018.

2. Maintenance Activities

Maintenance Schemes

- 2.1 During this financial year, PHS responded to:
 - 976 emergency call outs, whereby 99.7% were attended on time;
 - 389 Category 1 (CAT1) defects, all of which were repaired on time; and,
 - 5,845 Category 2 (CAT2) highway defects, whereby 94% were repaired on time. These repairs need to be repaired within 7, 14, 28 days or 3 months depending on the nature of the defect and the timescale given on the order raised.

Winter Service

- 2.2 PHS has the responsibility to provide the Winter Service for the Council's administrative area. The Winter Service is provided by six purpose built gritters which operate on six different routes across the city area including car parks. Amey provides the Winter Service in the city centre on behalf of PHS. As highlighted above, between April 2017 and March 2018 106 precautionary treatment runs were undertaken, which is almost double the 54 gritting runs undertaken last year.
- 2.3 The months of February and March saw the greatest proportion of gritting runs completed, following the cold weather front named in the media as the 'Beast from the East'. Sub-zero temperatures coupled with numerous days of snowy and icy road conditions resulted in snow ploughs being operational for the first time since the contract started.

- 2.4 At present the PHS winter fleet consists of;
- 2 x 26t dedicated Mercedes Arocs Gritters;
 - 3 x 18t Quick Change Body Gritters and Tippers; and,
 - 1 x 7.5t Multispread Gritter for the car parks within Peterborough.

The benefit of the changeable 18t bodies is that the vehicles are used all year round rather than for just the gritting season, enabling more efficient use of the PHS fleet.



Figure 2.1: Peterborough Highway Service Fleet

- 2.5 We have continued to engage with the public during the winter months via the Council's Twitter account. Updates were regularly posted to inform residents about the treatment decisions, as well as which routes would be treated across the network and when.



Figure 2.2: Winter Maintenance Twitter Update Example

Innovation

- 2.6 PHS continued to drive innovation during 2017/18 and actively trialled new products and materials to make maintenance activities more efficient.

Swedish Pot Hole Machine – ‘The Dragon’

- 2.7 Building upon the success from previous years, the Swedish pothole repair machine nicknamed ‘The Dragon’ was brought over to the UK. The Council has a Memorandum of Understanding with Cambridgeshire County Council and Oxfordshire County Council which states that PHS will have use of the Dragon Patcher for 4 weeks each year. Cambridgeshire County Council has their own Dragon Patcher available under their new highways contract which may provide the opportunity for PHS to have increased access in future years.
- 2.8 The Dragon was in Peterborough for 4 weeks in 2017/18 (2 weeks in June and 2 weeks in November). The Dragon Patcher is used on all types of roads (except the Parkway) but is most useful in the rural areas of the contract. The use of this machine has resulted in faster and more efficient repairs of potholes across the area, and reflects the Council’s approach to asset management and preventative maintenance. In 2017/18, it was used as a trial for some surface dressing pre-patching works.
- 2.9 An increase in pothole and defect repairs has been noticed so far this year (2018), which is a direct result of the extreme winter conditions which was followed by wet weather in following months.



Figure 2.3: Swedish Pot Hole Machine

Rubberised Asphalt

- 2.10 PHS along with Tarmac have identified two roads within Peterborough, Werrington Bridge and Orton Busway, where a trial of rubberised asphalt will take place. Other than the environmental attributes associated with the use of rubber asphalt, additional benefits include increased durability and cost savings.
- 2.11 The product is already in use in the US (namely California) with over 20,000 million miles of road being made from this product. Nationally, this product has also been trialled on Scotland's A90 (2013) as well as Whitley Bay in Northumberland. The latter two year trial undertaken by Tarmac has shown success with this product, when up to 50% of the binder material consists of rubber.

3. Schemes and Improvements

Lower Bridge Street – Public Realm Improvements

- 3.1 The scheme, designed to enhance the appearance of the city centre and upgrade two pedestrian facilities, was split into two phases of construction:
- The first phase, completed in June 2017, focused on the signalised crossing, street lighting, street furniture and paving / resurfacing;
 - The second phase, completed in December 2017 focused on public art.
- 3.2 PHS was responsible for the design, site supervision and construction of the scheme during the two construction phases outlined above. The construction period lasted 32 weeks and totalled £2.6M.

The purpose of the scheme was to re-vitalise the outdated appearance of the pedestrian area, placing emphasis on accessibility and pedestrian safety. The scope of works consisted of pedestrian block and slab paving, four signalised crossing upgrades, carriageway resurfacing, street lighting upgrades, utilities diversions and safety barrier installations.

The scheme was in a high profile area, which is viewed as a vital link between the city centre and new developments to the south, including Fletton Quays.



Figure 3.1: Lower Bridge Street Improvements

Bishop Road Improvement and Cycle Way

- 3.3 This site was recognised as a congested gateway into the city centre from the east, with the original pedestrian crossing location creating circulatory queuing to and gridlock on the A15 Rivergate. The purpose of the scheme was to improve the operation of this corridor and to provide improved pedestrian / cycle facilities.
- 3.4 Phase one of this major project consisted of the reconfiguration of lanes, the relocation of the controlled pedestrian crossing and the reconfiguration of Bishop's Road car park access. Additionally, this project included the creation of a shared use footway / cycleway either side of the road and improved cycleways on land to the south of Bishop's Road.
- 3.5 PHS designed and built the scheme, and the project was completed within 31 weeks, delivering £1.51M of improvements.



Figure 3.2: Bishops Road Improvements

Queensgate Footbridge Refurbishment

- 3.6 The condition and visual appearance of the footbridge which provides access between Queensgate Shopping Centre and Perkins multi-storey car park (and railway station), has deteriorated in recent years. Both the internal and external deterioration of the structure discouraged its use, especially at night.
- 3.7 This refurbishment project formed part of the overall £9.5 million investment for the Bourges Boulevard corridor, and was completed by PHS in the summer of 2017. Works to refurbish the 38 metre bridge included:



Figure 3.3: Queensgate Footbridge Refurbishment

- Installing new glass and aluminium panels, new treads and a full repaint;
- Alterations to the eastern (Queensgate side);
- Retain and repaint of the western ramp;
- Installing new energy-efficient LED lighting; and,
- Installing CCTV.

Fletton Quays Access Road

- 3.8 The new Fletton Quays complex located on London Road (north of the city centre), is currently being developed by the Peterborough Investment Partnership (PIP). The complex will include high quality offices, residential apartment blocks, retail and leisure facilities as well as a hotel.



Figure 3.4: Fletton Quays Access

- 3.9 Access and the key spinal route which runs through the Fletton Quays site has been designed and built in collaboration between PHS and PIP. Work on site has been divided into three phases, with the first two being complete (July 2017 to August 2018), and the third phase set to commence in several years' time, when the site is fully developed. The costs associated with phases one and two is £1.1m, with phase three estimated to cost £267k.

Surfacing Programme

- 3.10 As part of the Major Surfacing Programme, the A1260 Nene Parkway, between Junction 3 in the south to Junction 15 in the north, was resurfaced. The works were completed between mid-June and mid-August. This scheme builds upon the success from resurfacing the Longthorpe Parkway in 2016 / 2017. The resurfacing of Orton Parkway is planned for 2018/2019.



Street Lighting Design

- 3.11 PHS's street lighting team has been involved in a number of design schemes over the past year, including works for Peterborough City Council, Cambridgeshire County Council, Gloucestershire

County Council, Oxfordshire County Council and additional third party works. This enables PHS to retain a core team and provides PCC with an additional management fee. Schemes completed this year include:

- Parkway and Bretton Way Lightning Replacement Schemes (Peterborough City Council);
- LED Lantern Replacement Project (Peterborough City Council);
- A423 Traffic Sign Cabling (Oxfordshire County Council);
- Access routes for Jack Hunt and Hampton Garden schools (third party);
- 18 pedestrian crossing improvement schemes (Cambridgeshire County Council);
- 55,000 LED Lantern Replacement Project (Gloucestershire County Council).

LED Replacement Project

- 3.12 In 2016, PHS commenced a project to convert the remainder of the city's street lanterns to energy efficient LED units. This will deliver long term financial benefits to PCC.
- 3.13 The project is set to install over 19,000 LED energy saving units over a three year period, due for completion circa August 2019. All units will be linked to a Central Management System (CMS) in order for PHS to monitor the assets and carry out remote and cyclical maintenance more efficiently.
- 3.14 To date the following outputs have been achieved:
- 6,500 LED saving units have been installed;
 - 500 columns installed; and,
 - Three Parkway routes complete.

4. Health and Safety

Injury-Free Environment

- 4.1 PHS has adopted Skanska's Injury Free Environment (IFE) culture, which provides the behaviours and values through which health and safety is managed within the contract. All staff within PHS work under the principles of IFE, which is defined as being:
- "More than safety, a culture of care and concern for people, which encourages everybody to accept responsibility for their own and their colleague's well-being...The aim is to engage with the entire workforce and extend all of our behaviours such that we look out for one another to ensure that everyone returns home from work safely to their family and friends."*
- 4.2 The IFE culture empowers staff to take personal responsibility for their own safety, and that of their colleagues, both in work and at home. The Values are shown below.



Figure 4.1: IFE Values

IFE Update

New IFE Leadership and Team

- 4.3 PHS has revamped its IFE team, which meets monthly. An 'ideas page' is displayed in all offices and depots to encourage contributions from all staff. Each month two topics are chosen and members of staff are asked to write down any concerns or good practices they have relating to the subject matter on the ideas page. The IFE representatives then bring in these pages to meetings to be discussed by the group.

Cascading Newsletter

- 4.4 The IFE team produces a quarterly 'Plan on a Page' which sets out focus areas for the year ahead as well as monitoring progress. It is important to recognise that IFE is a 'journey' rather than a 'goal' that is to be achieved. Encouraging people to speak up and promoting openness and trust allows lessons to be learnt and shared with a view to continually improving. Progress is monitored through regular feedback from staff.
- 4.5 Over the last year the group worked to raise the profile of certain issues that it felt would affect the safety of colleagues, friends and family. To do this the group published three seasonal newsletters highlighting issues such as winter driving, electrical safety, fire prevention and mental health awareness. The newsletters were cascaded by the IFE team and communicated throughout the service.

Free Fruit

- 4.6 Following a request from the IFE team, Skanska provides a free delivery of fruit to all its local depot and offices. This is at no added expense to employees or the Council. This delivery takes place every first Monday of the month and is a great way of encouraging and promoting healthy eating.

IFE Innovation Competition

- 4.7 The competition which went live in January 2018 enables staff across the PHS contract to submit ideas in relation to health and safety, positive interventions or improvements to the way we work. The competition will select three winners, with the ideas being rolled out across the contract. The

closing date for submissions was end of May 2018, with winners being announced later in the year.

Skanska Employee of the Month

- 4.8 'Employee of the Month' was introduced to PHS in February 2018, with staff able to nominate colleagues across the contract for various reasons such as completing an excellent piece of work, going beyond their daily duties, consistent support of others or sharing innovative ideas. As of February Hayley Page, Martin Clements, Zeke Rowe, Ryan Fowler and Terry Stephens have been awarded 'Employee of the Month'. A Picture of the monthly winner is placed at both Town Hall and Dodson offices as well as the depot.

Safety Performance

- 4.9 Between April 2017 and March 2018, there were no RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) incidents which required reporting to the Health and Safety Executive. In addition, the PHS contract has achieved nearly 750,000 man hours without a lost time injury, between April 2017 and March 2018. This is exceptional health and safety performance for an integrated highway contract.
- 4.10 There were, however, a total of seventy four safety occurrences. These were analysed with the top five areas investigated by management. These are utility strikes, injuries, RTA's, violence abuse and damage. Amongst these was one work related injury with no lost time and nine service strikes. There have also been twenty three near misses reported. Near miss reporting is encouraged to identify trends and reduce the risk of an accident occurring. PHS request that all sub-contractors undergo a formal approval process before they can undertake work on the highway network.
- 4.11 The service strikes occur when an operative strikes a utility cable under the highway. There has been a total of nine service strikes, these have been mainly BT, Virgin Media, gas supply pipes to residential property and LV Electric Street lighting cable utilities. Due to the number of service strikes, extra training has been given on use of avoidance tools, using trial holes and markings across the site. There were no injuries arising from the service strikes.
- 4.12 When incidents do occur, a review is undertaken as to why the incident occurred and what actions can be undertaken to prevent it from occurring again. This information is communicated to all PHS staff through regular staff briefings.

5. Improving the Way we Work

Systems Thinking

- 5.1 From the first year of the contract, PHS has actively sought to introduce a culture of business improvement, where employees are empowered and promote improvements to daily activities. Since 2014, we have implemented a Systems Thinking approach to a number of projects/processes. The Systems Thinking approach helps to create efficiencies within the contract by improving processes, removing waste and creating a culture of innovation and continuous improvements.
- 5.2 Systems Thinking is a discipline that concerns an understanding of a process by examining the linkages and interactions between the components of that defined process. Systems Thinking has been defined as an approach to problem solving by viewing problems as part of an overall system rather than reacting to a specific part or outcomes.
- 5.3 During the first six months of the contract, Skanska enrolled the management team and a number of representatives from across PHS onto an Improvement Experience. This is a Skanska bespoke three day training programme introducing the concept of 'Systems Thinking' to the partnership.
- 5.4 As the contract has developed so too has a culture of open collaboration with issues discussed and solutions developed systemically. In addition to the more significant improvement projects, a number of smaller initiatives have been led by members of staff to improve performance and develop the contract.

Business Improvement Programme

- 5.5 Between April and June 2017, several pieces of improvement work were identified and an approach for each piece of work was documented in a 'Plan on a Page'. In August 2017, each 'Plans on a Page' was presented to the PHOT to appoint an Improvement Sponsor and prioritise the order in



Figure 5.1: Business Improvement Board – Dodson House

which each piece of work should be completed. With the various pieces of improvement work prioritised, a Business Improvement Programme was put together and shared.

Section 38/278 Adoption Process Improvement Project

- 5.6 Section 38/278 agreements relate to the adoption of highway assets constructed by third parties, usually as part of a housing or industrial development. The purpose of the Section 38/278 Adoption process is to ensure that any assets adopted by the Council have been designed and constructed to an acceptable standard, taking into account the authority's design standards, material specifications and future maintenance requirements.
- 5.7 The process improvement project kicked off in October 2017. The improvement team included representation from highway control, planning, legal and three of Peterborough's largest developers; O&H Hampton, Morris Homes and Persimmon. This is the first time that a PHS Systems Thinking process improvement project has invited external customers to form part of the improvement team.



Figure 5.2: Peterborough's Largest Developers

- 5.8 In their first workshop, the improvement team started by capturing and sharing some of their frustrations with the current process. The team also began to think about their process as a system by undertaking a SIPOC (suppliers, inputs, process, outputs, and customers) exercise.
- 5.9 In addition to this, the improvement team discussed and agreed how they want to improve the process by identifying three Improvement Statements.



Figure 5.3: Improvement Statements

- 5.10 With the scope of the project established and Improvement Statements identified, the improvement team spent the next couple of workshops mapping the Section 38/278 Process in detail. After two or three runs mapping the process, the improvement team then undertook a value analysis exercise. The team worked through the process step-by-step and considered from the point of view of a customer, our developers, what steps in the process were:
- **Value Adding:** Steps that are considered essential to produce and deliver the product or service to meet the customer's needs and expectations. A customer would be willing to pay for this step;
 - **Value Enabling:** Steps that are not essential to the value flow, but which enable it to operate; for example, HR functions;
 - **Non-value Adding:** Steps that are considered non-essential to produce and deliver the

product or service to meet the customer's needs and expectations. A customer would not be willing to pay for this step.



Figure 5.4: Section 38/278 Adoption Process

- 5.11 By gaining feedback from customers and those involved in the delivering the existing process, the improvement team are able to gain insight about how predictable and capable the current process is. The team learnt that performance was variable and that the process was not capable of consistently delivering Technical Approval within a period of time that the improvement team considered desirable.

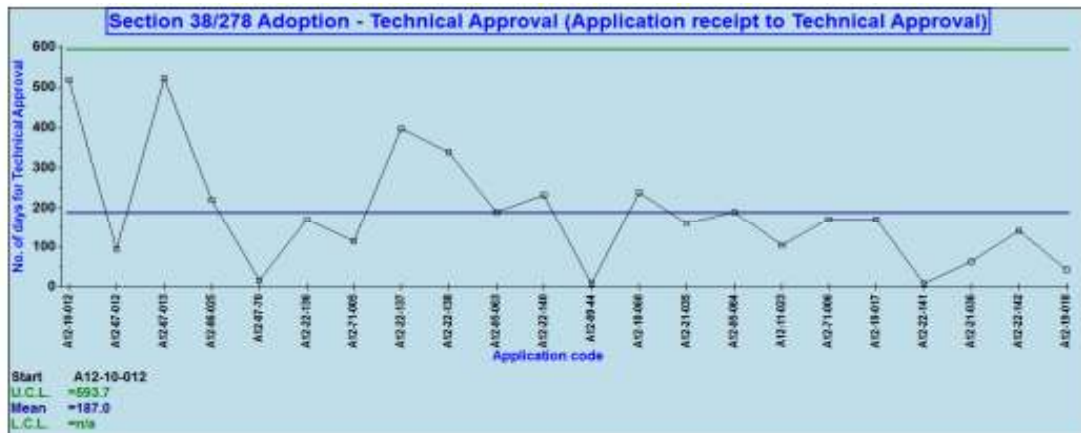


Figure 5.5: Process Behaviour Chart

Using the knowledge and insight that the improvement team had gained by studying the process in a systematic way, the team were able to undertake an effective root cause analysis.



Figure 5.6: Ishikawa Diagram

With the most probable root causes identified, and referring back to the Improvement Statements that the team set out at the start of the project, the improvement team brainstormed a number of ideas for improvement. In addition to some minor process improvement, the team identified and agreed the following improvements:

- Restructuring and improvement of the Section 38/278 Adoption Application Form
- Providing a package of example plans online
- Introduction of a pre-application service
- Introduction of incentives and penalties to the application process
- Updating and improving the wording on response letters
- Implementing a checklist document
- Implementing a standard template for responses
- Providing CAD versions of standard details online

5.12 In July 2018 projects and proposed improvements were presented to the Improvement Sponsor; Andy Tatt, Head of Service. It is expected that this new process will be implemented during 2018 / 2019.

Emergency Response Continuous Improvement Review

5.13 A successful review of the emergency response process was undertaken on Thursday 16 November 2017. The improvement undertook the following:

- A review of the process
- A review of supporting material, including emergency response paperwork
- A review and discussion around latest performance data, including Process Behaviour Charts
- Discussed and identified any opportunities for improvement



Figure 5.7: Workshop Materials

- 5.14 In addition to identifying some improvements to the supporting material used by the Skanska's Central Service Control in Birmingham, the review confirmed that we continue to follow the process implemented in 2015. A discussion around the latest performance data reaffirmed that the process remains stable, predictable and capable of delivering the required outcome. This has delivered significant improvement in response times.

CAT 1 (Highways) Continuous Improvement Review

- 5.15 Using the same approach taken in the Emergency Response Continuous Improvement Review, a successful review of the CAT 1 (Highways) process was undertaken on Wednesday 22 November 2017.
- 5.16 Once again, the review confirmed that we continue to work to the process implemented in 2015 with the latest performance data indicating that we have a predictable and capable process.

6. Efficiency Savings

Introduction

- 6.1 Reporting to the PHOT are a number of Performance Groups that focus on key areas for the partnership. One of these areas is the contract efficiencies. The Efficiency Group consists of representatives from across the partnership and meets monthly. The group captures efficiencies introduced since the previous meeting and plans target areas for future improvement. Every quarter, the group is expanded to include a wider number of employees from the partnership to assist in the culture of contract efficiencies. These efficiencies are identified on the contract efficiency route map that determines where the potential savings can be generated and then records actual savings achieved against this target. The route map is owned by the PHOT and monitored during the monthly management meetings and presented to the PHSB in the quarterly Board Reports.

- 6.2 A total of £1,431,240 savings (Cashable £513,135 & Cost Avoidance £918,105) was delivered in the Financial Year 17/18, which is above the forecast set of £1,424,577 (Cashable £503,904 & Cost Avoidance £920,673).
- 6.3 The total forecast for 18/19 is £1,341,905 (Cashable £616,517 & Cost Avoidance £725,388). This includes the £225k from the North Somerset client and an £75k annual sum from Skanska for the five year period (started April 2018)

A breakdown of the efficiencies for 2017/18 is shown in the tables below:

Road Map Item	Cashable	Cost Avoidance	Notes
Co-ordination of Programme	-	£415,433	Utilising the traffic management of other PCC partners (e.g. Amey & Balfour Beatty) & stakeholders (e.g. Anglian Water) in order to avoid the need to utilise chargeable Skanska traffic management
Contract integration - operatives	£11,740	-	Savings made through sharing a surfacing crew with Cambridgeshire County Council to ensure they are fully utilised.
Integrated contract management	£33,948	-	Savings made through sharing Skanska support staff with Cambridgeshire County Council to ensure they are fully utilised.
3rd party works	£61,412	-	Completing work for other customers – be it public or private sector customers - % fee returned to PCC.
Increase in turnover	£165,154	-	1% rebate for every additional million through the contract above the £10M threshold annually.
Systems thinking projects	-	£19,801	Systems thinking - project and business process improvement approach. Delivered efficiencies in the way the emergency response process is delivered.
Infrastructure renewals – new products	-	£5,388	The use of new products to extend the life of gully grating.
Abnormal load management	£1,224	-	Savings made through sharing Skanska support staff with Cambridgeshire County Council to ensure they are fully utilised.
Delivery of Major Schemes 1%	£87,665	-	1% management fee
Winter Maintenance	-	£92,270	Agreement to make Winter Maintenance lump sum rather than a target cost.
Incident Response	-	£58,000	Agreement to make incident response a lump sum rather than a target cost.
New Depot Relocation	£61,992	-	Monthly saving on rent and rates

Major Schemes Management Fee	£90,000	-	
50K saving annually on structures	-	£50,000	PCC have reduced their budget by this figure
Green Claims	-	£277,203	This is the amount of cash Skanska has received and hence PCC have not had to fund these repairs
Total	£513,135	£918,105	

Table 6.1: Efficiencies Generated

Delivering to other authorities/third party work

- 6.4 During 2017/18, PHS has undertaken work for other local authorities who have contracts with Skanska, and also for third parties within Peterborough. This generates an additional management fee for the Council. This work has included the following:
- Undertaking street lighting design work for other local authorities
 - Transport planning studies for other local authorities
 - Transport planning advice for private developers in Peterborough
 - Design and Build projects for Peterborough Schools

Co-ordination of Programme

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

7. Contract Performance

- 7.1 The performance of the PHS contract is monitored in various ways including Key Performance Indicators (KPI's), the Performance Management Group and customer feedback surveys.
- 7.2 The performance of the contract is reviewed by the PHSB. Regular reviews of contract delivery are undertaken by the PHOT in order to monitor progress, capture lessons learnt and support continuous improvement.

Key Performance Indicators

7.3 27 KPI's were established and are to be monitored and reported on a monthly basis. These KPIs were split into four categories, Operations, Customer Service, Commercial & Financial, and Added Value. Current contract KPI's can be found below.

Domain	Score card	KPI ref.	KPI description
Operations	Programme Delivery	OP1	Number of cyclic maintenance activities completed against programme
		OP12	Number of schemes completed against programme
		OP13	Defined cost within +/- 10% of target cost per scheme
	Operational Delivery	OP2	Percentage of emergency work instructions attended to within agreed timescales
		OP3 [a]	Percentage of Highways CAT 1 work instructions completed within agreed timescale
		OP3 [b]	Percentage of Street Lighting CAT 1 work instructions completed within agreed timescale
		OP4 [a]	Percentage of Highways CAT 2 work instructions completed within agreed timescales
		OP4 [b]	Percentage of Street Lighting CAT 2 work instructions completed within agreed timescale
		OP5	Winter Maintenance - precautionary treatment runs completed within the agreed timescale
		OP10	Percentage of work passing inspection
	Health and Safety	OP6	Lost Time Injury Frequency Rate (LTIFR)
		OP7	Accident Frequency Rate (AFR)
		OP8	Number of Near Misses reported
OP9		Number of Service Strikes	
Customer Service	Customer Service	CS3	Number of satisfaction surveys completed for [a] Client, [b] Members and [c] Public (returned)
		CS4 [b] & [c]	Satisfaction scores for [b] Members & [c] Public
		CS5	Number of commendations received minus number of complaints received
Commercial & Financial	Commercial & Financial	CF1	Percentage of accounts approved and paid within agreed period
		CF2	Percentage of cashable efficiencies compared to turnover (in current Financial Year)
		CF3	Value from other revenue streams
Added Value	Carbon	AV1	Reduction in Carbon Emissions arising through energy and fuel use in buildings and vehicles against target
	Water	AV2	Reduction in mains Water consumption through use of a rainwater harvesting system
	Waste	AV3	Diversion of waste from landfill: as a percentage of total waste produced over a rolling twelve month period
	Procurement	AV4	Percentage of material procurement spend within the LEP area
	Suppliers	AV5	Percentage of SME contractors procurement spend within the LEP area
	Sustainable transport	AV6	Reduction in single occupancy car travel through application of transport hierarchy
	Economy & CSR	AV7	Support development of local skills provision directly and indirectly (supply chain)

Table 7.1: Contract KPI's

7.4 Targets have been set for each of the KPI's and these are reviewed annually. The KPI dashboard operates a Green / Amber / Red system, which represents:

- Green: the KPI is at or exceeding the target;
- Amber: the KPI has dropped beneath the target for the first month;
- Red: the KPI is beneath the target for the second month or longer.

7.5 The overall performance against each of the KPI's between April 2017 and March 2018 is summarised below, where a score of 99.04 was reached for the contract. Further detail of the KPI scoring can be found in Appendix 1.

7.6 In a similar manner to the Efficiency Group, a KPI Performance Group was established to record, monitor and review the KPI's. The group reports directly to the PHOT and consists of representatives from across the partnership.

Peterborough Highway Services
KPI Scorecard



v1.0		Financial Year: 2017/18				Scorecard		
Domain	Scorecard	KPI ref.	KPI description	Target		Scorecard weighting	KPI weighting	Scorecard totals
Operations	Programme Delivery	OP1	Number of cyclic maintenance activities completed against programme	95%	year	70%	10%	69.77% (71.71%)
		OP12	Number of schemes completed against programme	95%	year		5%	
		OP13	Defined cost within +/- 10% of target cost per scheme	95%	Financial year		5%	
	Operational Delivery	OP2	Percentage of emergency work instructions attended to within agreed timescales	100%	month		15%	
		OP3 [a]	Percentage of Highways CAT 1 work instructions completed within agreed timescale	100%	month		15%	
		OP3 [b]	Percentage of Street Lighting CAT 1 work instructions completed within agreed timescale	100%	month		15%	
		OP4 [a]	Percentage of Highways CAT 2 work instructions completed within agreed timescales	95%	month		10%	
		OP4 [b]	Percentage of Street Lighting CAT 2 work instructions completed within agreed timescale	95%	month		10%	
		OP5	Winter Maintenance - precautionary treatment runs completed within the agreed timescale	98%	month		10%	
		OP10	Percentage of work passing inspection	95%	month		5%	
	Health and Safety	OP6	Lost Time Injury Frequency Rate (LTIFR)	Report only			0%	
		OP7	Accident Frequency Rate (AFR)	Report only			0%	
		OP8	Number of Near Misses reported	Report only			0%	
		OP9	Number of Service Strikes	Report only			0%	
Customer Service	Customer Service	CS3	Number of satisfaction surveys completed for [a] Client, [b] Members and [c] Public (returned)	Report only		10%	0%	10.00% (10.92%)
		CS4 [b] & [c]	Satisfaction scores for [b] Members & [c] Public	85%	month	75%		
		CS5	Number of commendations received minus number of complaints received	Positive score	rolling 12 months	25%		
Commercial and Financial	Commercial & Financial	CF1	Percentage of accounts approved and paid within agreed period	Report only		0% (report only)	0%	0.00%
		CF3	Percentage of cashable efficiencies compared to turnover (in current Financial Year)	Report only			0%	
		CF5	Value from other revenue streams	Report only			0%	
Added Value	Carbon	AV1	Reduction in Carbon Emissions arising through energy and fuel use in buildings and vehicles against target	35%	reduction by 2022/23	20%	44%	19.63% (19.74%)
	Water	AV2	Reduction in mains Water consumption through use of a rainwater harvesting system	Baselining measure			Not reported	
	Waste	AV3	Diversion of waste from landfill: as a percentage of total waste produced over a rolling twelve month period	95%	rolling 12 months		19%	
	Procurement	AV4	Percentage of material procurement spend within the LEP area	80%	Financial year		14%	
	Suppliers	AV5	Percentage of SME contractors procurement spend within the LEP area	50%	Financial year		14%	
	Sustainable transport	AV6	Reduction in single occupancy car travel through application of transport hierarchy	Measure under review			Not reported	
	Economy & CSR	AV7	Support development of local skills provision directly and indirectly (supply chain)	250 hours	Financial year		9%	
2017/18 total score								99.40% (102.37%)

Issue/ change log			
Date	Version No.	Measure	Details of issue/ change
21/05/2018	1.0	All	First issue

Table 7.2: Contract KPI Scoreboard

Asset Management / Incentive Fund

- 7.7 Since the announcement in 2014 that there will be £578 million set aside for the Incentive Fund, Peterborough has increased the amount of government funding received year on year, with the Authority being awarded Band 3 in June 2018. This has resulted in 100% of Peterborough's allocation for 2018/2019 being received for highway maintenance.
- 7.8 The figure below illustrates Peterborough's yearly progression through the Asset Management Bands.

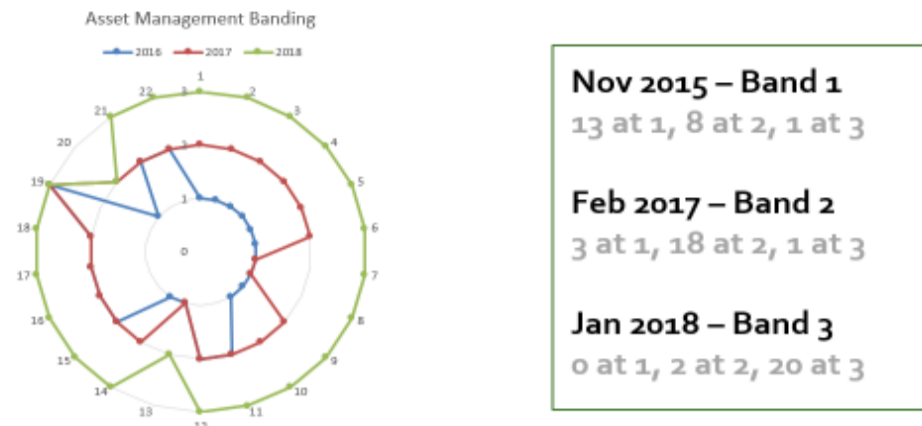


Figure 7.3: Asset Management / Incentive Fund Band Progression

- 7.9 Peterborough's success on becoming Band 3 stems from meeting multiple objectives relating to Asset Management Policy and Strategy including data collection and inventory, level of service, performance monitoring and life cycle planning.
- 7.10 The Asset Management Performance Group has identified areas that require the most focus for this year, which include risk management, customer service and the development of a 3 year programme.
- 7.11 **Appendix 2** highlights the PHS Asset Management Performance Management Framework dashboard.

Customer Feedback Surveys

- 7.12 The performance of the contract and Peterborough Highways staff is also measured through a series of feedback surveys. These are undertaken with the following groups:
- The Client – feedback surveys are conducted with Council staff to gauge satisfaction and identify opportunities for improvement;
 - Council Members – regular meetings are conducted with the Cabinet Member for Planning Services, Housing and Rural Communities, and Councillor Hiller to provide the opportunity to discuss the contract and provide feedback.
 - Members of the Public – PHS leaves feedback cards with local residents following completion of a scheme. These cards provide the public with the opportunity to comment on all aspect of the scheme, including the standard of the work, the safety of the site and the way in which the staff conducted themselves.

Communication

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

Customer Contact

- 7.16 At present customers can raise Highways queries using the Peterborough App, via the website, email or by phone to the Customer Service Centre. The Customer Service staff then log this information using a SharePoint site called the Highway Log and the Highways Inspectors access this through the intranet when they are in the office. The customers and the Customer Service Centre do not get any automated updates to these enquiries.
- 7.17 Over the next few months we will link the software in the call centre with the Highways Confirm system and customer enquiries will pass directly between the systems. The calls will then be auto allocated to the correct inspector and will appear to them as a new enquiry on their tablet even whilst out of the office. These cases will then be automatically updated as works progress and the CRM will receive the updated information.
- 7.18 If the customer has provided an email address then they will receive emailed updates automatically in response to their enquiry. Following completion of the works it is intended that the customer will receive a link to a Google Survey. This information will then be used to monitor and potentially improve service levels.

Scheme Feedback Cards

- 7.19 For all carriageway and footway resurfacing schemes we send out customer feedback cards on freepost self-addressed cards. These feedback cards are sent out once the works are complete and all the responses are collated and comments recorded. These comments are also passed onto the contractor to either follow up, or be passed onto the operatives doing the work. At the end of each month the figures are then sent across to a PHS working group to show

the customer satisfaction of the works completed for the past month.

- 7.20 This year we have also started sending out electronic surveys to Councillors where the works fall within their ward. Going forward we will be sending out feedback cards or online surveys for other highway works, such as major schemes and small to medium sized highway improvement schemes.

The National Highways & Transport (NHT) surveys

- 7.21 The NHT annual survey captures public satisfaction on services delivered by local authorities. Peterborough City Council has participated in the survey in the years of 2012, 2015, 2016, 2017 and will be again in 2018. It is the Council's intention to continue to do these surveys annually.
- 7.22 In 2017 a total of 112 Highway Authorities took part in the survey, with the survey across Peterborough having a response rate of 22.4% (963 responses out of 4300 sent questionnaires). As per previous year's six highways themes were assessed, including accessibility, public transport, walking and cycling, tackling congestion, road safety and highway maintenance.
- 7.23 At a national level Peterborough was found to have a satisfaction score of 57%, which exceeds the national average. In comparison to other highway authorities which participated within the survey, Peterborough was ranked 32 out of 112 overall for the six themes explored, and ranked 1st within the Eastern Region. Peterborough ranked above average for all six themes, exceeding results from last year.
- 7.24 Further, to help improve our response rate for the 2018 NHT survey we plan to widen our promotion to target many of the different community groups through the use of connectors who communicate through social media of upcoming events and news.

8. Innovation & Good News Stories

Winning Awards / Staff Qualifications

- 8.1 The Skanska UK awards celebrates outstanding achievements by individuals and project or contract teams. The award categories are aligned with the Skanska Purpose, Vision and 2020 Business Plan. PHS won the 'Market Making' category at the 2017 awards, for the contracts continued success and expansion upon the original contract. Zeke Rowe was also highly commended in the Community Engagement category for his work in the Street Lighting Operations Team.
- 8.2 The contract Environmental Management System and management of environmental KPIs was audited by Investors in Environment – the national environmental accreditation scheme. This audit was successfully passed and the contract has been accredited with their 'Green Level' accreditation (the top level) – with a 93% success rate against the criteria.
- 8.3 Peterborough has been nominated for a number of awards following its innovation and commitment to the use of sustainable materials and in reducing carbon. This included a Green Apple award for using low temperature asphalt and a Green Apple award for using recycled tyres as a sub-base.
- 8.4 Tim Henson, Bridge Engineer for the PHS Contract, qualified as a Chartered Engineer through the Institution of Civil Engineers (ICE) via the Technical Report Route.
- 8.5 Benjamin Steel, Lighting Design Technician has completed his Institution of Lighting Professionals Lighting Diploma, gaining an overall credit pass mark. Ben can now apply for his EngTech Status.

Working with the Local Community

- 8.6 Skanska continue to support the Skills Service by providing staff to assist students at local secondary schools, aiming to raise aspirations of students and helping to build employability skills.
- 8.7 This academic year Skanska has supported eight school events, with fourteen members of staff attending events such as mock interviews, build a business day and multiple careers fairs. The image below reflects a build a business event at Nene Park Academy whereby Skanska's Peterborough Contract manager John Birkenhead and Project and Programme Manager Sally Savage attended, advising and judging sixth form students.



Figure 8.2: Skills Service Support – Build a Business Day



Figure 8.1: 2017 School Eco Awards

- 8.8 Skanska continue to work with the Peterborough Environment City Trust (PECT) and sponsor the School Eco Awards with our supply chain. This year's School Eco Awards was held on the 21st June 2017, where 120 pupils from countless schools across the city came together to present and share eco projects worked on throughout the school year. Thirteen award categories were given at this event.
- 8.9 As part of Skanska's 'Living our Values' week, a team from the Peterborough contract used their volunteer day to assist a local charity, Railworld, to help deliver improvements to the site. In April 2017 over 300 volunteer hours were recorded, with improvements to the site including brick laying under aqueducts, pathing, and improving the overall appearance of the entrance to the site by painting and installing new gates which lead to the platform area. This was Skanska's second volunteer visit to Railworld and Trustee Brian Pearce said "I'm delighted with the work Skanska have undertaken the past week and excited for the public to view it".

PHS Running Club

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

PHS Fundraising

In 2017 / 2018 numerous members of staff from PHS completed events to raise money for multiple charities. A few of the charity events undertaken are shown below:

- Abseil down Peterborough Cathedral raising money for Shine (John Akeser)
- 2017 Sleep Easy raising money for Peterborough and Cambridgeshire's YMCA (Steve Biggs, Tim Henson and Zeke Rowe);
- Tandem Skydive raising money for Cancer Research (Zeke and Lucinda Rowe);
- Great Eastern Run completed by 13 members of PHS (Martin Brooker, Colin Hill, Rekha Gurung, Steve Biggs, Joe Clarke, Kim Biggs, Chris Serjeant, Zeke Rowe, Sally Griffiths, Andy Bryan, Claire Dowsett and Lorraine Richards);
- 105 mile Coast to Coast run, cycle and kayak through Scotland Highlands raising money for Peterborough City Hospital's NICU (Richard Jones and friend Dave);
- London Marathon raising money for The Great British Legion (Steve and Kim Biggs);
- 52 mile bike ride from London to Brighton raising money for Motor Neurone Disease Association (Matt Fisher and his Brother);
- 130 mile bike ride from Stamford Hospital to Cambridge's Addenbrookes Hospital to raise money for Cancer Research (Rylan Orchard and friend James); and,
- Tough Mudder raising money for Help for Heroes (Kim Biggs and friend Cerys Morgan).



Figure 8.3: PHS Various Charity Events

9. Appendix 1 – PHS KPI Performance April 2017 – March 2018.

Peterborough Highway Services
KPI Dashboard



v1.0		Reporting month: March 2018 (published 23/04/2018)				2017/18			Change Indicator	Notes
Domain	Score card	KPI ref.	KPI description	Target	Jan-18	Feb-18	Mar-18			
Operations	Programme Delivery	OP1	Number of cyclic maintenance activities completed against programme	95% year	5/8	8/8	14/14			
		OP12	Number of schemes completed against programme	95% year	29/27	32/28	35/29			
		OP13	Defined cost within +/- 10% of target cost per scheme	95% Financial year	98%	98%	98%			
	Operational Delivery	OP2	Percentage of emergency work instructions attended to within agreed timescales	100% month	100%	100%	100%	0%	All 120 No. emergency call outs in month were responded to within the agreed timescales.	
		OP3 [a]	Percentage of Highways CAT 1 work instructions completed within agreed timescale	100% month	100%	100%	100%	0%	All 46 No. Highways CAT 1 instructions in month were completed within the agreed timescale.	
		OP3 [b]	Percentage of Street Lighting CAT 1 work instructions completed within agreed timescale	100% month	100%	100%	100%	0%	All 10 No. Street Lighting CAT 1 work instructions in month were completed within the agreed timescale.	
		OP4 [a]	Percentage of Highways CAT 2 work instructions completed within agreed timescales	95% month	95%	95%	71%	-24%	495 of the 696 No. Highways CAT 2 instructions in month were completed within the agreed timescales. The in month drop in performance was a direct result of the adverse weather conditions in March, with a week's worth of production lost to Winter Maintenance duties.	
		OP4 [b]	Percentage of Street Lighting CAT 2 work instructions completed within agreed timescale	95% month	99%	100%	100%	0%	All 322 No. Street Lighting CAT 2 work instructions in month were completed within the agreed timescale.	
		OP5	Winter Maintenance - precautionary treatment runs completed within the agreed timescale	98% month	100%	97%	98%			
		OP10	Percentage of work passing inspection	95% month	100%	98%	98%			
	Health and Safety	OP6	Lost Time Injury Frequency Rate (LTIFR)	Report only	0.00	0.00	0.00			
		OP7	Accident Frequency Rate (AFR)	Report only	0.00	0.00	0.00			
		OP8	Number of Near Misses reported	Report only	0	0	4			
		OP9	Number of Service Strikes	Report only	0	2	0			
Customer Service	Customer Service	CS3	Number of satisfaction surveys completed for [a] Client, [b] Members and [c] Public (returned)	Report only	5	7	55			
		CS4 [b] & [c]	Satisfaction scores for [b] Members & [c] Public	85% month	94%	100%	87%			
		CS5	Number of commendations received minus number of complaints received	Positive score rolling 12 months	0	-5	1			
Commercial & Financial	Commercial & Financial	CF1	Percentage of accounts approved and paid within agreed period	Report only	100%	97%	100%			
		CF3	Percentage of cashable efficiencies compared to turnover (in current Financial Year)	Report only	4.1%	4.3%	4.2%			
		CF5	Value from other revenue streams	Report only	£61,236	£90,009	£119,169			
Added Value	Carbon	AV1	Reduction in Carbon Emissions arising through energy and fuel use in buildings and vehicles against target	35% reduction by 2020/21	56%	61%	61%		In month Percentage represents cumulative progress against annual target. Less than or equal to 100% indicates performance is on track to meet the annual reduction target.	
	Water	AV2	Install rainwater harvesting and establish new baseline in 2016/17 with target to be set April 2017	Baselining measure	NA	NA	NA			
	Waste	AV3	Diversion of waste from landfill as a percentage of total waste produced over a rolling twelve month period	95% rolling 12 months	97.0%	97.9%	97.8%			
	Procurement	AV4	Percentage of material procurement spend within the LEP area	80% Financial year	73%	71%	76%			
	Suppliers	AV5	Percentage of SME contractors procurement spend within the LEP area	50% Financial year	42%	41%	46%			
	Sustainable transport	AV6	Reduction in single occupancy car travel through application of transport hierarchy	30% reduction by 2020/21					Measure under review.	
	Economy & CSR	AV7	Support development of local skills provision directly and indirectly (supply chain)	250 hours Financial year	141%	145%	155%		In month Percentage represents cumulative progress against annual target. Equal to or greater than 100% indicates that the annual target has been met.	
Issue/ change log										
Date	Version No.	Measure	Details of issue/ change							
23/04/2018	1.0	All	First issue							

Peterborough Highway Services

Peterborough Highway Services Operations Data Sheet

Measures OP1 to OP13					2017/18													
Domain	Score card	KPI ref.	KPI description	Target	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18		
Operations	Programme Delivery	OP1	Number of cycle maintenance activities completed against programme	95%	10	21	21	42	52	25	88	69	88	89	89	14/14		
		OP12	Number of schemes completed against programme	95%	2/3	4/5	5/6	6/8	14/15	16/18	19/20	21/22	22/24	25/27	32/28	36/29		
		OP13	Defined cost within +/- 10% of target cost per scheme	95%	100%	100%	100%	100%	100%	100%	100%	96%	97%	98%	98%	96%	98%	
			Number of target cost schemes completed	in month	7	8	6	0	2	0	10	5	7	6	8	3		
			Number of target cost schemes completed outside +/- 70% of original target cost	in month	0	0	0	0	0	0	1	0	0	0	0	0		
			Number of target cost schemes completed	cumulative	7	10	16	16	18	18	28	33	40	46	49	52		
			Number of target cost schemes completed outside +/- 10% of original target cost	cumulative	0	0	0	0	0	0	1	1	1	1	1	1		
	Operational Delivery	OP1	Percentage of emergency work instructions attended to within agreed timescale	95%	100%	100%	100%	100%	100%	100%	99%	99%	98%	100%	100%	100%	100%	
			Number of emergency work instructions	in month	54	73	81	64	83	100	85	64	55	122	94	120		
			Number of emergency work instructions attended to within agreed timescale (Highways - 2 hours/ Street Lighting - 1 hour)	in month	54	73	81	64	83	99	84	63	55	120	94	120		
			Average time to arrive at site	in month	42 mins	39 mins	40 mins	38 mins	34 mins	40 mins	33 mins	48 mins	49 mins	46 mins	1 hour 2 mins	47 mins		
		OP1 (A)	Percentage of Highways CAT 1 work instructions completed within agreed timescale	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
			Number of Highways CAT 1 24 hour work instructions	in month	11	26	34	16	30	12	20	13	10	30	26	46		
			Number of Highways CAT 1 24 hour work instructions completed within agreed timescale (24 hours)	in month	13	26	34	16	30	12	20	13	10	30	26	46		
		OP1 (B)	Percentage of Street Lighting CAT 1 work instructions completed within agreed timescale	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
			Number of Street Lighting CAT 1 work instructions (Urgent/ priority calls)	in month	18	15	12	16	10	20	17	16	0	14	9	10		
			Number of Street Lighting CAT 1 work instructions completed within agreed timescale (by end of next day)	in month	18	15	12	16	10	20	17	16	0	14	9	10		
		OP1 (A)	Percentage of Highways CAT 2 work instructions completed within agreed timescale	95%	96%	95%	96%	95%	95%	95%	95%	88%	91%	90%	95%	95%	71%	
			Number of Highways CAT 2 work instructions (7 day, 14 day, 28 day & 3 month)	in month	60	463	373	364	459	419	300	473	505	329	464	686		
			Number of Highways CAT 2 work instructions completed within agreed timescale	in month	588	441	357	345	436	396	666	430	489	310	419	495		
		OP1 (B)	Percentage of Street Lighting CAT 2 work instructions completed within agreed timescale	95%	100%	96%	100%	99%	99%	99%	99%	99%	98%	99%	100%	100%		
			Number of Street Lighting CAT 2 work instructions (Routine Maintenance/ priority calls)	in month	142	147	138	92	178	199	347	420	238	339	306	322		
			Number of Street Lighting CAT 2 work instructions completed within agreed timescale (7 days)	in month	142	141	138	91	177	197	345	419	200	334	305	322		
		OP5	Winter Maintenance - precautionary treatment runs completed within the agreed timescale	95%	100%	NA	NA	NA	NA	NA	NA	NA	NA	98%	97%	100%	97%	98%
			Number of gritting runs	in month	10	NA	NA	NA	NA	NA	NA	0	55	145	65	155	115	
			Number of gritting runs completed within agreed timescale (2 hours)	in month	10	NA	NA	NA	NA	NA	NA	0	54	140	65	151	119	
		OP10	Percentage of work passing inspection	95%	100%	100%	100%	100%	100%	99%	100%	99%	97%	100%	100%	98%	98%	
		Number of orders inspected	in month	231	255	234	245	180	300	180	33	156	186	153	180			
		Site cleanliness	Passed in month	77	85	78	115	60	100	60	11	52	62	58	60			
			Failed in month	0	0	0	0	0	0	0	0	0	0	1	0			
		Quality of work	Passed in month	77	84	78	115	60	100	60	10	52	62	58	60			
			Failed in month	0	1	0	0	0	0	0	1	0	0	1	0			
		Work as ordered	Passed in month	76	85	78	115	59	100	58	11	52	62	58	57			
	Failed in month		1	0	0	0	1	0	1	0	0	0	1	3				
Health and Safety	OP6	Lost Time Injury Frequency Rate (LTIFR) To measure the number of employee Lost Time Injuries per 1,000,000 hours worked over a rolling twelve month period	Report only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
		No. of Lost Time Injuries (Skanska)	in month	0	0	0	0	0	0	0	0	0	0	0	0			
		No. of Lost Time Injuries (supply chain)	in month	0	0	0	0	0	0	0	0	0	0	0	0			
		No. of hours worked (Skanska)	in month	11994	12164	12668	12427	12416	13326	12261	12876	18812	19026	18027	13526			
		No. of hours worked (supply chain)	in month	6376	5632	5674	5382	6887	5486	6605	7234	5701	6148	6052	7889			
	OP7	Accident Frequency Rate (AFR) To measure the number of reportable accidents per 1,000,000 hours worked over a rolling twelve month period. Reportable accidents are those as defined in REDOX regulations prepared by the HSE.	Report only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
	OP8	Number of Near Misses reported	Report only	2	1	2	0	1	2	2	0	2	0	0	4			
OP9	Number of Service Strikes	Report only	1	0	2	0	0	2	0	1	0	0	2	0				

Peterborough Highway Services
Customer Service Data Sheet

Measures CS1 to CS5					2017/18											
Domain	Score card	KPI ref.	KPI description	Target	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Customer Service	Customer Service	CS3	Number of satisfaction surveys completed for [a] Client, [b] Members and [c] Public (returned)	Report only	0	0	0	8	12	17	54	1	10	5	7	55
		CS4 [a]	Satisfaction scores for Client		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		CS4 [b] & [c]	Satisfaction scores for [b] Members & [c] Public	80%	No returns	No returns	No returns	90%	96%	98%	86%	100%	99%	94%	100%	87%
			Number of excellent responses	in month	0	0	0	35	34	77	73	4	52	19	8	89
			Number of good responses	in month	0	0	0	16	25	33	137	3	11	13	22	152
			Number of satisfactory responses	in month	0	0	0	4	19	7	88	0	6	1	6	68
			Number of poor responses	in month	0	0	0	1	3	2	30	0	1	2	0	27
			Number of very poor responses	in month	0	0	0	0	0	0	21	0	0	0	0	19
		CS5	Number of commendations received minus number of complaints received	Positive score	1	4	3	2	4	4	6	1	3	0	-5	1
			Number of commendations received	in month	2	6	4	4	5	4	7	2	3	3	1	5
	Number of complaints received	in month	1	2	1	2	1	0	1	1	0	3	6	4		

Peterborough Highway Services
Commercial & Financial Data Sheet

Measures CF1, CF3 & CF5					2017/18											
Domain	Score card	KPI ref.	KPI description	Target	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Commercial & Financial	Commercial & Financial	CF1	Percentage of accounts approved and paid within agreed period	Report only	97%	97%	98%	96%	95%	100%	95%	97%	94%	100%	97%	100%
			Number of payment applications	in month	81	178	205	268	161	304	247	216	404	253	260	310
			Number of approved applications	in month	185	373	387	252	153	306	230	208	378	284	252	339
		CF3	Percentage of cashable efficiencies compared to turnover previous Financial Year	Report only	8.1%	7.9%	5.4%	4.9%	3.6%	3.2%	3.2%	3.3%	3.2%	4.9%	4.3%	4.2%
			Turnover	in month	£1,254,453	£1,987,354	£2,043,210	£3,027,565	£1,980,717	£2,711,182	£2,116,347	£2,374,503	£2,140,472	£2,057,080	£1,945,725	£2,448,376
			Efficiencies	in month	£227,308	£29,478	£20,341	£62,631	£41,302	£20,808	£72,611	£94,626	£41,787	£258,862	£181,241	£85,507
			Turnover	cumulative	£1,254,453	£3,241,807	£5,285,118	£8,412,714	£10,393,431	£13,104,613	£15,221,960	£17,338,267	£19,478,769	£21,795,415	£23,741,140	£26,589,516
			Efficiencies	cumulative	£227,308	£256,784	£286,125	£348,556	£389,858	£410,466	£482,077	£576,503	£628,290	£886,752	£1,078,993	£1,165,500
		CF5	Value from other revenue streams	Report only	£116,480	£736,436	£386,127	£798,092	£172,255	£136,845	£96,862	£69,000	£182,812	£61,236	£90,009	£119,399
			Green Claims	in month	£56,990	£16,433	£32,156	£35,661	£29,387	£47,807	£28,084	£18,002	£28,452	£18,899	£35,321	£35,490
			Third parties	in month	£53,508	£198,085	£153,971	£195,431	£142,868	£88,038	£68,778	£50,958	£154,360	£42,337	£54,718	£83,679

Peterborough Highway Services
Added Value Data Sheet

Measures AV1 to AV7					2017/18												
Domain	Score card	KPI ref.	KPI description	Target	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	
Added Value	Carbon	AV1	Reduction in Carbon Emissions arising through energy and fuel use in buildings and vehicles against target	35% reduction by 2022/23	126%	86%	76%	64%	64%	58%	56%	54%	54%	56%	61%	61%	
			Tonnes of Carbon emitted	in month	43.70	33.16	34.99	36.39	37.44	23.63	25.56	27.62	35.10	37.91	68.37	48.50	
			Tonnes of Carbon emitted	cumulative	43.70	76.86	111.85	148.24	185.68	209.31	234.87	262.49	297.59	335.50	403.87	452.37	
			Contract spend	in month	£1,254,453	£1,987,354	£2,043,312	£3,127,595	£1,980,717	£2,711,182	£2,118,347	£2,374,903	£2,140,472	£2,057,080	£1,945,725	£2,848,376	
			Contract spend	cumulative	£1,254,453	£3,241,807	£5,285,119	£8,412,714	£10,393,431	£13,104,613	£15,222,960	£17,597,863	£19,738,335	£21,795,415	£23,741,140	£26,589,516	
			Tonnes of Carbon emitted per £100,000 contract spend	in month	3.48	2.37	2.12	1.76	1.79	1.60	1.54	1.49	1.51	1.54	1.70	1.70	
			Target	Financial year	2.77	2.77	2.77	2.77	2.77	2.77	2.77	2.77	2.77	2.77	2.77	2.77	
	Water	AV2	Install rainwater harvesting and establish new baseline in 2016/17 with target to be set April 2017	Baselining measure	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
	Waste	AV3	Diversion of waste from landfill: as a percentage of total waste produced over a rolling twelve month period	95% rolling 12 months	98.5%	98.0%	98.3%	97.9%	96.8%	99.0%	96.0%	97.0%	98.4%	97.0%	97.9%	97.8%	
			Waste produced	in month	80.00	150.00	124.00	613.00	180.00	339.20	594.43	404.39	159.00	567.28	640.30	361.00	
			Waste diverted from Landfill	in month	78.80	147.00	121.95	600.13	174.17	335.71	570.80	392.25	156.45	550.26	626.90	352.90	
	Procurement	AV4	Percentage of material procurement spend within the LEP area	80% Financial year	79%	74%	76%	83%	83%	82%	80%	79%	77%	73%	71%	76%	
			LEP spend	in month	£148,572	£165,484	£223,877	£498,472	£231,929	£125,605	£70,787	£124,709	£26,661	£186,331	£37,414	£662,248	
			Total spend	in month	£187,911	£237,277	£285,768	£539,724	£280,522	£174,060	£127,420	£180,024	£91,947	£347,903	£124,252	£708,956	
			LEP spend	cumulative	£148,572	£314,056	£537,933	£1,036,405	£1,268,334	£1,393,939	£1,464,725	£1,589,435	£1,616,096	£1,802,427	£1,839,841	£2,502,090	
			Total spend	cumulative	£187,911	£425,188	£710,956	£1,250,680	£1,531,202	£1,705,262	£1,832,683	£2,012,707	£2,104,653	£2,452,556	£2,576,808	£3,285,764	
	Suppliers	AV5	Percentage of SME contractors procurement spend within the LEP area	50% Financial year	55%	62%	56%	54%	53%	51%	46%	46%	44%	42%	41%	46%	
			SME spend	in month	£584,949	£535,433	£601,052	£556,457	£496,859	£594,009	£638,054	£568,251	£414,306	£357,123	£285,006	£1,568,442	
			Total spend	in month	£1,054,107	£751,991	£1,249,805	£1,139,209	£1,078,106	£1,381,713	£2,029,270	£1,326,355	£1,280,127	£1,344,464	£1,074,812	£2,025,505	
			SME spend	cumulative	£584,949	£1,120,381	£1,721,433	£2,277,890	£2,774,750	£3,368,758	£4,006,813	£4,575,063	£4,989,369	£5,346,492	£5,631,498	£7,199,941	
			Total spend	cumulative	£1,054,107	£1,806,098	£3,055,903	£4,195,112	£5,273,218	£6,654,931	£8,684,201	£10,010,556	£11,290,683	£12,635,147	£13,709,959	£15,735,464	
	Sustainable transport	AV6	Reduction in single occupancy car travel through application of transport hierarchy	30% reduction by 2022/23													
			Total mileage of all journeys	in month													
			Total mileage of all journeys	cumulative													
			Total mileage of all single occupancy journeys	in month													
			Total mileage of all single occupancy journeys	cumulative													
			Percentage of all journeys which were single occupancy	in month													
Economy & CSR	AV7	Support development of local skills provision directly and indirectly (supply chain)	250 hours Financial year	1%	121%	127%	127%	130%	130%	130%	141%	141%	141%	145%	155%		
		Hours volunteered (Skanska and Supply Chain employees)	in month	3	300	14	0	7.5	0	0	27	0	0	10	27		
		Hours volunteered (Skanska and Supply Chain employees)	cumulative	3	303	317	317	324.5	324.5	324.5	351.5	351.5	351.5	361.5	388.5		

10. Appendix 2 – PHS Asset Management Performance Management Framework dashboard.

Peterborough Highway Services Asset Management Performance Management Framework - Dashboard												
v2.1	Quarter x YYYY (published DD/MM/YYYY)				Previous	2017/18						
Key area	Measure	Ref.	Description	Available/ reported	Target	Q or Yr	Q1	Q2	Q3	Q4	Notes	
Sustainability	Carbon emissions from maintenance activities	SU1	Tonnes of Carbon emitted for every £100,000 spent	Quarterly	<= annual KPI reduction	1.65 (7.91)	2.12 (2.77)	1.25 (2.77)	1.33 (2.77)	2.26 (2.77)	Value in Green represents target.	
	Street Lighting energy consumption	SU2	Amount of electricity consumed across the City for the lighting asset. (Avg Kwh per light per month)	Quarterly	<= average usage from qtr for prev year			21.86	33.17	29.99	This years results each quarter to be targets for 2018/19	
	Congestion	SU3	Average delay on locally managed 'A' roads (DfT measure CGN0502b) spvpm (seconds per vehicle per mile)	Annually	24 spvpm	24					24.9	Data from DfT CGN0502b return (due Feb each year)
	Travel choice	SU4a	Public Transport - Public satisfaction (%) of local bus services	Annually	>= national average	65% (63%)				65% (62%)		Data from Annual NHT public satisfaction survey KBI 07 Value in Green represents national average.
		SU4b	Walking - Public satisfaction (%) of pavements and footpaths	Annually	>= national average	59% (55%)				57% (56%)		Data from Annual NHT public satisfaction survey KBI 11 Value in Green represents national average.
		SU4c	Cycling - Public satisfaction (%) of cycle routes and facilities	Annually	>= national average	58% (53%)				61% (52%)		Data from Annual NHT public satisfaction survey KBI 13 Value in Green represents national average.
Recycled Material used in Major Projects	SU5		Annually								Still formulating measure	
Serviceability	BSCI Score	SE1	Bi-annual Average Bridge Stock Condition Indicator.	Bi-annually	>= 70.00	74.47					Average BSCI score calculated in March 2016 for Bridge Inspections conducted during the preceding 2 year rolling programme.	
	% of A Road Network That is Red	SE2	% of A Road Network from the scanner data marked red, that should have been considered for maintenance	Annually	<= national average	1% (3%)	1% (3%)				Value in Green represents national average.	
	% of B & C Road Network That is Red	SE3	% of B & C Road Network from the scanner data marked red, that should have been considered for maintenance	Annually	<= national average	6% (6%)	5% (6%)				Value in Green represents national average.	
	% of Unclassified Road Network That is Red	SE4	% of Unclassified Road Network from the scanner data marked red, that should have been considered for maintenance	Annually	<= national average	16% (17%)	16% (17%)				Value in Green represents national average.	
Safety	Emergency response on the Network	SA1	Percentage of emergencies responded to within agreed timescales.	Quarterly	100%	100.0%	100.0%	99.6%	99.0%	100.0%		
	Urgent Defect repair on the Network	SA2	Percentage of Highways CAT 1 defects completed within agreed timescales	Quarterly	100%	100.0%	100.0%	100.0%	100.0%	100.0%		
	Defect repair on the Network	SA3	Percentage of Highways CAT 2 defects completed within agreed timescales.	Quarterly	95%	95.9%	95.9%	94.8%	91.0%	83.7%		
	Delivery of planned safety inspections	SA4	Percentage of safety inspections delivered to programme.	Annually	100%	100.0%	100.0%	100.0%	100.0%	92.80%		
	Accident statistics	SA5	Annual KSI (Killed or Seriously Injured) figure.	Annually	n/a	K-4 SI-87						
Stakeholder Satisfaction	Customer Feedback Cards	SH1	Positive feedback from members of the public.	Quarterly	85%	98.7%	Nil returns	97.7%	88.1%	89.0%		
		SH2	Overall results for Theme #03: Walking/ Cycling.	Annually	>= national average	58% (56%)			59% (58%)		Value in Green represents national average.	
	NHT Survey	SH3	Overall results for Theme #04: Tackling Congestion.	Annually	>= national average	54% (51%)			49% (48%)		Value in Green represents national average.	
		SH4	Overall results for Theme #05: Road Safety.	Annually	>= national average	58% (57%)			56% (55%)		Value in Green represents national average.	
		SH5	Overall results for Theme #06: Highway Maintenance/ Enforcement.	Annually	>= national average	54% (52%)			53% (51%)		Value in Green represents national average.	
Issue/ change log												
Date	Version No.	Measure	Details of issue/ change									
DD/MM/YYYY	1.0	All	First issue									
3/8/2017	2.0	All	Update and add									
29/11/2017	2.1	All	Update details and add scores									

Peterborough Highway Services

Peterborough Highway Services Sustainability Data Sheet

Measures SU1 to SU4				Q1 2017/18			Q2 2017/18			Q3 2017/18			Q4 2017/18			Q1 2018/19			
Key area	Measure and description	Ref.	Data description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	
Sustainability	Carbon emissions from maintenance activities Tonnes of Carbon emitted per £100,000 spend	SU1	Tonnes of Carbon emitted for every £100,000 spent in quarter	2.12			1.25			1.33			2.26						
			Tonnes of Carbon emitted in month	43.70	33.16	34.99	36.39	37.44	23.63	25.56	27.62	35.1	37.91	68.37	48.5				
			Contract spend in month	£1,254,453	£1,987,354	£2,043,312	£3,327,595	£1,980,717	£2,711,182	£2,118,347	£2,374,903	£2,140,472	£2,057,080	£1,945,725	£2,848,376				
	Street Lighting energy consumption Amount of electricity consumed across the City for the lighting asset shown as an average usage per light.	SU2	Average usage per light in quarter				21.86			33.17			29.99						
			Average Monthly usage per light				19.05	22.13	24.39	30.19	32.91	36.42	34.91	28.29	26.78				
			Total Kwh for month				475627	552342	609772	754764	822724	910607	872856	709302	672451				
			Total number of street lights				24961	24961	25002	25002	25002	25002	25002	25002	25072	25108	25144		
	Congestion Average delay on locally managed 'A' roads (DfT measure CGN0502b)	SU3	Average delay on locally managed 'A' roads (DfT measure CGN0502b)													24.90			
	Travel choice Public Transport	SU4a	Public Transport - Public satisfaction (%) of local bus services													65%			
	Travel choice Walking	SU4b	Walking - Public satisfaction (%) of pavements and footpaths													62%			
Travel choice Cycling	SU4c	Cycling - Public satisfaction (%) of cycle routes and facilities													57%				
															56%				
															61%				
															52%				

Peterborough Highway Services Serviceability Data Sheet

Measures SE1 to SE4				Q1 2017/18			Q2 2017/18			Q3 2017/18			Q4 2017/18			Q1 2018/19			Q2 2018/19			Q3 2018/19			Q4 2018/19					
Key area	Measure and description	Ref.	Data description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18			
Serviceability	BSCI Score Average Bridge Stock Condition Indicator	SE1	Biannual Average Bridge Stock Condition Indicator																											
	% of A Road Network That is Red	SE2	% of A Road Network from the scanner data marked red, that should have been considered for maintenance	1%												1%														
	% of B & C Road Network That is Red	SE3	% of B & C Road Network from the scanner data marked red, that should have been considered for maintenance	6%												6%														
	% of Unclassified Road Network That is Red	SE4	% of Unclassified Road Network from the scanner data marked red, that should have been considered for maintenance	16%												16%														

Peterborough Highway Services

Peterborough Highway Services Safety Data Sheet

Measures SA1 to SA4				Q1 2017/ 18			Q2 2017/ 18			Q3 2017/ 18			Q4 2017/ 18			
Key area	Measure and description	Ref.	Data description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	
Safety	Emergency response on the Network Percentage of emergencies responded to within agreed timescales.	SA1	Percentage of emergency work instructions attended to on time in quarter	100.0%			99.6%			99.0%			100.0%			
			Number of emergency work instructions in month	54	73	81	64	83	100	85	64	55	122	94	120	
			Number of emergency work instructions attended to within agreed timescales in month	54	73	81	64	83	99	84	63	55	122	94	120	
	Defect repair on the Network Percentage of Highways CAT 1 defects completed within agreed timescales.	SA2	Percentage of CAT 1 work instructions completed on time in quarter	100.0%			100.0%			100.0%			100.0%			
			Number of CAT 1 work instructions in month	13	26	14	16	10	12	20	13	10	30	26	46	
			Number of CAT 1 work instructions completed within the agreed timescales in month	13	26	14	16	10	12	20	13	10	30	26	46	
	Defect repair on the Network Percentage of Highways CAT 2 defects completed within agreed timescales.	SA3	Percentage of CAT 2 work instructions completed on time in quarter	95.9%			94.8%			91.0%			83.7%			
			Number of CAT 2 work instructions in month	610	463	373	364	459	419	760	473	505	329	464	696	
			Number of CAT 2 work instructions completed within the agreed timescales in month	588	441	357	345	436	396	666	430	486	313	439	495	
	Delivery of planned safety inspections Percentage of safety inspections delivered to programme.	SA4	Percentage of safety inspections completed on time in year			100%			100%			100%				92.80
			Number of safety inspections completed on time in quarter			1643			1715			1165		50 not done in Feb & 7 in March		735
			Number of safety inspections due in quarter (not including parkway and city centre)			1643			1715			1165				792
Accident statistics Annual KSI (Killed or Seriously Injured) figure. For calendar year available in March	SA5	Annual KSI value														
		No. of fatalities														
		No. of seriously injured														

Peterborough Highway Services
Stakeholder Satisfaction Data Sheet

Measures SH1 to SH5				Q1 2017/ 18			Q2 2017/ 18			Q3 2017/ 18			Q4 2017/ 18		
Key area	Measure and description	Ref.	Data description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Stakeholder Satisfaction	Customer Feedback Cards Positive feedback from members of the public.	SH1	Satisfaction score for quarter	Nil returns			97.7%			88.1%			89.0%		
			No. of "Excellent" responses in month	0	0	0	35	34	77	73	4	52	19	18	89
			No. of "Good" responses in month	0	0	0	16	25	33	137	3	11	13	22	152
			No. of "Satisfactory" responses in month	0	0	0	4	19	7	98	0	6	1	6	68
			No. of "Poor" responses in month	0	0	0	1	3	2	30	0	1	2	0	27
			No. of "Very poor" responses in month	0	0	0	0	0	0	21	0	0	0	0	19
	NHT Survey Overall results for Theme #03: Walking/ Cycling.	SH2	Average result of 6 No. Benchmark Indicator Results (KBI 11 to KBI 16)								59%				
	NHT Survey Overall results for Theme #04: Tackling Congestion.	SH3	Average result of 3 No. Benchmark Indicator Results (KBI 17 to KBI 19)								51%				
	NHT Survey Overall results for Theme #05: Road Safety.	SH4	Average result of 3 No. Benchmark Indicator Results (KBI 20 to KBI 22)								56%				
	NHT Survey Overall results for Theme #06: Highway Maintenance/ Enforcement.	SH5	Average result of 4 No. Benchmark Indicator Results (KBI 23 to KBI 26)								54%				

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 9
5 SEPTEMBER 2018	PUBLIC REPORT

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

MONITORING SCRUTINY RECOMMENDATIONS

R E C O M M E N D A T I O N S	
FROM: Interim Director of Law and Governance	Deadline date: N/A
<p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Considers the 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. 	

1. ORIGIN OF REPORT

1.1 The Growth, Environment and Resources Scrutiny Committee agreed at a meeting held on 28 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 Growth, Environment and Resources Scrutiny Committee to monitor and track progress of recommendations made to the Executive or Officers at previous meetings.

2.2 This report is for the Growth, Environment and Resources 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?	NO	If yes, date for Cabinet meeting	N/A
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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 Growth, Environment and Resources Scrutiny meeting held on 4 July 2018

8. **APPENDICES**

8.1 Appendix 1 – Recommendation Monitoring Report

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
4 JULY 2018	Cllr Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development	PETERBOROUGH STATEMENT OF COMMUNITY INVOLVEMENT (SCI)	RECOMMENDATION The Growth Environment and Resources Scrutiny Committee considered the report and RESOLVED to endorse the Statement of Community Involvement (SCI) in Appendix A and recommended it to Cabinet for adoption.	Cabinet considered the report and RESOLVED to adopt the updated Statement of Community Involvement as attached at Appendix 1 to the report. REASONS FOR THE DECISION There was a legal requirement to have an up to date SCI, following recent legislative changes, the current adopted SCI was considered out of date and in need of replacement.	Completed
4 JULY 2018	Cllr Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development	UPDATED REG 123 LIST AND COMMUNITY INFRASTRUCTURE LEVY SUPPORT POLICIES	RECOMMENDATION The Growth, Environment and Resources Scrutiny Committee considered the report and	Cabinet considered the report and RESOLVED to approve the set of Community Infrastructure Levy Supporting Policies	Completed

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
			<p>RESOLVED to endorse the draft set of Community Infrastructure Levy Supporting Policies documents including a revised Reg 123 List and recommended them to Cabinet for adoption.</p>	<p>Documents including Regulation 123 List for a targeted consultation.</p> <p>REASONS FOR THE DECISION</p> <p>The adoption of these documents would assist Peterborough City Council in delivering the necessary infrastructure to support growth in the city and in the surrounding areas, in accordance with the adopted CIL Charging Schedule.</p>	
4 JULY 2018	Cllr Allen Cabinet Adviser to John Holdich	ACTIVE LIFESTYLES & SPORTS STRATEGY	<p>RECOMMENDATION:</p> <p>The Growth, Environment and Resources Scrutiny Committee recommend that the Sports Steering Group include within the Sports Strategy more emphasis on the benefits of healthy activities which can be undertaken in rural areas of the city utilising existing</p>	<p>The Head of Culture and Leisure has advised that the Strategy would be out for consultation to the public until the 31/8/18 after which time any changes will be made to the document. A further up date with regard to how the recommendation has been taken forward will be provided in time for</p>	Ongoing

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
			infrastructures such as the large footpath network to the west of the city. Additionally more emphasis should be included within the strategy regarding the positive impact of rural areas on health and wellbeing in general.	the November meeting	

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 10
5 SEPTEMBER 2018	PUBLIC REPORT

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

FORWARD PLAN OF EXECUTIVE DECISIONS

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

1. ORIGIN OF REPORT

1.1 The report is presented to the Growth, Environment and Resources Scrutiny 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 Growth, Environment and Resources Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

2.2 This report is for the Growth, Environment and Resources 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?	NO	If yes, date for Cabinet meeting	N/A
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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 17 September 2018.
- 4.2 The information in the Forward Plan of Executive Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these executive decisions, or to request further information.
- 4.3 If the Committee wished to examine any of the executive decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 4.4 As the Forward Plan is published fortnightly any version of the Forward Plan published after dispatch of this agenda will be tabled at the meeting.

5. CONSULTATION

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

6. ANTICIPATED OUTCOMES OR IMPACT

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

7. REASON FOR THE RECOMMENDATION

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

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 N/A

9. IMPLICATIONS

Financial Implications

- 9.1 N/A

Legal Implications

- 9.2 N/A

10. BACKGROUND DOCUMENTS

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

- 10.1 None

11. APPENDICES

- 11.1 Appendix 1 – Forward Plan of Executive Decisions

FORWARD PLAN

PART 1 – KEY DECISIONS

In the period commencing 28 clear days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below

PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

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PUBLISHED: 17 AUGUST 2018

in **Part 1**. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual Cabinet Member, the name of the Cabinet Member is shown against the decision, in addition to details of the Councillor's portfolio. If the decision is to be taken by the Cabinet, this too is shown against the decision and its members are as listed below:

Cllr Holdich (Leader); Cllr Fitzgerald (Deputy Leader); Cllr Ayres; Cllr Cereste; Cllr Hiller, Cllr Lamb; Cllr Smith; Cllr Seaton and Cllr Walsh.

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

PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE

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

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

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

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

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

All decisions will be posted on the Council's website: www.peterborough.gov.uk/executivedeisions. If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Democratic and Constitutional Services Manager using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this Plan.

PART 1 – FORWARD PLAN OF KEY DECISIONS

KEY DECISIONS FROM 17 SEPTEMBER

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>To retain the footbridges on junction 18 / Rhubarb Bridge – KEY/17SEP18/01 In a previous CMDN reference was made that the bridges would be demolished. Subject to a Cross Party Working Group recommendation and Cabinet approval, it is the intention that these bridges will remain and that we will reassign the proportion of the overall budget allocated to demolish the footbridges to instead make significant repairs to the bridge structures.</p>	<p>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>23 September 2018</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>A number of wards in the urban area</p>	<p>This is the result of previous consultation where a number of people said they wanted the bridges to remain</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer, 01733 317465, lewis.banks@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p>

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

PREVIOUSLY ADVERTISED KEY DECISIONS

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>1. Personal Care and Support (Homecare) in Peterborough – KEY/02MAY16/01 To approve the awarding of a contract to an external provider following a competitive tender exercise.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>August 2018</p>	<p>Adult and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Rajnish Ahuja Procurement Project Manager (Interim) Tel: 01733 317471 Email: rajnish.ahuja@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>2. Affordable Warmth Strategy 2017 – 2019 KEY/17APR17/03 Recommendation to approve the Affordable Warmth Strategy 2017 – 2019</p>	<p>Councillor Walsh, Cabinet Member for Communities</p>	<p>August 2018</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders. 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 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. BRE Integrated Dwelling Level Housing Stock Modelling Report July 2016 Housing Renewals Policy 2017 – 2019</p>

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<p>3. Approval to award places on the Pseudo DPS for Residential Care Providers - KEY/29MAY17/04 Provide permission for the Council to enter into contractual arrangements with Residential Care Providers following the publication of a PIN notice inviting providers to submit prices and sign up to the Council's Residential Care Terms and Conditions. This ensures compliance with the Public Procurement Regulations 2015 and the Care Act 2014</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>October 2018</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Gary Jones, Interim Head of Adults Commissioning Social Care Tel: 01733 452450, Email: gary.jones@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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

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6.	Award of Contract - Social Care Operating Model – KEY/24JULY17/05 To approve the awarding of a contract to develop a social care operating model	Councillor David Seaton Cabinet Member for Resources	August 2018 Growth, Environment & Resources Scrutiny Committee	All Wards	Relevant internal and external stakeholders. N/A	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: Peter.carpenter@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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7.	Acquisition of Regeneration Site – KEY/24JULY17/06 To approve the acquisition of a local regeneration site.	Councillor David Seaton Cabinet Member for Resources	August 2018 Growth, Environment & Resources Scrutiny Committee	Central	Relevant Internal and External Stakeholders.	Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: Jane.mcdaid@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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<p>8. Continuation of Housing Renewal Policy grants through the Care & Repair Agency – KEY/18SEP17/02 Permission is sought to continue to use the current tendering processes for non framework works funded through Repairs Assistance Grants and Disabled Facility Grants. A full procurement process is being undertaken to introduce frameworks for all of this work which is aimed to be in place by the 1st May 2018. This interim arrangement will allow the capital programme to be continued</p>	<p>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>August 2018</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All</p>	<p>Relevant internal and external stakeholders. CMDN published on website</p>	<p>Sharon Malia, Housing Programmes Manager, Tel: 01733 863764 Email: 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>

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<p>9.</p>	<p>Award of contract for the expansion and partial remodelling of Ken Stimpson Community School – KEY/18SEP17/03 The intention is to expand the school by 2 forms of entry (300 additional pupils plus 150 sixth form) to meet the growing need for secondary school places. A new building block is planned on the site with an extension to the dining hall and minor remodelling to an adjacent building. As part of the remodelling the on site library will be demolished - following its relocation to a suitable site close by.</p>	<p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p>	<p>August 2018</p>	<p>Children and Education Scrutiny Committee</p>	<p>Werrington</p>	<p>Relevant internal and external stakeholders.</p> <p>Consultation will include: Senior School Management team, Sport England, local residents and the Department For Education</p>	<p>Stuart Macdonald. Schools Infrastructure e. Tel: 07715 802 489. Email: 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>

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<p>126</p> <p>10. 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 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>Councillor Seaton, Cabinet Member for Resources</p>	<p>August 2018</p>	<p>Adults and Communities</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Voluntary sector advice agencies consulted in service design. Market testing of providers has also taken place.</p>	<p>Ian Phillips, Senior Policy Manager Tel: 01733 863849 Email: ian.phillips@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p>

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11.	ICT Infrastructure works for Fletton Quays – KEY/13NOV17/02 To agree to the procurement of ICT infrastructure works for Fletton Quays	Councillor Seaton, Cabinet Member for Resources	August 2018	Growth, Environment & Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: Peter.carpenter@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. 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).

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

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14.	Purchase of building in the centre of Peterborough – KEY/11DEC17/08 To delegate authority to the Corporate Director of Growth and Regeneration to purchase the property	Councillor David Seaton Cabinet Member for Resources	August 2018 Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders	Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: Jane.mcdaid@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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15.	Purchase of land to the east of the city - KEY/25DEC17/02 Delegate authority to the Corporate Director of Growth and Regeneration to purchase the property.	Cabinet Member for Resources, Councillor Seaton	August 2018	Growth, Environment and Resources Scrutiny Committee	East	Relevant internal and external stakeholders	Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: Jane.mcdaid@peterborough.gov.uk	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

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131 16.	A605 Whittlesey Access Phase 2 - Stanground Access - KEY/25DEC17/03 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).	Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development	August 2018	Growth, Environment and Resources Scrutiny Committee	Stanground South	Relevant internal and external stakeholders. The scheme is included in the fourth Local Transport Plan. Further consultation will be undertaken during the design process, including ward Councillors.	Lewis Banks, Principal Sustainable Transport Planning Officer. Tel: 01733 317465, Email: lewis.banks@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. Fourth Local Transport Plan: www.peterborough.gov.uk /ltp National Productivity Investment Fund for the Local Road Network Application Form: https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/residents/transport-and-streets/A605Application.pdf?inline=true

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<p>17. 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 Improvement to open spaces in the CAN Do area of the city as part of the capital regeneration programme for the area</p>	<p>Councillor Cereste, Cabinet Member for Waste and Street Scene</p>	<p>August 2018</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central, North & Park wards</p>	<p>Relevant internal and external stakeholders. Community engagement with local residents, businesses & partner organisations</p>	<p>Cate Harding, Community Capacity Manager. Tel: 01733 317497. Email: Cate.harding@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published. Budget allocation in MTFP 2017/18</p>
<p>18. 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 community facility improvements in the CAN Do area of the city as part of the capital Regeneration Programme for the area</p>	<p>Councillor Seaton, Cabinet Member for Resources</p>	<p>August 2018</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central, North & Park wards</p>	<p>Relevant internal and external stakeholders. Community engagement with residents, groups, businesses and partner organisations</p>	<p>Cate Harding, Community Capacity Manager. Tel: 01733 317497. Email: cate.harding@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published. Budget allocation of £4m in MTFP 2017/8</p>

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19.	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 public realm improvements within the CAN Do area	Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development	August 2018	Growth, Environment and Resources Scrutiny Committee	Central, North & Park wards	Relevant internal and external stakeholders. Community engagement with local residents, groups, businesses and partner agencies	Cate Harding, Community Capacity Manager. Tel: 01733 317497. Email: cate.harding@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. Budget allocation £3m in MTFP 2017/18

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<p>20. Healthy Schools - KEY/19FEB18/01 Decision required is for Peterborough City Council to enter into an agreement with Cambridgeshire County Council to jointly commission a Healthy Schools programme to be delivered across Peterborough and Cambridgeshire from 01 September 2018. The proposed contract will be for three years with an option to extend by a further two years. The total contract value over a five year period would be £1,100,000. The Peterborough City Council contribution to this total over a five year period would be £310,000.</p>	<p>Councillor Lamb, Cabinet Member for Public Health</p>	<p>August 2018</p>	<p>Health Scrutiny Committee</p>	<p>All</p>	<p>Relevant internal and external stakeholders. A market testing exercise will be undertaken.</p>	<p>Julian Base Head of Healthy Living Tel: 01733 207180 Email: julian.base@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>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
21.	<p>Extension to the Section 75 Agreement for Learning Disabilities Services KEY/30APRIL18/01 Extension of the existing staff and commissioned arrangements for a period of 12 months</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>August 2018</p>	<p>Health Scrutiny Committee</p>	<p>All wards</p>	<p>Consultation with key stakeholders to agree this interim approach</p>	<p>Cris Green Tel: 01733 207164 Email: cris.green@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>22. Authority to enter into contracts with suppliers following termination of the Amey Contract – KEY/14MAY18/01 To authorise the Corporate Director for Growth & Regeneration to enter into contracts for a limited period with suppliers originally subcontracted by Amey whose arrangements will cease in September 2018. The services supplied are managed by NPS Ltd and will be included in an upcoming tender as follows: (i) Building Management Services (Plumbing and Water, Gas Maintenance, Fire Equipment, Lifts etc. (ii) External Maintenance (iii) General Repairs</p>	<p>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>August 2018</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Extensive consultation with colleagues within the Council and the subcontracted suppliers. The consultation with suppliers has focused on the immediate arrangements post Amey and alerting them to the fact that this business will be subject to full procurement within the next 3 months.</p>	<p>Andy Cox, Senior Contracts & Partnerships Manager, Tel: 452465, Email: andy.cox@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p>

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23.	Construction of new school building - Heltwate School - KEY/14MAY18/02 Construction of a new school building to accommodate the expansion of Heltwate School	Councillor Ayres, Cabinet Member for Education, Skills and University	October 2018	Children and Education Scrutiny Committee	East Ward	Relevant internal and external stakeholders	Sharon Bishop, Capital Projects & Assets Officer, 863997, sharon.bishop@Peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. School Organisational Plan 2017

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<p>24. 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 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>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p>	<p>August 2018</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Orton Waterville</p>	<p>Relevant internal and external stakeholders</p> <p>Consultation will take place once the scheme design is completed. This is expected to be later this summer.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer.</p> <p>Tel: 01733 317465, Email: lewis.banks@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Cambridgeshire and Peterborough Combined Authority meeting notes confirming grant funding allocation. Also CMDN for award of contract to Skanska for provision of Professional Services under Peterborough Highway Services partnership.</p>

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25.	Disposal of freehold in Centre of the City - KEY/12JUN18/01 To delegate authority to the Corporate Director of Growth and Regeneration to sell the property	Councillor Seaton, Cabinet Member for Resources	August 2018	Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders	Jane McDaid, Head of Peterborough Property, Tel: 07970 024 893 Email: jane.mcdaid@Peterborough.gov.uk"	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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26.	Disposal of part of freehold in West of the City - KEY/12JUN18/02 Disposal of part of freehold in West of the City	Councillor Seaton, Cabinet Member for Resources	August 2018	Growth, Environment and Resources Scrutiny Committee	Bretton	Relevant internal and external stakeholders	Jane McDaid, Head of Peterborough Property, Tel: 07970 024 893 Email: jane.mcdaid@Peterborough.gov.uk"	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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27.	<p>Approval of funding for the provision of accommodation to reduce homelessness - KEY/25JUNE18/01 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>Councillor Seaton, Cabinet Member for Resources</p>	<p>August 18</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p> <p>The issues associated with homelessness in Peterborough have been subject to significant discussion in various forums, including the Council's Adults and Communities Scrutiny, Cabinet and Full Council</p>	<p>Adrian Chapman, Service Director for Communities and Safety. Tel: 01733 863887 Email: adrian.chapman@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

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<p>28. To approve the awarding of contracts to external providers following a competitive tender exercise led by Cambridgeshire County Council. - KEY/25JUNE18/02 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>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>August 18</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>

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29.	<p>Award of contract for the design and build of Hampton Lakes Primary School - KEY/25JUNE18/03 To authorise the Executive Director People & Communities to approve the construction of a new school building in Hampton East and the award of the design and build contract. To authorise delegated officer to enter into any legal documentation on behalf of the Council with the Department for Education and the Education Skills and Funding Agency.</p>	<p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p>	<p>August 18</p>	<p>Children and Education Scrutiny Committee</p>	<p>Hampton Vale</p>	<p>Relevant internal and external stakeholders</p> <p>Ward Cllrs, Hampton Academies Trust, O&H Hampton</p>	<p>Emma Everitt, Capital Projects and Assets Officer Tel: 01733863660 Email: emma.everitt@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>30. Amendment to Loan Facility - KEY/09JUL18/02 A loan facility previously approved by Cabinet requires approval of an amendment to that facility</p>	<p>Councillor Seaton, Cabinet Member for Resources</p>	<p>August 18</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p> <p>This decision will be taken after consultation with the Council's legal and financial advisors</p>	<p>Peter Carpenter, Acting Director of Corporate Resources, Tel: 01733 452520, 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><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

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31.	To lease the North Wing of the Town Hall - KEY/09JUL18/03 Delegate authority to the Corporate Director of Growth and Regeneration to let the property	Councillor Seaton, Cabinet Member for Resources	August 2018	Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders	Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: Jane.mcdaid@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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<p>32. Provision of accommodation to reduce homelessness KEY/23JULY18/01- 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>Councillor Seaton, Cabinet Member for Resources</p>	<p>August 2018</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>The issues associated with homelessness in Peterborough have been subject to significant discussion in various forums, including the Council's Adults and Communities Scrutiny, Cabinet and Full Council</p>	<p>Adrian Chapman, Service Director for Communities and Safety. Tel 01733 863887 Email adrian.chapman@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

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<p>33. Approval of funding for the provision of accommodation to reduce homelessness KEY/23JULY18/02</p> <p>Following Cabinet Decision JAN18/CAB/18 this is a new project to increase the supply of housing and address the demand for accommodation resulting from the increase in homelessness</p>	<p>Councillor Seaton, Cabinet Member for Resources</p>	<p>August 2018</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>The issues associated with homelessness in Peterborough have been subject to significant discussion in various forums, including the Council's Adults and Communities Scrutiny, Cabinet and Full Council</p>	<p>Adrian Chapman, Service Director for Communities and Safety. Tel 01733 863887 Email: adrian.chapman@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>
<p>34. Budget Approval - KEY/20AUG18/01</p> <p>Approve the refurbishment of the Town Hall North within an agreed budget and authorise the Corporate Director Growth and Communities to enter into a design and build contract with the procured contractor.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>August 2018</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Not applicable</p>	<p>Stuart Macdonald. Strategic Development Consultant (Property) 07715 802 489. stuart.macdonald@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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35	IT Strategy – KEY/3SEP18/01 Approval of an IT Strategy and associated investment for the 2019 to 2022 time period	Councillor Seaton, Cabinet Member for Resources	September 2018 Growth, Environment and Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: Peter.carpenter@peterborough.gov.uk	IT Improvement Plan 23/07/18. There will be the possibility of an exempt annex if the report contains commercial information. It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
36	University Delivery Vehicle – KEY/3SEP18/02 Approval and setting up of an appropriate delivery vehicle with University project partners to move council assets to enable the deliver of the university.	Councillor Lynne Ayres, Cabinet Member for Education, Skills and University	September 2018 Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: Peter.carpenter@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE

KEY DECISIONS TO BE TAKEN IN PRIVATE

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

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

NON-KEY DECISIONS

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

NON-KEY DECISIONS

PREVIOUSLY ADVERTISED DECISIONS

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
151 1. Proposal for Loan of Senior Management Staff Under Joint Arrangements – To approve a sharing agreement for senior management staff.	Councillor David Seaton Cabinet Member for Resources	August 2018	Growth, Environment & Resources Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Fiona McMillan Interim Director of Law and Governance Tel: 01733 452361 Email: Fiona.McMillan@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
2. Funding of Information, Advice and Guidance services within the voluntary sector - To authorise award of grants.	Councillor David Seaton Cabinet Member for Resources	August 2018	Growth, Environment & Resources Scrutiny Committee	All wards	Relevant internal and external stakeholders	Ian Phillips Senior Policy Manager Tel: 01733 863849 Email: ian.phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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3.	Daily cleanse around Gladstone Street and nearby streets - Daily mechanical cleanse in the area focused around Gladstone Street and other nearby streets. This will encompass a mechanical sweeper and operative.	Councillor Cereste, Cabinet Member for Waste and Street Scene	August 2018 Growth, Environment & Resources Scrutiny Committee	Central Ward	Relevant internal and external stakeholders. Cross party task and finish group report which went to the Growth, Environment and Resources Scrutiny Committee	James Collingridge, Amey Partnership Manager, Tel: 01733 864736 Email: james.collingridge@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
4.	A Lengthmans to be deployed on Lincoln Road Millfield - There will be a daily presence along Lincoln Road, the operative will litter pick, empty bins as well as report fly-tips and other environmental issues.	Councillor Cereste, Cabinet Member for Waste and Street Scene	August 2018 Growth, Environment & Resources Scrutiny Committee	Central Ward	Relevant internal and external stakeholders. Cross party task and finish group report which went to the Growth, Environment and Resources Scrutiny Committee and it was also approved at Full Council as part of the 2017-18 Budget.	James Collingridge, Amey Partnership Manager, Tel: 01733 864736 Email: james.collingridge@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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5.	2017/18 VCS grant funding - Award of grant to VCS organisations to provide Information, Advice and Guidance services	Councillor Seaton, Cabinet Member for Resources	August 2018	Adults and Communities Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Ian Phillips Senior Policy Manager Tel: 863849 Email: ian.phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
6.	Inclusion of Investment Acquisition Strategy in the Council's Medium Term Financial Strategy (MTFS) - 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	Cabinet	3 December 2018	Growth, Environment and Resources	N/A	Relevant internal and external stakeholders	Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: Jane.mcdaid@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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7.	Grant funding for voluntary organisations – 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.	Councillor Seaton, Cabinet Member for Resources	August 2018 Adults and Communities Scrutiny Committee	N/A	Relevant internal and external stakeholders.	Ian Phillips Social Inclusion Manager Tel: 01733 863849 Email: Ian.Phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
158.	Healthy Workplace - Decision required is for Peterborough City Council to enter into an agreement with Cambridgeshire County Council to jointly commission a Healthy Workplace programme to be delivered across Peterborough and Cambridgeshire from 01 April 2018. The proposed contract will be for three years with an option to extend by a further two years. The total contract value over a five year period would be £350,000. The Peterborough City Council contribution to this total over a five year period would be £125,000.	Councillor Lamb, Cabinet Member for Public Health	August 2018 Health Scrutiny Committee	All	Relevant internal and external stakeholders. A market testing exercise has been undertaken.	Julian Base Head of Healthy Living Tel: 01733 207180 Email: julian.base@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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9.	Public Space Protection Order - The Cabinet Member to authorise commencement of the necessary public consultation for the Public Space Protection Order under Section 72 (3) of the Anti-Social Behaviour, Crime & Policing Act 2014	Councillor Walsh, Cabinet Member for Communities	August 2018	Adults and Communities	Fletton and Woodston	Police, Fire Service, Internal PCC departments, local residents	Laura Kelsey, Senior PES Officer E-mail: laura.kelsey@peterborough.gov.uk Tel: 01733 453563	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
10.	Approval of Additional Powers to the Combined Authority (Transfer of Powers) - Approve additional powers for the Combined Authority via a Statutory Instrument for Adult Skills Commissioning.	Councillor Holdich, Leader of the Council and Member of the Cambridgeshire and Peterborough Combined Authority	August 2018	Growth, Environment and Resources Scrutiny Committee	All	All Councils in Peterborough and Cambridgeshire have to agree to the transfer	Peter Carpenter, Acting Corporate Director, Resources Tel: 01733 384564 Email: Peter.carpenter@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. Combined Authority Statutory Instrument Request

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11.	Food and Feed Service Plan - This plan sets out how the council will meet its statutory food safety, food standards, and animal feed duties across its shared services.	Councillor Walsh, Cabinet Member For Communities	August 2018	Growth, Environment and Resources Scrutiny Committee	All Ward	<p>All relevant internal and external stakeholders.</p> <p>This plan has been consulted on with our shared service partners Cambridgeshire County Council, and Rutland County Council, in addition the plan has been shared with the Food Standards Agency.</p>	Liz Adamson, Principal Environmental Health Officer - Food and Safety Tel: 01733 453542 Email: liz.adamson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p>12. To approve the write-off of any uncollectable debts in excess of £10,000 - Authorisation of the write-off of the debts in excess of £10,000 in respect of non-domestic rates, council tax, housing benefit overpayments and sundry debt (including property debt) accounts, in accordance with standard financial practices. All cases requested for write-off follow a lengthy process to recover the outstanding money, and only once all avenues have been exhausted will the council consider writing off debt as part of recommended budget management processes.</p>	<p>Councillor Seaton, Cabinet Member for Resources</p>	<p>August 2018</p>	<p>Growth Environment & Resources Scrutiny Committee</p>	<p>N/A</p>	<p>N/A</p>	<p>Peter Carpenter, Acting Director of Corporate Resources, 01733 452520, peter.carpenter@peterborough.gov.uk.</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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

PART 4 – NOTIFICATION OF KEY DECISIONS TAKEN UNDER URGENCY PROCEDURES

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

DIRECTORATE RESPONSIBILITIES

RESOURCES DEPARTMENT Corporate Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

City Services and Communications (Markets and Street Trading, City Centre Management including Events, Regulatory Services, Parking Services, Vivacity Contract, CCTV and Out of Hours Calls, Marketing and Communications, Tourism and Bus Station, Resilience)

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Waste and Energy

Strategic Client Services (Enterprise Peterborough / Vivacity / SERCO including Customer Services, ICT and Business Support)

PEOPLE AND COMMUNITIES DEPARTMENT Corporate Director's Office at Bayard Place, Broadway, PE1 1FB

Adult Services and Communities (Adult Social Care Operations, Adult Social Care and Quality Assurance, Adult Social Care Commissioning, Early Help – Adults, Children and Families, Housing and Health Improvement, Community and Safety Services, Offender Services)

Children's Services and Safeguarding (Children's Social Care Operations, Children's Social Care Quality Assurance, Safeguarding Boards – Adults and Children's, Child Health, Clare Lodge (Operations), Access to Resources)

Education, People Resources and Corporate Property (Special Educational Needs and Inclusion, School Improvement, City College Peterborough, Pupil Referral Units, Schools Infrastructure)

Business Management and Commercial Operations (Commissioning, Recruitment and Retention, Clare Lodge (Commercial), Early Years and Quality Improvement)

GOVERNANCE DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Legal and Democratic Services

Electoral Services

Human Resources (Business Relations, HR Policy and Rewards, Training and Development, Occupational Health and Workforce Development)

Performance and Information (Performance Management, Information Governance, Systems Support Team, Coroner's Office, Freedom of Information)

GROWTH AND REGENERATION DEPARTMENT Corporate Director's Office Town Hall, Bridge Street, Peterborough, PE1 1HG

Development and Construction (Development Management, Planning Compliance, Building Control)

Sustainable Growth Strategy (Strategic Planning, Housing Strategy and Affordable Housing, Climate Change and Environment Capital, Natural and Built Environment)

Opportunity Peterborough

Peterborough Highway Services (Network Management, Highways Maintenance, Street Naming and Numbering, Street Lighting, Design and Adoption of Roads,

Drainage and Flood Risk Management, Transport Policy and Sustainable Transport, Public Transport)

Corporate Property

PUBLIC HEALTH DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Health Protection, Health Improvements, Healthcare Public Health.

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Growth, Environment and Resources Scrutiny Committee Work Programme 2018/2019

Updated: 23 August 2018

Meeting Date	Item	Indicative Timings	Comments
18 JUNE 2018 Joint Scrutiny of the Budget Meeting	Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche One To scrutinise the Executives proposals for the Medium Term Financial Strategy 2019//20 to 2021/22 Tranche One Proposals. Contact Officer: Peter Carpenter		
4 JULY 2018 <i>Draft Report 13 June</i> <i>Final Report 22 June</i>	Co-opted Member Report To agree to the appointment of co-opted members to the committee for the municipal year 2018.2018. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Proposal for Task and Finish Group to Review Waste Policies and Fly Tipping To agree to the establishment of a Task and Finish Group to review Waste Polices and Fly Tipping as requested by the Leader at Annual Council on 21 May. Contact Officer: Richard Pearn		
	Peterborough Statement of Community Involvement (SCI) To seek comments on the draft Statement of Community Involvement (SCI) prior to it being considered by Cabinet for adoption. Contact Officer: Phil Hylton / Kate Eales		

Meeting Date	Item	Indicative Timings	Comments
	<p>Updated Regulation 123 list and Community Infrastructure Levy (CIL) Supporting Policies To seek the endorsement on the revised Community Infrastructure Levy Supporting Policies Document, the draft revised Regulation 123 List, and the revised Governance Proposals, prior to those items being considered by Cabinet.</p> <p>Contact Officer: Phil Hylton</p>		
	<p>Active Lifestyles and Sports Strategy To scrutinise the progress made on those aspects of the Active lifestyles and sports strategy, relevant to this Committee by providing challenge where necessary and to suggest ideas and initiatives to support the continued delivery of priorities within that portfolio.</p> <p>Contact Officer: Lisa Roberts</p>		
	<p>Review Of 2016/2017 And Work Programme For 2018/2019 To review the work undertaken during 2017/18 and to consider the work programme of the Committee for 2018/2019</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		

Meeting Date	Item	Indicative Timings	Comments
5 SEPTEMBER 2018 <i>Draft Report 14 August</i> <i>Final Report 23 August</i>	Peterborough Rural (Farms) Estate Action Plan Update To scrutinise and note the update on the Rural Estate Action Plan and the Rural Estate as a whole, as well as the new management documents. Contact Officer: Bridget Slade		
	Portfolio Progress Report for Cabinet Member for Growth, Planning, Housing and Economic Development To scrutinise the progress of items under the responsibility of the Cabinet Member for Growth, Planning, Housing and Economic Development. Contact Officer: Annette Joyce		
	Proposal for Task and Finish Group to Review Air Quality To approve the proposal for to establish a cross-party scrutiny task and finish group to inform the development of the Council's air quality ambitions. Contact Officer: Charlotte Palmer		
	Skanska Annual Report To review and scrutinise the contractual performance and Key Performance Indicators (KPI's) for the Peterborough Highway Services contract with Skanska. Contact Officer: Andy Tatt		

Meeting Date	Item	Indicative Timings	Comments
	<p>Monitoring Scrutiny Recommendations To monitor progress made on recommendations made at the previous meeting.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Work Programme 2018/2019 To consider the Work Programme for 2018/2019</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
<p>7 NOVEMBER 2018 <i>Draft Report 17 October 2018</i> <i>Final Report 26 October 2018</i></p>	<p>Opportunity Peterborough Annual Report (to include Rural Economy and - business plan)</p> <p>Contact Officer: Steve Bowyer</p>		
	<p>Serco Annual Report and Norfolk Property Services (NPS) Annual Reports</p> <p>Contact Officer:</p>		

Meeting Date	Item	Indicative Timings	Comments
	<p>Portfolio Progress Report Cabinet Member for Resources</p> <p>Contact Officer: Peter Carpenter</p>		
	<p>Annual Corporate Complaints Report – 2017/2018</p> <p>Contact Officer: Belinda Evans</p>		Requested by the Head of Customer & Transactional Services
	<p>Affordable Housing Need and Deliver in Peterborough</p> <p>Contact Officer: Anne Keogh</p>		Deferred from September meeting
	<p>Monitoring Scrutiny Recommendations To monitor progress made on recommendations made at the previous meeting.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Work Programme 2018/2019 To consider the Work Programme for 2018/2019</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		

Meeting Date	Item	Indicative Timings	Comments
28 NOVEMBER 2019 Joint Scrutiny of the Budget Meeting	Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche Two To scrutinise the Executives proposals for the Medium Term Financial Strategy 2019//20 to 2021/22 Tranche Two Proposals. Contact Officer: Peter Carpenter		
9 JANUARY 2019 <i>Draft Report 10 December</i> <i>Final Report 19 December</i>	Portfolio Progress Report from Leader of the Council and Member of the Cambridgeshire and Peterborough Combined Authority responsible for City Centre Management, Culture & Tourism to include Vivacity Annual Report Contact Officer: Lisa Roberts		
	Acquisition / Asset Management Strategy Contact Officer: Jane McDaid		
	Shared Services Contact Officer: Peter Carpenter		
	Local Transport Plan programme of works 2018/2019 (Major Policy Framework Doc) Contact Officer: Lewis Banks		

Meeting Date	Item	Indicative Timings	Comments
	<p>Monitoring Scrutiny Recommendations To monitor progress made on recommendations made at the previous meeting.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Work Programme 2018/2019 To consider the Work Programme for 2018/2019</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
<p>12 FEBRUARY 2019 Joint Scrutiny of the Budget Meeting</p>	<p>Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche Three To scrutinise the Executives proposals for the Medium Term Financial Strategy 2019//20 to 2021/22 Tranche Three Proposals.</p> <p>Contact Officer: Peter Carpenter</p>		

Meeting Date	Item	Indicative Timings	Comments
13 MARCH 2019 <i>Draft Report 20 February 2019</i> <i>Final Report 1 March 2019</i>	Draft Cambridgeshire and Peterborough Minerals and Waste plan Contact Officer: Richard Kay		
	Draft Culture and Leisure Strategy Contact Officer: Lisa Roberts		
	Local Authority Trading Company Contact Officer: Annette Joyce		
	Portfolio Progress Report Cabinet Member for Waste and Street Scene to include update on transfer of Amey Services Contact Officer: Annette Joyce		
	Monitoring Scrutiny Recommendations To monitor progress made on recommendations made at the previous meeting. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer		