

PETERBOROUGH CITY COUNCIL SUMMONS TO A MEETING

You are invited to attend a meeting of the Peterborough City Council, which will be held in the Council Chamber, Town Hall, Peterborough on

WEDNESDAY 6 MARCH 2019 at 7.00 pm

AGENDA

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- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Minutes of the meetings held on:**
 - (a) 23 January 2019 - Special Meeting** **5 - 6**
 - (b) 23 January 2019** **7 - 42**

COMMUNICATIONS TIME

- 4. Mayor's Announcements**
- 5. Leader's Announcements**

QUESTIONS AND PETITIONS

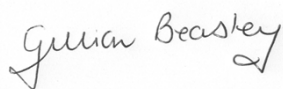
- 6. Questions from Members of the Public**
- 7. Petitions**
 - (a) Presented by Member of the Public**
 - (b) Presented by Members**
- 8. Questions on Notice**
 - (a) To the Mayor**
 - (b) To the Leader of Member of the Cabinet**
 - (c) To the Chair of any Committee or Sub-Committee**
 - (d) To the Combined Authority Representatives**

RECOMMENDATIONS AND REPORTS

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| | (b) Constitution and Ethics Committee Recommendation - Template
 Submitting Motions to Full Council | 107 - 112 |
| | (c) Constitution and Ethics Committee Recommendation - Member
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| | (d) Cabinet Recommendation - Governance of Council Companies,
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Chief Executive

26 February 2019
Town Hall
Bridge Street
Peterborough



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**MINUTES OF THE COUNCIL MEETING
HELD WEDNESDAY 23 JANUARY 2019
COUNCIL CHAMBER, TOWN HALL, PETERBOROUGH**

THE MAYOR – COUNCILLOR CHRIS ASH

Present:

Councillors Ali, Allen, Ash, Ayres, Barkham, Bashir, Bisby, Bond, Brown, Casey, Cereste, Coles, Elsey, Farooq, Fitzgerald, JR Fox, JA Fox, Harper, Hemraj, Hiller, Hogg, Holdich, Howell, Amjad Iqbal, Azhar Iqbal, Jamil, Jones, Joseph, Lamb, Lillis, Martin, Gul Nawaz, Shaz Nawaz, Over, Rush, Saltmarsh, Sandford, Seaton, Serluca, Shaheed, Simons, Stokes, Warren, and Walsh.

53. Apologies for Absence

Apologies for absence were received from Councillors Davidson, Dowson, Fuller, Goodwin, Nadeem and Smith.

54. Declarations of Interest

There were no declarations of interest.

55. Honorary Alderman Award

(a) Keith Sharp

Councillor Hiller addressed the meeting and moved the recommendations contained within the report regarding Keith Sharp in recognition of his service to the Council and the City of Peterborough.

The recommendations were seconded by Councillor Jamil.

A vote was taken (unanimous) and it was **RESOLVED** that Council:

1. Awarded the status of Honorary Alderman to the former Member of Council Keith Sharp.
2. Awarded badge of office to the former Member awarded the status of Honorary Alderman at a formal ceremony on a date to be agreed.

(b) Nizam Khan

Councillor Jamil addressed the meeting and moved the recommendations contained within the report regarding Nazim Khan in recognition of his service to the Council and the City of Peterborough.

The recommendations were seconded by Councillor Hiller.

A vote was taken (unanimous) and it was **RESOLVED** that Council:

1. Awarded the status of Honorary Alderman to the former Member of Council Nazim Khan.
2. Awarded badge of office to the former Member awarded the status of Honorary Alderman at a formal ceremony on a date to be agreed.

(c) John Peach

Councillor Casey addressed the meeting and moved the recommendations contained within the report regarding John Peach in recognition of his service to the Council and the City of Peterborough.

The recommendations were seconded by Councillor Stokes.

A vote was taken (unanimous) and it was **RESOLVED** that Council:

1. Awarded the status of Honorary Alderman to the former Member of Council John Peach.
2. Awarded badge of office to the former Member awarded the status of Honorary Alderman at a formal ceremony on a date to be agreed.

The Mayor
6.30pm – 6.40pm

**MINUTES OF THE COUNCIL MEETING
HELD WEDNESDAY 23 JANUARY 2019
COUNCIL CHAMBER, TOWN HALL, PETERBOROUGH**

THE MAYOR – COUNCILLOR CHRIS ASH

Present:

Councillors Aitken, Ali, Allen, Ash, Ayres, Barkham, Bashir, Bisby, Bond, Brown, Casey, Cereste, Coles, Ellis, Elsey, Farooq, Fitzgerald, Fower, JR Fox, JA Fox, Harper, Hemraj, Hiller, Hogg, Holdich, Howell, Hussain, Amjad Iqbal, Azhar Iqbal, Jamil, Jones, Joseph, Lamb, Lillis, Martin, Murphy, Gul Nawaz, Shaz Nawaz, Over, Rush, Saltmarsh, Sandford, Seaton, , Shaheed, Simons, Stokes, Warren, Walsh, and Whitby.

56. Apologies for Absence

Apologies for absence were received from Councillors Davidson, Dowson, Fuller, Goodwin, Nadeem and Smith.

57. Declarations of Interest

There were no declarations of interests.

58. Minutes of the Meeting held on 12 December 2018

The minutes of the meeting held on 12 December 2018 were approved as a true and accurate record.

COMMUNICATIONS

59. Mayor's Announcements

The Mayor announced that a number of Mayor's Charity events were taking place in the following months including the Holocaust Memorial Day Commemoration which would be held on 24 January 2019 at St John's Church, Cathedral Square.

Other events included the Mayors Charity Caribbean Evening on 9 February 2019 at the Millennium Centre, the Mayors Charity Greyhounds Evening at the Greyhound Stadium on 1 March 2019 and the Mayors Charity Zumbathon at the Eye Community Centre on 2 March 2019.

60. Leader's Announcements

There were no announcements from the Leader.

QUESTIONS AND PETITIONS

61. Questions with Notice by Members of the Public

Questions from members of the public were raised in respect of the following:

1. The use of time lapse camera's to prevent fly-tipping.

The questions and responses are attached in **APPENDIX A** to these minutes.

62. Petitions

(a) Presented by Members of the Public

There were no petitions received from the public.

(b) Presented by Members

A petition was presented to Council containing 3000 signatures requesting the Council to ask Medesham Homes to withdraw its appeal on the plans and proposals for development on Tenter Hill Meadow.

(c) Petition for Debate - 'Opposition of proposed development of 100- 123 houses on the former Gloucester Centre site in Orton Longueville'

A petition had been received by the Council which contained over 500 signatures from people who live, work or study in the city. As such, the petition qualified for debate at a meeting of the Full Council in accordance with the Petitions Scheme set out in the Constitution.

The petition called upon the Council to 'restrict the number of proposed dwellings on this site to a maximum of 50 dwellings and to ensure that the proposed dwellings are in-keeping with the size and style of the current established community'.

The Legal Officer made an announcement to Members advising them of the need to avoid pre-determination of any future planning application.

Councillor Elsey introduced the petition as lead petitioner. He asked Members to help ensure that prospective developments were infrastructure lead, with consideration given to adequate parking, clear access to major roads, school places and the impact on existing communities. The area around the Gloucester Centre was already suffering severe traffic congestion and this proposal would potentially add another 200-300 vehicles, all competing for to access local roads and increasing congestion unless improvements were made to major highways.

Councillor Hiller moved that the petition be noted, as due to legal constraints, and the need to avoid predetermination, it was not possible to take the action requested or refer the petition elsewhere. As it was likely that a planning application would be forthcoming for this site, it was inappropriate for the Council collectively or as members of the relevant committees to express any view on the merits or otherwise on the quantity of housing on this site.

He advised Members that the allocation of the site was determined through the Local Plan process. There had been opportunities for communities and Members to make recommendations throughout the consultation period and the draft Local Plan was now

at an advanced stage. To modify the plan in this final stage would declare the whole plan unsound. Members could make a presentation to the planning authority following submission of a future planning application and this would be considered in the determination of that application.

Councillor Harper seconded the proposal and reserved his right to speak.

Members debated the petition and in summary raised the following points:

- Members expressed confusion over what could be done about the petition as to decide not to take action was making a decision.
- Members acknowledged the concern of the local residents.
- It was noted that the petition was presented on an issue that had not been submitted for a planning application.
- The Council needed to consider how it represented the views of the city.
- By presenting this petition for debate at Full Council, it was considered that the developers had been made aware of local opinion and had taken the opportunity to redesign their proposals.
- Some Members felt that only Members on the Planning and Planning Appeals should abstain from discussion on the application.
- Members felt that the processes within the planning department needed to be reviewed together the procedure for dealing with petitions on planning matters.
- It was not considered appropriate to change to Council's planning policies at this meeting and there was no alternative than to agree with the recommendation.

Councillor Harper exercised his right to speak and invited Councillor Eley to represent his ward when the matter was presented to the planning committee.

In summing up Councillor Eley, as lead petitioner, confirmed that he did support the Local Plan but did not approve of a couple of elements and had tried to avoid anyone being predetermined. There had been developments within the city which lacked the appropriate infrastructure and he would like to see this avoided in future. Councillor Eley had been asked by his ward to take this action and he would continue to represent his ward at the appropriate time.

Councillor Hiller summed up as mover of the motion by acknowledging that Councillor Eley was protecting his ward.

A vote was taken (unanimous) and it was **RESOLVED** that Council noted the petition "Opposition of proposed development of 100- 123 houses on the former Gloucester Centre site in Orton Longueville", noted the comments raised and took no action for the reasons put forward in the debate.

63. Questions on Notice

(a) To the Mayor

There were no questions to The Mayor.

(b) To the Leader or Member of the Cabinet

Questions to the Leader or Member of the Cabinet were raised and taken as read in respect of the following:

1. The use of top floor of Central Library

2. The Housing Revenue Account
3. LATCo recycling
4. Abandoned advertising vehicles
5. Traffic provision A15 Guthorpe/Manor Drive
6. Environmental enforcement
7. Empower loan status
8. Effectiveness of Alcohol Action Area
9. Mobile telephone contracts
10. The future of city market
11. Verge parking
12. Progress of Safer off the Streets policy
13. Heltwate Special School and St George's Hydrotherapy Pool relocation project.
14. Street Cleaning in Peterborough and general impact of Amey service transfer.
15. The consequences of Brexit on NHS services
16. The measures taken to reduce the Council's carbon footprint

The questions and responses are attached in **APPENDIX A** to these minutes.

(c) To the Chair of any Committee of Sub-Committee

There were no questions to the Chair of any Committee or Sub-Committee.

(d) To the Cambridgeshire and Peterborough Combined Authority Representatives

There were no questions to the Cambridgeshire and Peterborough Combined Authority Representatives.

64. Questions on the Executive Decisions Made Since the Last Meeting

Councillor Holdich introduced the report which detailed Executive Decisions taken since the last meeting including:

1. Extra-ordinary Cabinet meeting held 17 December 2018
2. Cabinet Member decisions between 4 December 2018 and 15 January 2019.

Questions were asked about the following:

Council Tax Support Scheme 2019/20

Councillor Shaz Nawaz asked if the Council, when preparing the online consultation, had considered that some people did not read, write or understand English. He also advised Members that he had discussed the report with the Head of Customer Services as he found the report confusing and thought the public would also have difficulty understanding the report.

Councillor Seaton replied that various groups had been involved in the consultations including Citizens Advice, Kingsgate Church, the Foodbank, Disability Information and Advice Line UK (DIAL), Age UK, The Disability Forum representative, a representative for Care Leavers to cover a broad range of consultees. The Head of Customer Services had spoken to all groups to discuss the changes. Ward Councillors also needed to assume responsibility for their residents.

Councillor Saltmarsh questioned the removal of the current disregard of Child Benefit clause and treating it as income and reducing the capital limit clause from £16,000 to £6,000.

Councillor Seaton responded that this decision referred to a consultation and the final decision on specific elements has not been made.

Councillor Murphy requested that the proposal withdrawn.

Councillor Seaton replied he would be happy to listen to alternative suggestions.

Councillor Amjad Iqbal advised that residents would be impacted twice, by both the cuts in allowances and an increase in council tax bills. He wanted to know how the Council would ensure those impacted would have a voice in the consultation? He asked how much was the Council Tax Hardship Fund and what happened if it was found to be inadequate? What would the effect of these changes be to an existing applicant?

Councillor Seaton advised that Councillors represent the people in their ward and some of the feedback from the consultation would be from Councillors. He did not consider the questions regarding the Hardship Fund were relevant at this stage.

Councillor Sandford asked what Equality Impact Assessment had been carried out on the proposals and if so, what were the findings?

Councillor Seaton did not feel it appropriate to discuss the Equality Impact Assessment in detail. He agreed there would be a negative impact from these changes and that was the reason the consultation was taking place. Councillor Seaton offered to arrange for the Head of Customer Services explain the report in more detail if required.

Budget Control Report October 2018

Councillor Amjad Iqbal asked if the underlying reasons for the SERCO overspend were fully understood and how this pressure would be mitigated in the future?

Councillor Seaton explained that a substantial part of the over-spend related to Children's Services. The over-spend was approximately £6.5m which has been reduced to about £3.9m.

Councillor Murphy asked what the overspend figure would be at the end of the financial year and would this be balanced using reserves?

Councillor Seaton stated this was not relevant to the decision in question and the revenue position for the current year was reported to every Cabinet meeting.

Local Authority Trading Company (LATCo)

Councillor Hogg asked why the Articles of Associations had been amended to remove some standard items regarding the conflict of interests for directors.

Councillor Cereste advised he was not aware this condition had been removed and if it had, the position would need to be rectified. The existing governance structure within the Council would be adhered to and he would ask the Legal Team to investigate further.

Councillor Saltmarsh asked if any houses had yet been purchased?

Councillor Holdich advised offers had been made on 50 homes and the target of 50 should be achieved, and possibly exceeded by the end of the year. Seven were occupied to date.

Councillor Fower asked if houses would be purchased in other local authority areas and if so how much had been spent to date.

Councillor Holdich advised that no property had been purchased outside the unitary authority and there remained about £4m available to spend.

Councillor Murphy asked about the provision of properties of affordable rents and the use of these funds for such properties as he was aware there had been issued in the Combined Authority with this matter. He also asked if the Council could work with Ermine Street, an organisation already present in Peterborough, to provide properties for homeless people and people on waiting lists.

Councillor Holdich replied that the Combined Authority did have a problem regarding properties of affordable rents however all the schemes that the Combined Authority had started would be funded.

Councillor Sandford asked what properties were being purchased where the cost exceeded £200,000.

Councillor Holdich advised there were none. The council had instructed a professional valuer to value and make bids on relevant properties and no property so far had cost £200,000.

Councillor Barkham asked if the properties purchased would be subject to the Right to Buy Scheme.

Councillor Holdich advised that he didn't think they would, however if that was the case the price would be cost, without discount. If properties were transferred to the Housing Revenue Account, eventually the properties would come under the Right to Buy Scheme. Properties intended for let to homeless persons would be on a licence basis.

Councillor Shaz Nawaz asked why the maximum purchase price was £500,000.

Councillor Holdich advised it was not the intention to spend this amount on an individual property however it did allow for the purchase of a block of properties or a property for suitable for conversion. The average bid so far was just over £100,000.

Approval of funding for the provision of accommodation to reduce homelessness

Councillor Sandford asked why the average spend per property was £152,000.

Councillor Seaton advised this particular grant referred to Bretton Court. The average spend would be approximately £151,000 per property. There was asbestos in the building and considerable work was required to convert the building into flats.

Councillor Murphy asked for confirmation of the definition of affordable homes as he was concerned about the use of funds from Section 106 and Right to Buy Receipts.

Councillor Holdich requested the question be put to him in writing for reply.

Councillor Jamil asked what financial contribution Cross Keys Homes were making to Medesham Homes.

Councillor Hiller, as a director of Medesham Homes agreed to send a response.

Councillor Holdich advised that the detail was available to the public and could be found in the Cabinet records.

Delegation of duties from Peterborough City Council to Cambridgeshire County Council

Councillor Fower asked why the period for delegation was five years and requested confirmation that there would be no detrimental impact on service users.

Councillor Holdich advised that the Member responsible, Councillor Smith was not in attendance due to illness and if the question was confirmed by email an answer would be provided in writing.

Tyesdale - Approval of Funding for the Provision of Accommodation to Reduce Homelessness

Councillor Ellis asked why the Council were paying Cross Keys Homes the sum of £100,000 to refurbish the 24 units when Cross Keys Homes maintain the housing stock on behalf of the Council and had a surplus of £11m in 2016-2017 and £15m 2017-2018. He asked for assurance that no current tenants would be evicted and that outreach support would be in place for families new to the area.

Councillor Holdich referred to the business case and advised the properties were being renovated to provide accommodation for families as well as single people and the money would be well spent. The existing tenants have now moved out and several had relocated to brand new properties in Midland Road.

Councillor Shaz Nawaz asked why the Council is paying Cross Keys Homes £100,000 when it is signing a five year lease and Cross Keys Homes will be guaranteed rental income for that five years.

Councillor Holdich advised savings were made when moving people from hotels or hostels and it was better for people to be in permanent homes.

Councillor Murphy asked if the medical centre and schools would be able to accommodate the additional residents and why had single people been moved from Bretton Court to 3 bedroom family homes in Midland Road?

Councillor Holdich responded that those people had previously been in overcrowded situations and the appropriate housing policy had been applied when allocating homes.

Councillor Jamil asked why, as Cross Keys Homes, who were not experiencing the same financial restraints as the Council, was funding made available to them for renovation works.

Councillor Holdich advised that Cross Keys Homes did not need to renovate the properties and could continue to use them in their current condition. The council would be losing money if the contribution had not been made and the £100,000 represented a good investment for the Council.

Councillor Ellis was concerned that residents had been living in properties that required work and asked for assurance that other properties in Peterborough were in an appropriate condition and did not need upgrading. He felt that the properties should have been in a satisfactory condition for people to occupy.

Councillor Holdich advised all Cross Keys accommodation was fit to live in and that the properties were being made into permanent homes to prevent people moving again at a later date. He advised the Council was saving money and had used less funds than budgeted.

Councillor Murphy commented that five years was a long time to be in emergency or temporary accommodation. He asked the Leader to confirm that the housing emergency in Peterborough had been solved.

Councillor Holdich advised he hoped this would be the case. He advised consideration was given to the availability of school places when buying properties.

Disposal of part of freehold in West of the City

Councillor Ellis requested confirmation that the Roundhead Pub and car park would be converted to affordable housing. He also wanted to know if support would be available to new residents.

Councillor Seaton stated that the outreach work is not part of this decision, which was to transfer the asset of Bretton Court to Medesham Homes. Any questions regarding outreach and the pub would be answered separately.

Councillor Holdich announced that the planning application for Bretton Court was rejected by Members on the Planning and Environment Protection Committee on the grounds of parking. The addition of the pub would address this matter and it was unlikely that a future planning application would need planning permission as permitted development rights would now apply.

65. Questions on the Combined Authority Decisions Made Since the Last Meeting

Councillor Holdich introduced the report which detailed Executive Decisions taken since the last meeting including:

1. The Overview and Scrutiny Committee 26 November 2018
2. The Combined Authority Board 28 November 2018
3. Audit and Governance Committee 30 November 2018

University of Peterborough – Review and Evaluation for Phase 1 and 2 of the Programme

Councillor Murphy asked why the university item was withdrawn and delayed until 2021.

Councillor Holdich advised this question had been answered previously and approximately £13 million has been set aside. Studies were currently being conducted and once the results were known the matter would be referred back to the Skills Committee followed by the Combined Authority.

Councillor Murphy asked why the report from the scrutiny committee, which recommended making funds available to cover the consultations, had been withdrawn. He also asked why £10 million had been removed from next year's budget for the university.

Councillor Holdich deferred the answer.

Members' Allowances Scheme

Councillor Saltmarsh asked if the Combined Authority Board had agreed to be bound by the recommendation of the independent board, even if the recommendation was a decrease in allowances.

Councillor Holdich told the Council that the Combined Authority Members could not legally claim expenses. He stated that this item referred to payments to the Chairman and Business Board.

Wisbech to March Rail – Grip 3b Study

Councillor Joseph asked if any similar funding was available for Peterborough and if so, how much.

Councillor Holdich replied £43 million including the road schemes and university. Future schemes are also being considered.

Affordable Housing Update

Councillor Murphy asked Councillor Walsh for her opinion on the presentations on the Housing Programme and the position of the Financial Director.

Councillor Walsh told the Council she attended the meeting as a substitute on the day however she left prior to the end to attend another meeting.

Councillor Whitby asked what would be the cost of running the Combined Authority.

Councillor Murphy advised that the Combined Authority Mayor had stated he would have a cost effective authority with most money being spent on delivery. Last year there were 40 employees plus consultants and the estimated costs were £5 million and growing. The total projected expenditure was £816 million with confirmed income of £186 million.

Councillor Holdich declined to comment on the Financial Director's demise but advised there was a 25% reduction in the budget. The Combined Authority had been quite stable but had taken on other responsibilities including the Local Enterprise Partnership (LEP).

COUNCIL BUSINESS TIME

66. Notices of Motion

1. Motion from Councillor - The East West train service (Birmingham to Stansted)

Councillor Holdich, with the approval of the Chamber, accepted an amendment to his motion from Councillor Murphy. In moving the amended motion Councillor Holdich advised that although there was an hourly service, seat capacity was consistently inadequate. As the franchise is due for renewal in two years he suspects little will be done to rectify this.

Councillor Murphy seconded the motion and reserved his right to speak.

A vote was taken on the motion from Councillor Holdich, as amended by Councillor Murphy, (unanimous) and the motion as **CARRIED** as follows:

~~“The East West train service (Birmingham to Stansted) is a vital service for our city, whilst it is a good hourly service it has an appalling lack of capacity users of this will know it does not matter what time of day you use it”.~~ For many it is standing room only for most of your journey and the operator knows it because there is always an apology for only having two coaches and this has been the same for years.

Council notes that are various factors involved, for instance:

- there is a shortage of diesel multiple unit rolling stock at present, especially of the Class 170 Bombardier Turbostar trains that currently serve the Birmingham-Leicester-Peterborough-Cambridge-Stansted route;
- More of these trains may become available when new fleets are delivered, for example the Greater Anglia franchise is soon to bring into service a completely new electric-diesel ‘bi-mode’ fleet which will allow some Turbostars to be cascaded to other operators.
- they already run a Birmingham-Leicester stopping service using the same kind of Turbostars that is occasionally extended to Cambridge at peak times but with a bit of creativity and investment might run all day;
- The outcome of Keith Williams' review of the structure of the rail industry is currently taking place and the operator of the next franchise may bid to strengthen the length of the trains on this route and provide a more frequent service;
- there is however also talk of reshaping the franchise so that Birmingham-Stansted might end up as part of TransPennine Express rather than CrossCountry, which could cause further delay to improvements.

This council resolves to ask the rail minister Andrew Jones MP to insist the train operator improves this situation without delay not only for the passenger experience but for the economy of our city on this and for this vital East West connection through our city.

The council asks Mayor Palmer to raise this issue with the rail minister when he meets him next month and to together consider the issues identified in this motion.

Council believes the Mayor should be tasked with seeking things which are achievable quickly and those which are likely to be strengthening the existing services by coupling on some of the former Greater Anglia Turbostars as they become available, and looking creatively at the timetable to extend more of the Birmingham-Leicester services at least as far as Cambridge.”

2. Motion from Councillor Holdich – Housing Shortages

Councillor Holdich, with the approval of the Chamber, moved an altered motion. Councillor Holdich advised that more homes were needed in Peterborough and the Council urged the Government to compel developers to bring their developments forward.

Councillor Hiller seconded the motion and reserved his right to speak.

A vote was taken on the altered motion from Councillor Holdich (unanimous) and the motion as **CARRIED** as follows:

~~It is no secret that there is a shortage of housing not only in our city but nationally. It is no secret that we need more homes, including affordable homes, to be built.~~

This council urges Government to work with the LGA and councils to give councils the power to enable the council to compel developments to be brought forward, either through the council tax process or the planning regime. This would have many advantages, it would bring competition to the market holding down prices, bring forward much needed affordable homes, create jobs, and give a boost to the construction industry.”

3. Motion from Councillor Holdich – Permitted Development Policy

In moving his motion Councillor Holdich advised that the permitted development policy was adequate for a small home extension, but not when converting large office blocks into homes as no consideration was then being given to infrastructure, schools, health or affordable housing.

Councillor Hiller seconded the motion and advised Members that office space had been converted to dwellings across the city without the need for a planning application. This had led to a reduction in available office space and no financial contribution towards infrastructure was being made. It would be difficult to achieve a change in government policy quickly and it would therefore be right to start lobbying now. The implementation of an Article 4 Direction to protect specific offices from conversion was possible, however that would only require a developer to apply for planning consent in the normal way and would not prevent offices being converted into homes. The Community Infrastructure Levy (CIL) did not apply when converting offices to residential use although the Council could consider changing this policy. There was a complicated national policy surrounding net new floor space created and it was unlikely a change of use would be CIL liable even if local policy was changed when there was no net increase in floor space.

Members debated the motion and in summary the points they raised included:

- Members recommended revisiting the Article 4 Direction.
- Members suggested the Council buy the property and develop themselves which could then include social housing.
- Members felt that some elements of the report were erroneous.
- Members were concerned that the net effect could be that office blocks remain empty as demand for office space is currently low.
- That Article 4 Directions could be served meaning the developer had to apply for planning permission, as had been done in the London Borough of Islington.
- That CIL contributions were not currently permissible under the Council’s CIL charging schedule, however this could be amended. The change would take two years given the consultation process.
- It was suggested that the current scheme allowed office blocks to be converted to housing under in areas unsuitable for housing and the Council had no control over the standard of accommodation provided.
- Members expressed confusion that this motion was against a process that had been referred to earlier in the meeting as a tool to obtain planning permission for Bretton Court.

Councillor Holdich summed up as mover of the motion and suggested Peterborough had overdone the conversion of office units to housing however there was still a shortage of Grade One office space in Peterborough which was needed to attract business. When invoking the Article 4 Directive through the planning system it was not possible to insist upon affordable housing being incorporated. Since 2015, 42,000 housing units had been

converted from office blocks using the Article 4 Directive, with a potential loss of 10,000 affordable homes. In Peterborough this equated to a potential loss of 2,000 homes.

A recorded vote was taken on the motion from Councillor Holdich (41 voted in favour, 7 voted against, 1 abstained from voting):

Councillor For: Aitken, Ali, Allen, Ayres, Bashir, Bisby, Brown, Casey, Cereste, Coles, Ellis, Eley, Farooq, Fitzgerald, Fower, John Fox, Judy Fox, Harper, Hemraj, Hiller, Holdich, Amjad Iqbal, Azher Iqbal, Jamil, Jones, Joseph, Lamb, Lane, Martin, Murphy, Shaz Nawaz, Gul Nawaz, Over, Rush, Seaton, Serluca, Simons, Stokes, Walsh, Warren, Whitby

Councillors Against: Barkham, Bond, Hogg, Lillis, Saltmarsh, Sanford, Shaheed

Councillors Abstaining: Ash

Councillors Not Voting: Howell

The motion was **CARRIED** as follows:

Permitted development is fine for a small extension to a home but not when it comes to converting office blocks into large residential units with no contribution towards infrastructure such as school places, health, affordable housing, etc. This council urged the Government and the LGA to review this policy in the interest of fairness within the planning system and help with the demands placed on local councils to deliver service to these new communities welcome they may be.

4. Motion from Councillor Warren - Youth counsellors and mental health in schools

Councillor Warren, with the approval of the Chamber, moved an altered motion. Councillor Warren advised that on a recent visit to a local secondary school he became aware of the social pressures facing young people. Young adults increasingly suffered some form of mental disorder and recent reports from NHS England indicated that one in eight people under the age of 19 suffered a mental disorder in 2017.

Councillor Fitzgerald seconded the motion and reserved his right to speak.

Members debated the motion and in summary the points they raised included:

- Members agreed that many schemes mentioned in the Motion were already working well, such as the CHUMS and MOMO.
- That the Foundation Trust is considered to be underfunded.
- Recent statistics revealed that 53,000 children were living in Peterborough, 27% of the population, speaking 153 different languages.
- It was felt that additional funding would need to be generated to fund the proposal and additional resources in mental health would be required.
- The impact of poverty and on-line abuse could be investigated further.
- Comment was made that in some cases it had taken nine months for a child to see a counsellor.
- The resources the Council had available should be targeted at the children, it was suggested.
- Members felt that existing services required publicising as not enough people knew of their existence or how to access them.

Councillor Fitzgerald exercised his right to speak and advised Members that the original motion had been more concise but had been extended on Officers advice to illustrate all services on offer. The Motion was calling on schools to do more with assistance from the Council and partners.

Councillor Warren summed up as mover of the motion and in so doing advised this Motion was predominantly concerned with publicising mental health resources through schools.

A vote was taken on the altered motion from Councillor Warren (unanimous) and the motion as **CARRIED** as follows:

Following a recent visit to a local secondary school where I spoke with a number of children about their school environment, I was made aware of some of the social pressures facing young adults particularly from online bullying and the associated pressures found at home and in school.

It seems that young adults are increasingly suffering from some form of mental disorder which if not addressed could lead to real mental illness. Recent NHS figures show one in eight people under age of 19 in England had a disorder in 2017.

Considering this fact, I would like to propose that the council investigate ways as to how it can improve publicising the support on offer in the City from a range of partners which includes: -and explore the possibility of providing youth

- Peterborough City Council promote and publicise the Keep Your Head website.
- Peterborough City Council commissioned service called CHUMS, which provides a variety of support to young people, which can include group work as well as one to one work with young people with more complex difficulties.
- The NHS provides a Child and Adolescent Mental Health Service, which supports young people who have the most complex mental health issues.
- Centre 33 there to support young people in Cambridgeshire and Peterborough with a wide range of issues including one-to-one confidential counselling to young people aged 13-25 and currently offers counselling in schools in Cambridgeshire.
- Emotional Health & Wellbeing Service provides support to schools across Cambridgeshire and Peterborough. The service provides advice and guidance for school staff working with children and young people experiencing emotional difficulties and distress.
- Peterborough City Council's children in care have access to an app called MOMO (Mind Of My Own) where they can talk in confidence.

Schools do play an important role in helping young people to develop resilience, and the Personal, Social and Health Education curriculum is a key way in which young people are supported.

I would also request that council speaks to schools asking them to investigate the setting up of mental health workshops in schools specifically aimed at children, so they can talk freely about mental health issues and discuss their concerns and put forward their own ideas to reduce the risk of harm for all vulnerable young people."

5. Motion from Councillor Joseph – Representation on the LATCo board

Councillor Joseph, with the approval of the Chamber, accepted an amendment to his motion from Councillor Sandford. In moving the amended motion Councillor Joseph advised that the Local Authority Trading Company (LATCo) needed to be transparent

and accountable and having representatives from stakeholders on the board would help to achieve this.

Councillor Fower seconded the motion and reserved his right to speak.

Members debated the motion and in summary the points they raised included:

- Members agreed with the objectives of the motion however they felt that having stakeholders sitting on the board may not be the best use of their skills.
- Some Members felt that cross party representation together with staff and customer representation on the board would be advantages.
- Members suggested it may be more appropriate to have an Advisory Board which could include union and staff representatives.
- That it had taken two years to terminate the Amey contract.
- That it was hoped the introduction of LATCo would be an improvement on the current service received from Amey.
- That the LATCo could have considerable environmental implications.
- Members wanted to know if the meetings would be held in public with published minutes.
- Members could use the existing Scrutiny Committees to hold the LATCo to account.
- That board members should know how to run a business and share a strategic vision.
- That there should be a Cabinet Committee to work with the LATCo.
- It was noted that the Council would consider the appointment of directors who were not Councillors to broaden the input of expertise.

Councillor Fower exercised his right to speak and expressed his disappointment that there was opposition to the idea of including union representatives, staff members and cross party presentation on the board. There was concern over how open the LATCo would be.

Councillor Joseph summed up as mover of the motion and thanked everyone for their comments. She explained that people from different backgrounds could bring diversity to the board which would be the best way to achieve an open and accountable organisation.

A recorded vote was taken on the motion from Councillor Joseph, as amended by Councillor Sanford, (19 voted in favour, 29 voted against, 1 abstained from voting):

Councillor For: Barkham, Bond, Ellis, Fower, John Fox, Hemraj, Hogg, Howell, Amjad Iqbal, Jamil, Jones, Joseph, Lillis, Martin, Murphy, Shaz Nawaz, Saltmarsh, Sandford, Shaheed

Councillors Against: Aitken, Allen, Ayres, Bashir, Bisby, Brown, Casey, Cereste, Coles, Elsey, Farooq, Fitzgerald, Judy Fox, Harper, Hiller, Holdich, Azher Iqbal, Lamb, Lane, Gul Nawaz, Over, Rush, Seaton, Serluca, Simons, Stokes, Walsh, Warren, Whitby

Councillors Abstaining: Ash

Councillors Not Voting: Nil

The motion was **DEFEATED**.

6. Motion from Councillor Shaz Nawaz – Childhood obesity

In moving his motion Councillor Shaz Nawaz advised that the ill effects of fizzy drinks could lead to diabetes, obesity and heart disease and it was vital that the Council raise the awareness of these effects.

Councillor Hemraj seconded the motion and reserved her right to speak.

A vote was taken on the motion from Councillor Shaz Nawaz (unanimous) and the motion was **CARRIED** as follows:

Childhood obesity was a global concern: Here in the UK, a more sedentary lifestyle combined with a diet high in processed foods and sugary drinks has become the norm for many of our children.

The long-term effects childhood obesity includes an increased risk of life-limiting diseases such as diabetes, heart disease and certain cancers such as breast and colon. Research has shown that obese children are twice as likely to grow into obese adults.

Obesity can reduce life expectancy by 10 years. In fact, it has been said, this generation of parents will be the first to outlive their children.

Is this life limiting future one which we want for our children?

The council recognised that:

- In its role as a corporate parent it has a duty of care to those it represents and part of that role is the protection of children.
- We need to support educational programmes which encourage better diet and healthier lifestyles.
- Encourage healthier eating campaigns in schools and work places.
- Ensure adequate access to literature and support for those wanting to instigate those changes.

The council therefore resolved to:

- Support the national Fizz Free February Campaign in which we will encourage all residents but especially children to give up fizzy drinks for 28 days.
- Have links on our social media platforms where interested parties can get more literature and advice.
- Use social media to get the message across.
- Press release to launch the campaign.

We are all appalled and quite rightly so, when we hear of children going hungry & suffering the effects of malnutrition through lack of food, here in the UK, in the 21st century. Obesity is also often caused by malnutrition processed food high in fat, salt and sugar washed down with sugary drinks. Let's make Fizz Free February an additional step in working towards a solution to this problem.

7. Motion from Councillor Hogg – Chairman of Employment Committee

In moving his motion Councillor Hogg advised that there was no mechanism in place to consider the non-attendance of a Committee Chairman over the course of a year.

The proposal was for standing orders to be amended to accommodate this situation and to re-consider the special responsibility allowance.

Councillor Bond seconded the motion and reserved his right to speak.

Members debated the motion and in summary the points raised included that:

- It was advised that the Chairman of the Employment Committee had been absent due to illness in his family and had now resigned from his post. The Councillor in question had donated his allowance to charity.
- It was noted that other Members on the Council had submitted apologies for meetings for consecutive periods.
- Councillor Davidson had had her requirement to attend meetings waived due to family circumstances.
- Councillors do have family commitments which require attention occasionally.
- It was felt that all Councillors not carrying out their role as a Councillor satisfactory should fall within the review.
- Suggestion was made that Group Leaders could format a joint policy on absenteeism for prolonged periods.

Councillor Murphy proposed the Council move to the vote without further discussion and this was agreed unanimously.

Councillor Hogg summed up as mover of the motion and in so doing suggested the motion could have been amended prior to the meeting if Councillors wanted it to cover a wider range of circumstances. He advised that the Constitution and Ethics Committee could build in safeguards where there were legitimate reasons for non-attendance at meetings and he did not want to preclude the findings of the committee.

A vote was taken on the motion from Councillor Hogg (unanimous) and the motion was **CARRIED** as follows:

Council noted that:

The Chairman of the Employment Committee has given apologies for all three meetings for 2018, and that his last attendance at an Employment Committee was on 31/10/17.

Council further noted that:

The Chairman of the Employment Committee has been paid a Special Responsibility Allowance for this period.

Council resolved to:

Refer this matter to the Constitution and Ethics Committee to consider if Council Standing orders should be amended to remove Chairman of committees due to poor attendance.

Council further resolved to:

Ask the Constitution and Ethics Committee to also consider if Council Standing orders should be amended to require the return of Special Responsibility Allowances for the periods of non-attendance, and, if appropriate, refer to the Independent Remuneration Panel for consideration, as per the Council's required process.

67. Reports to Council

a) Appointment of Chairman - Employment Committee

Council received a report to consider the appointment of Councillor Richard Brown to the position of Chairman of the Employment Committee, currently vacant, under Standing Order 6.1.

Councillor Holdich introduced the report and moved the recommendations. He advised that Councillor Nadeem had resigned as Chairman of the Employment Committee and, as Group Leader, he proposed Councillor Richard Brown be appointed as Chairman.

Councillor Fitzgerald seconded the motion and reserved his right to speak.

A vote was taken on the recommendation (unanimous) and it was **AGREED** that the Council approved the Council approves the appointment of Councillor Richard Brown as Chairman of the Employment Committee.

b) Draft Schedule of Meetings 2019/2020

Council received a report that set out the proposed draft annual programme of meetings for 2019/2020.

Councillor Holdich introduced the report and moved the recommendations and advised that each year the schedule must be approved for the following year by Council and included in the agenda. He advised that Group Meetings were held on Monday evenings which coincided with Scrutiny Meetings on three occasions and requested that this be discussed further by Group Leaders.

Councillor Fitzgerald seconded the motion and reserved his right to speak.

A vote was taken on the recommendation (unanimous) and it was **AGREED** that the Council approved, in principle, the updated draft programme of meetings for 2019/20 (attached at Appendix 1 to the update report).

The Mayor
7.00pm – 11.12pm
23 January 2019
Town Hall
Bridge Street
Peterborough

**APPENDIX A
FULL COUNCIL 23 JANUARY 2019**

QUESTIONS AND ANSWERS REPORT

Questions were received under the following categories:

<u>PUBLIC PARTICIPATION</u>	
6.	<u>Questions from members of the public</u>
1.	Question from Chris Burbage To Councillor Cereste, Cabinet Member Waste and Street Scene. With the state of fly-tipping in the city of Peterborough and especially in my ward of Bretton could the council look at time lapse camera's in the known areas of regular fly-tipping. The Councillor Cereste responded: Thank you Mr Mayor, thank you Mr Burbage. We recently formed a cross party task and finish group to look more closely at the challenge of fly-tipping and of course to make recommendations on how we can improve our response to this issue. A report setting out a number of prevention and enforcement measures was presented to the relevant scrutiny committee on 9th January 2019, and this will be further taken to Cabinet in early February for further decision. The public report has recommended the increased use of surveillance cameras across the city and it is hoped this will increase the likelihood of prosecution and that through robust enforcement we will be able deter others from fly-tipping.

COUNCIL BUSINESS

8. Questions on notice to:

- a) The Mayor
- b) To the Leader or Member of the Cabinet
- c) To the Chair of any Committee or Sub-committee

1. Question from Councillor Sandford

To Councillor Seaton, Cabinet Member for Resources

The Cabinet keeps telling us that they are keen to ensure that the Council derives maximum benefit from all the assets that it owns. In view of this, could the relevant Cabinet Member tell us why the top floor of the Central Library in Broadway has remained empty and unused for years? Whilst the Library is managed by Vivacity, the building is owned by the City Council and so why has it been left empty and delivering no benefit whatsoever to Peterborough people for so long?

Councillor Seaton responded:

Thank you Mr Mayor. So this is the suggestion that the top floor of the central library is empty and not being used. I must admit I was there a couple of weeks ago and it looked pretty well used to me, it was far from empty, Councillor Sandford so I am not sure where the source is.

The space was converted some time ago to create safe, accessible and neutral spaces to hold child protection conferences and reviews for children in care. 80% of its use falls within that category. The remaining time the space is used in a number of different ways, including partnership meetings and workshops, teacher training, and school governor training - supporting our priority for the best educational outcomes for our young people.

The centre actually - that floor actually - operates at close to full capacity; I did check and the average number of room bookings for the last three or four months was about over 300.

2. Question from Councillor Shaz Nawaz

To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development

The Labour Group has tabled motions and questions on social housing on a number of occasions. More specifically we have asked that a Housing Revenue Account (HRA) be reintroduced subject to approval from the Secretary of State. May I please have an update as to exactly where we are in terms of furthering this objective?

Councillor Hiller responded:

Yes, Mr Mayor and, of course, I thank Councillor Nawaz for the question.

	<p>At Full Council, on 25th July last year, it was agreed that the focus for delivering social housing should continue to be through Medesham Homes rather than seeking to return to providing council housing in the traditional sense, Mr Mayor.</p> <p>Since this resolution the borrowing cap on the Housing Revenue Account, the subject of Councillor Nawaz's question, has been lifted, therefore Council officers have, of course, been reviewing the benefits, risks and costs of the reintroduction of an HRA Housing Revenue Account.</p> <p>Discussions have been held with officers from Hartlepool Borough Council, which became the first Council to reintroduce a separate Housing Revenue Account. Hartlepool has done this primarily to allow the Council to purchase housing in inner city neighbourhoods where regeneration is planned. Peterborough City Council officers are now preparing a business case setting out options for reintroducing an HRA in Peterborough for consideration by Cabinet before the end of the current financial year.</p> <p>Thank you Mr Mayor, I hope that answers your question, Councillor Nawaz.</p> <p>Councillor Nawaz asked a supplementary question:</p> <p>Thank you very much, Mr Mayor, and thank you very much, Councillor Hiller, for your detailed response. From your understanding and knowledge when do you think the business case will be ready to review?</p> <p>Councillor Hiller responded:</p> <p>As I suggested in my initial answer, Mr Mayor, it is for consideration by Cabinet before the end of the current financial year. As a business man and an accountant you will know full well when the end of the current financial year is, I am sure. Obviously, Mr Mayor, the concept of an HRA has been envisaged as an element of this authority's prudent financial management of the Council's budgets so I take the opportunity to thank Councillor Nawaz for agreeing with and supporting what it is we are doing as a Conservative run local authority. He will undoubtedly be aware there is an exception, expectation, sorry, that the HRA should be self-financing and be a separate account within the general fund of a local authority and I am sure he will also agree there would be little value gained if all we did was to replicate the services of our very capable registered social landlords in Peterborough. I am sure Councillor Nawaz would like to see the disadvantages, would certainly see the disadvantages, in a bidding war for housing sites inflating values and making the affordable housing provision in our city even more challenging. Thank you, Mr Mayor.</p>
3.	<p>Question from Councillor Hogg</p> <p>To Councillor Cereste, Cabinet Member for Waste and Street Scene</p> <p>Can the Cabinet Member for Waste and Street Scene please outline what rate of recycling will be achieved by the new LATCo, Peterborough Ltd?</p> <p>Councillor Cereste responded:</p> <p>Thank you, Mr Mayor, thank you, Councillor Hogg. I don't have a crystal ball but I will do my best to respond the question, Mr Mayor. We currently have KPI's in place with Amey to look at recycling and, of course, we are aware that the rate is not as high as what we would aspire to. As such, one of the major drives for the Local Authority Trading Company, the LATCo, will be to increase recycling rates. Once established and the outcomes of the latest government consultation on waste and recycling is</p>

	<p>realised we can look at a policy and how we can deal with waste moving forwards to ensure the percentage of recycling increases. In the short term the Local Authority Trading Company will look at how it can maximise its current resources and see if there are any quick wins such as second recycling bins, etc. Look at this space for an announcement, Mr Mayor.</p>
<p>4.</p>	<p>Question from Councillor Whitby</p> <p>To Councillor Walsh, Cabinet Member for Communities</p> <p>Two years ago I brought to the attention of the Group Leaders a problem with a couple of advertising vans which had appeared, dumped, in various places around the city. I warned at the time that failure to take strong action to stop this was needed otherwise other unscrupulous companies would begin to do the same. Dumping of these vans for extended periods creates an unsightly addition to the verges around the city, obstructs the view of drivers, damages the verges and stops our workers from cutting the grass amongst other issues.</p> <p>Sadly my prediction of further vehicles being dumped as fixed advertising hoardings has proven to be true and I have seen personally, six vehicles in various places for some four companies.</p> <p>Can I ask what measures are being taken to take these vehicles off of our verges and move the advertising to where it should be, planned, legal advertising hoardings?</p> <p>Councillor Walsh responded:</p> <p>Yes, Mr Mayor, thank you.</p> <p>First of all I'd like to reassure Members that officers from various departments have been working together to identify different options available to remove vehicles being used for the purpose of advertising. However, our powers are somewhat limited in cases where vehicles are legitimately owned by a registered keeper and are taxed and insured.</p> <p>Our Highways Team do have powers to remove obstructions (including vehicles) from the highway under the Highways Act. If the vehicle is assessed as causing a safety issue it can be removed directly, otherwise it requires an application to be made to the magistrate's court, which takes time and incurs costs for the Council.</p> <p>An alternative option is to use our new verge parking scheme, adopted last year by our PES team. Officers have been activating the scheme at locations where the vehicles have been parked. Although the scheme doesn't allow for their removal, owners can be issued with penalty charge notices. To date officers have activated the scheme at 17 locations where advertising vehicles have been parked and issued 49 penalty charge notices. Of these, 33 have been paid and the remainder are being pursued via our recovery processes. For the vast majority of cases, this action has resulted in the prompt removal of the vehicles ticketed, with only a few cases being escalated to more protracted legal proceedings under the highways legislation.</p> <p>For legally registered vehicles, officers will continue to use this scheme to take enforcement action as it is proving very successful in the majority of cases.</p> <p>So the question posed by Councillor Whitby was about 'dumped vehicles'. It should be noted that the majority of advertising vehicles are not 'dumped' but are roadworthy,</p>

	<p>taxed vehicles with registered keepers. Where vehicles are clearly abandoned with no registered keeper, we have powers of removal in accordance with section 2 of the Refuse Disposal Amenity Act 1978, as amended by the Clean Neighbourhood and Environment Act 2005. In these circumstances, PES Officers will post a notice for removal on the vehicle which must be complied with within 7 days and failure to comply will result in recovery and, if not claimed, the vehicle will be disposed of. Thank you, Mr Mayor.</p>
<p>5.</p>	<p>Question from Councillor Bond</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>What is the possibility of plans for traffic provisions on the roundabout located on the A15 junction with Gunthorpe Road and Manor Drive?</p> <p>Councillor Hiller responded:</p> <p>Thank you, Mr Mayor and I thank Councillor Bond for his question.</p> <p>It is a junction I use very, very frequently, so I completely understand his sentiment. What I would say is our highway network is a real asset to our city as I am sure most of us here are aware and we are always looking to bid for funding to make improvements, and I am sure you'll be aware, Councillor Bond, that this particular roundabout was identified in our fourth Local Transport Plan as a future scheme. Transport powers, as I am sure you will be equally aware, have now moved to the Combined Authority and we have submitted this scheme, along with a number of others in Peterborough, for future funding consideration. So, yes, Councillor Bond, there is a possibility. Thank you, Mr Mayor.</p>
<p>6.</p>	<p>Question from Councillor Saltmarsh</p> <p>To Councillor Walsh, Cabinet Member for Communities</p> <p>Whilst I welcome the environmental enforcement measures now in force in the City Centre area please can the Cabinet Member advise me when the proposed plan for a city wide parking and environmental crime enforcement team will be operating in other areas of the city?</p> <p>Councillor Walsh responded:</p> <p>Yes, thank you, Mr Mayor.</p> <p>Our parking and environmental crime teams are already operating across the city, with the exception of Kingdom Services who have until now been operating on a trial basis in our 2 Public Space Protection areas i.e. that's the city centre and Millfield. The trial has now concluded, and as of January 2019 we awarded a fixed contract to Kingdom Services. This will allow us to deploy them outside of the trial boundaries into other areas of the city.</p> <p>It may be useful to note that the creation of PSPOs is not essential to the deployment of Kingdom enforcement officers. PSPOs are a useful tool for us to enforce issues that do not form part of our statutory powers, for example spitting and other anti-social behaviour. However, we do have existing powers against offences such as littering that can be granted to Kingdom staff without the need for a new PSPO.</p>

	<p>We will be using these statutory powers to expand delivery now that the trial has concluded, and plan for full roll out to take place in April 2019, this year that is... After this date, deployment of Kingdom and our other enforcement resources will be made based on assessment of need and demand.</p> <p>In areas where extra powers may be needed, we will continue to seek PSPOs to enhance our ability to address non-statutory issues that affect our communities. For example, we are launching a third PSPO in the Woodston area this month to tackle the anti-social challenges that have been raised, and we will continue to do this in any areas that necessitate a more bespoke approach to enforcement.</p> <p>Thank you, Mr Mayor.</p> <p>Councillor Saltmarsh asked a supplementary question:</p> <p>Thank you Mr Mayor. Surely you'd agree though that it is very frustrating to residents when they know there is parking enforcement policy in force as in Dogsthorpe Ward as to why there is no enforcement action being taken there.</p> <p>Councillor Walsh responded:</p> <p>Well, the question is do I understand it's frustrating. Well, yes I do but I think I have explained what the plan is so if you could kindly relay that to your residents then that maybe of some comfort to them. Thank you.</p>
7.	<p>Question from Councillor Shaz Nawaz</p> <p>To Councillor Seaton, Cabinet Member for Resources</p> <p>The £23m loan to Empower remains unpaid and is understandably causing taxpayers a considerable amount of concern. May I, on their behalf, request a detailed update please?</p> <p>Councillor Seaton responded:</p> <p>Thank you Mr Mayor and thank you Councillor Nawaz for the question and the opportunity to reassure Members and most importantly tax payers. I think I did answer questions on this at December Full Council but I perhaps could have been more erudite in my answers.</p> <p>The loan facility was granted four years ago to Empower when rigorous criteria was set and satisfied including an assessment of assets against the loan facility. The social enterprise company has been operating solvently and has delivered nearly 8,000 solar installations on housing association properties including over 400 in Peterborough. I think it is worth just mentioning to Members that from this investment the Council has made a return of nearly £2m to support vital services for residents and we continue to receive a six figure monthly income.</p> <p>I can reassure Members and tax payers that the Council's loan to Empower is fully secured over the solar rooftop assets and those assets are now fully operational and receiving the feed in tariff indexed each year by RPI to the year 2037. The re-finance process has been undertaken by Empower with the aim of repaying the Council's loan and preserving the community assets incorporated into the schemes design. To provide the latest position, a term sheet has been received by Empower from Triodos</p>

Bank and Thrive Renewables, and this refinance proposal is now being reviewed in the light of alternative sources of finance available in the long term renewables financing market. Approval for the extension of the loan was given until the end of March subject to monthly authorisation, so enabling progress to be monitored closely and I actually have weekly meetings with the Director of Finance and this is on our agenda as one of about 30 different things we talk about every week. Thank you Mr Mayor.

Councillor Shaz Nawaz asked a supplementary question:

Thank you very much Mr Mayor and thank you Councillor Seaton for your detailed explanation.

You talk about a rigorous criteria and it gives me slight cause for concern that the criteria was not rigorous enough. But of course we can't see the future and like you did me I think the council meeting before last and hindsight is a wonderful thing. See that where we are, can you provide me with a clear guarantee that the loan will be repaid and if it's not repaid how are we going to deal with the consequences in current times of austerity?

Councillor Seaton responded:

Thank you Mr Mayor. I'll just say again. I'll reassure Members and tax payers that the Council's loan to Empower is fully secured over the assets. Now Councillor Nawaz said can I give him a crystal clear guarantee. Well I've been in politics long enough that I'm not going to give you a crystal clear guarantee about anything including that the Council budget will be balanced until we actually get there Councillor Nawaz and I'm sure you'll bear with me on that.

I can give you a guarantee as strong as anything but to stake my mortgage on it I think I'd be careful about that. Things happen you know. I know you publically said you talked about rigorous criteria well that was four years ago and no-one called in the decision so I think people were happy across the chamber that the criteria four years ago was rigorous. I know you said publically you don't understand the rate of return, it's commercially confidential I am happy to share that with you if you want to discuss it as long as it does remain confidential. I know you said publically we lack the expertise to bring the scheme in-house well I think that is possible an option for the future that we could look at. But actually what I am seeing at the moment from the discussions with Empower and the third parties we are talking to there are a lot of people interested in these sorts of assets and will take it on. Thank you Mr Mayor.

8. Question from Councillor Joseph

To Councillor Walsh, Cabinet Member for Communities

In 2017 Peterborough was declared a Local Alcohol Action Area by the Home Office 2017.

These are areas in which local agencies, including licensing authorities, health bodies and the police will come together with businesses and other organisations to address problems being caused by alcohol in their area. Work in the local alcohol action areas will be focused on the key aims of reducing alcohol-related crime and disorder and reducing the negative health impacts caused by alcohol. Underpinning both of these will be the goal of promoting diverse and vibrant night-time economies.

In the light of this does the Cabinet Member think procedures for the granting of alcohol licenses are stringent enough?

Councillor Walsh responded:

Thank you Mr Mayor. The Local Alcohol Action Area adopted in 2017 was not intended to address the granting of licenses themselves, but to address alcohol related crime and disorder and negative health impacts. In this regard the scheme has proved successful, bringing together agencies to focus on preventative measures that reduce violence in the night time economy.

Examples include working with existing licensees to look at how they promote alcohol or designing out areas that increase the likelihood of violence. E.g. redesigning smoking areas where persons are held in confined areas. In respect of the granting of licenses I do believe our procedures are stringent and that we have an effective and robust partnership that works together to help inform the Licensing Committee's decision making.

This is operating as Government intended. The legislation contains sufficient provisions to ensure that licences are only granted to businesses meeting the requirements of the Act, as well as measures to enable breaches of licence conditions to be addressed, this being by a licence review if necessary.

Furthermore, where evidence is available, we are using extra powers to help the Licensing Committee reach decisions. E.g. in the Lincoln Road area we have introduced a cumulative impact policy which allows for new applications to be refused or amended solely on the volume of licensees already operating in this area. Thank you.

Councillor Joseph asked a supplementary question:

Thank you Mr Mayor, thank you Councillor Walsh for your answer. You mention the CanDo area which as you have rightly stated is subject to a cumulative impact policy. It also has a Public Space Protection Order in place alongside the LAAA. However we continue to see licenses being granted in this area.

With inadequate resources to ensure that the policies are enforced is it not time perhaps we looked at other ways of addressing this issue, one of which might be to insist that any license applicant wanting to have a license in a cumulative impact area perhaps has five years unblemished years as a license holder in the UK and whether we have the authority to put those policies in place. Thank you.

Councillor Walsh responded:

Thank you. I think you are touching on the processes now of our Licensing Committee and I think that is something that you really do need to bring forward to them and the relevant Officers of course for them to look at, consider. That isn't something I could answer tonight, we are talking legalities. Thank you.

Councillor Hiller:

Thank you, Mr Mayor. I rise on a statement of accuracy rule 20.15. I waited out of courtesy for Councillor Walsh to answer the supplementary question. I have sat on the Licensing committee for many years, Mr Mayor, and what I would say is that the Cumulative Impact Policy in itself doesn't prevent a license being granted. We had a review, not a review, an application last week, the Deputy Mayor was sitting in the

	<p>licensing panel as well as myself, and Councillor Ayres was the Chair. If the programme that's put forward by the applicant is robust enough a licence can be granted.</p>
9.	<p>Question from Councillor Hogg</p> <p>To Councillor Seaton, Cabinet Member for Resources</p> <p>When was the last time the Council's Mobile Telephone provision contract reviewed, and what frequency would this normally be carried out?</p> <p>Councillor Seaton responded:</p> <p>Yes so this is about the Council's mobile telephone contract which current contract was let in September 2015 for 3 years. So we actually reviewed it in September last year and we would have gone out to tender again but we were aware that Cambridgeshire are also going out to tender so we have joined the two tenders together.</p> <p>I believe it's the end of this month that those tenders are due to be received so we should be able to get a saving on the joint contract and that will be reviewed over the next month or two. Thank you Mr Mayor.</p> <p>Councillor Hogg asked a supplementary question:</p> <p>Just to get some clarification on that. So you are saying that the contract was reviewed last year. I believe the contract is with Orange which stopped doing new business in 2010. Is that correct?</p> <p>Councillor Seaton responded:</p> <p>Thank you, Mr Mayor. No. It is with EE.</p>
10.	<p>Question from Councillor Bashir</p> <p>To Councillor Allen, Cabinet Advisor to the Leader</p> <p>People from many communities value our City Market. There have recently been concerns expressed from both traders and members of the public regarding the lack of footfall and business downturn, particularly when the Stagecoach Bus service was redirected during the roadworks on Westgate.</p> <p>Can reassurances be provided that the Market has a long term future, and enjoys the full support of the City Council?</p> <p>Councillor Allen responded:</p> <p>Thank you Mr Mayor, thank you Councillor Bashir. I could actually answer yes as a short answer to the question but I will elaborate. The question is timely. There is currently a great deal of national interest in the viability of traditional markets. I can assure you and the chamber that Peterborough city market is and will continue to be an important part of our city centre life. It has had the full support of the City Council and a long term future.</p> <p>It is true however to say that the road works during the late Summer and Autumn of 2018 which resulted in bus diversions by Stagecoach, did have an effect on footfall</p>

attending the market. Things have now returned to normal with the completion of the public ground work and bus routes have been reintroduced.

Any current downturn in trade and footfall is regrettable of course but being felt across the high street retail sector as a whole.

A number of initiatives have been introduced to support the market and these include:, and I'll go down a list if you don't mind:

- We are increasing the number events.
- We are expanding the social media marketing opportunities and engaging with 'bloggers' further video coverage.
- We are offering the market site and services as a base for community events.
- We are undertaking essential works to improve the market and capital and revenue bids are being submitted to address related issues.
- Additional promotions are being put in place to increase trader numbers and improve the market offer.
- We are looking into other activities such as regular auctions and craft marketing partnerships.
- Advertisements are in place on advertising billboards in the city.
- And promotion for the market is displayed on screens at the Peterborough train station.
- We are developing the Food Court offer and I am delighted to say we now have traders offering Caribbean, Thai, Nigerian and Indian food along with pizza and pasta and also a bakery and cake shop.
- And to ensure we don't just put things in place we let people know what is there to visit and enjoy. There has been a complete refresh of the market traders' website.

So be assured of our continued support for the assets and the aspiration to see the location become our very own Peterborough Market.

Councillor Bashir asked a supplementary question:

Thank you Mr Mayor and thank you Councillor Allen for your detailed answer. Members of the public have expressed that the market should return to Cathedral Square. Is that a possibility?

Councillor Allen responded:

Thank you for the question, the supplementary question Councillor Bashir. I think the nostalgic sepia images of Peterborough Market Place from back in time are of course somewhat persuasive. Although perhaps appealing, the reality would present a logistical challenge to operate on a regular basis. The setting up, dismantling and removal of storage of the market stalls would be labour intensive and costly. Additionally many of the stalls are effectively now lock up units, where in many cases traders store stock or machinery in connection with their business. For these businesses the prospect of moving in and out of stalls would be impractical. Cathedral Square is a popular and versatile public space. Great for events and festivals and of course also as a location for craft markets, continental markets and farmers markets together with the important seasonal use for our light switch on. And I add the option of a Christmas

	<p>Market which is currently being progressed. I think rather than focus on a move I believe every effort needs to be put in place to promote our current city market in it's present location. Thank you, Mr Mayor.</p>
<p>11.</p>	<p>Question from Councillor Joseph</p> <p>To Councillor Walsh, Cabinet Member for Communities</p> <p>Issues around verge parking are common – what reassurance can you give to residents that the council is taking a proactive approach to address this issue?</p> <p>Councillor Walsh responded:</p> <p>Yes, Mr Mayor, thank you. The Council receives numerous complaints relating to verge parking each year and the impact this has on communities and individuals is well documented. Due to these concerns the new Verge Parking Scheme was introduced and came into effect in June 2018.</p> <p>Three resident-backed schemes have been implemented, another will be completed soon, and two are currently open for consultation with local residents. There have also been a number of schemes activated directly by officers such as in locations used by advertisement vehicles or vehicles for sale, which we discussed earlier in the question from Councillor Whitby. Vehicles parked at locations where the scheme has been activated are liable for a Penalty Charge Notice which is enforced by (<i>Prevention and Enforcement Services</i>) PES Officers.</p> <p>Councillors and residents can request and support the introduction of the scheme in their local area. Full details can be found on the Council's website or, alternatively, Residents or Members can contact the Prevention and Enforcement Services who will be able to assist.</p> <p>Councillor Joseph asked a supplementary question:</p> <p>Thank you Mr Mayor, thank you Councillor Walsh. Many of the residents obviously object to the verge parking because of the damage that it causes to the actual verges themselves and causes them to become unsightly. I have been given figures by Officers, retrospective figures as apparently we don't repair the verges any more, that an average of a two by ten foot verge repair costs between £150.00 and £400.00 plus the traffic management costs. Would it not be a better idea perhaps to look at repairing the verges and installing protective matting which, will following the initial outlay would allow us to have verges that were aesthetically pleasing, would have a more positive impact on the environment and vastly reduce the costs of repairs and traffic costs going forward.</p> <p>Councillor Walsh responded:</p> <p>Yes, thank you, Mr Mayor. Yes it does sound like a very good idea at first, but the point is that we will repair the verges and then they will get damaged again, so what we need is a sustainable solution and I think the only sustainable solution is to prohibit vehicles parking on the verges so they are not damaged. Thank you Mr Mayor.</p>
	<p>NO FURTHER QUESTIONS WERE ASKED DUE TO THE TIME LIMIT BEING REACHED</p>

12.	<p>Question from Councillor Coles</p> <p>To Councillor Walsh, Cabinet Member for Communities</p> <p>I was pleased to visit Garden House recently, where I met staff and volunteers who provide support during the daytime for Peterborough’s homeless people. I was also able to speak with some of the guests who are receiving help. I was very impressed to see the mix of services that Safer off the Streets is providing, not just the night shelter scheme in the city, but also daytime support. Could you tell me how the “Safer Off The Streets” partnership is developing in terms of identifying the City’s rough sleeper community and how the Council is working within the partnership?</p> <p>Councillor Walsh may have responded:</p> <p>Much has been achieved in the three months since the launch of Safer off the Streets. The Council is a key partner in the partnership which comprises a wide range of other organisations from across the public, voluntary and faith sectors, each of whom are committed to supporting the project’s aims. The partnership came about as a result of the rough sleeper action plan, developed by the highly effective cross party task and finish group last year.</p> <p>Over the coming months work will intensify with the aid of the financial support we have received from the Government’s rough sleeping initiative, and this will enable the resource in the council’s rough sleeper outreach team to be doubled.</p> <p>The Council’s Outreach Team work closely with the Garden House and have outreach officers based out of the building so that rough sleepers are able to access all required support in a neutral location as well as providing outreach to those who are not yet ready to engage.</p>
13.	<p>Question from Councillor Martin</p> <p>Councillor Ayres, Cabinet Member for Education, Skills and University</p> <p>There was a proposal for Heltwate Special School and St George’s Hydrotherapy Pool to re-locate to a site in East Ward off Newark Road. I understand that, following the collapse of Carillion, the planning application has been withdrawn. Can the appropriate Cabinet Member please tell me if the project has been cancelled?</p> <p>Councillor Ayres may have responded:</p> <p>The planning application was withdrawn after the financial demise of Carillion in January 2018. However, the decision was also taken that the scheme to build a special new school with a hydrotherapy pool on the site at Newark Road was not best value. Alternative options are being considered for capital investment into the existing Heltwate School to ensure greater suitability of existing accommodation and to create additional spaces. We have also secured additional outdoor space for the school. Additionally, St Georges was reopened following extensive refurbishment in September 2018 as a split site for Sixth Form Pupils from Heltwate and this will be used for the foreseeable future. Any development at Heltwate would be undertaken in conjunction with additional reconfiguration at Marshfield Schools to ensure we can meet all the needs of pupils with SEND (<i>Special Educational Needs and Disability</i>) across Peterborough in the future.</p>
14.	<p>Question from Councillor Murphy</p>

	<p>To Councillor Cereste, Cabinet Member Waste and Street Scene</p> <p>I'm aware that a number of roads in the city have not been swept for significant periods of time. With Amey now leaving can the Cabinet Member provide residents and residents groups with reassurance and information about how these services, including emptying bins and cleaning streets, will be delivered across the authority.</p> <p>Councillor Cereste may have responded:</p> <p>All PCC (<i>Peterborough City Council</i>) owned areas of land are visited and cleansed on a cyclical basis this includes both manual litter picking and mechanical road sweeping where possible. With the introduction of the Local Authority Trading Company all services and specifications will initially be a like for like service, we will then look to make improvements through efficiencies and different ways of working moving forwards.</p>
15.	<p>Question from Councillor Sandford</p> <p>To Councillor Fitzgerald, Cabinet Member for Integrated Adult Social Care and Health</p> <p>Could the Cabinet Member for Health tell us what discussions he has had with health service partner organisations regarding the possibility of a no deal Brexit and what preparations are being made to avoid potentially catastrophic consequences for NHS services and patient care in Peterborough?</p> <p>Councillor Fitzgerald may have responded:</p> <p>NHS contingency planning for a no deal Brexit is taking place at national level, including measures to ensure supply of medicines and medical devices. The Department of Health and Social Care has issued Operational Guidance on actions that all local providers and commissioners of health and social care services should take to prepare for, and manage, the risks of a no-deal exit scenario. Local oversight is provided by the Cambridgeshire and Peterborough Local Health Resilience Partnership, which includes all local NHS Trusts and commissioners and is co-chaired by an NHS England Director and our Director of Public Health.</p> <p>Yesterday, our Service Director for Communities and Safety, who is leading Brexit preparations for the City Council, attended the Local Health Resilience Partnership to ensure that our Brexit contingency plans are aligned, particularly with regard to adult social care. In addition, the Cambridgeshire and Peterborough Local Resilience Forum (LRF) is currently overseeing multi-agency contingency planning for a 'no deal' Brexit, and the NHS is represented and fully involved. As Cabinet Member I am kept apprised through feedback from senior officers, and directly through attending relevant NHS Partnership Boards. Our planning is not just for 'no deal', but for a number of potential Brexit scenarios.</p>
16.	<p>Question from Councillor Bond</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>The recent IPCC (<i>Intergovernmental Panel on Climate Change</i>) report showed that unless urgent measures are taken, the Earth could be only a few years away from</p>

	<p>significant and irreversible climate change. So what new measures has the council taken to reduce its carbon footprint over the last twelve months?</p> <p>Councillor Hiller may have responded:</p> <p>Council agreed in April 2017 an Environment Action Plan which outlines targets, across ten different themes, that the Council is committed to delivering, between now and 2020.</p> <p>Under the ‘zero carbon energy’ theme the Council committed to a number of targets designed to reduce our carbon footprint including:</p> <ol style="list-style-type: none"> 1. Establishing a CO₂ baseline for Fletton Quays with a view to reducing emissions while taking due account of the city’s growth aspirations. This work is currently underway. Per member of staff, Sand Martin House should be considerably more energy efficient than previously occupied buildings; 2. Maintaining our ‘Green’ rating with Investors in the Environment. I am pleased to confirm this is on track, For Members who may not be aware of this initiative it is a national scheme operated by Peterborough Environment City Trust and is designed to help organisations save money and reduce their impact on the environment. 3. Upgrade 17,000 street lights to energy efficient LEDs. This project is nearing completion and will make a significant contribution to the level of energy required to illuminate the city’s streets.
17.	<p>Ward Specific Question from Councillor Fower</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Could the relevant Cabinet Member please inform me as to which roads and footpaths in the Gunthorpe ward are scheduled for resurfacing work between now and the end of the financial year, and also for the 2019/2020 financial year?</p> <p>Councillor Hiller may have responded:</p> <p>There are works planned to be undertaken on the footway near Werrington Brook, these works are planned to be undertaken during February (weather allowing). There are no carriageway works planned.</p> <p>Over the financial year of 2019/20 there are no works planned on the carriageways. There are planned works on the footways along Donaldson Drive and this will be over a couple of years due to the length of the road.</p>
18.	<p>Ward Specific Question from Councillor Fower</p> <p>To Councillor Ayres, Cabinet Member for Education, Skills and University</p> <p>Could the relevant Cabinet Member let me know what work the City Council have undertaken with schools in the Gunthorpe Ward, to help encourage and increase the number of children cycling to and from school, and what plans they have in the coming years to ensure growth in regards to this important aspect?</p> <p>Councillor Ayres may have responded:</p>

	<p>The Council provides Bikeability training, which is the new cycle proficiency training, to a number of primary schools in Peterborough. Training has recently taken place in Norwood and Gunthorpe Primary Schools which gives our youngsters the ability and confidence to cycle. We also run the Bike-It initiative with a number of schools in Peterborough which aims to encourage active travel. Schools are able to compete in various competitions and promotional events throughout the year.</p> <p>We will continue to engage with and deliver active travel initiatives to schools across the whole of Peterborough to encourage sustainable travel.</p>
19.	<p>Ward Specific Question from Councillor Whitby</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>We have had two major crashes recently in the early morning on Fletton Avenue. It appears that speed was an issue with both of these incidents and this part of Fletton Avenue seems to suffer more than most from speeding vehicles.</p> <p>Can I ask the Cabinet Member what specific measures are being considered to deal with this problem, as it is only a matter of time before one of these accidents involves a fatality?</p> <p>Councillor Hiller may have responded:</p> <p>In 2018 there were three collisions resulting in injury and two collisions resulting in vehicle damage only, however officers have not yet received the verified reports, and thus are not aware of the underlying causes or contributory factors. Once these are received officers shall review whether any future interventions are required. A scheme is planned at the junction of Fletton High Street and Whittlesey Road to improve the pedestrian crossing facilities.</p>
20.	<p>Ward Specific Question from Councillor Davidson</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Numerous reports of stray horses were confirmed in the Gunthorpe Ward in 2018.</p> <p>Will the Cabinet Member consider introducing a cattle guard at all foot bridges, particularly the footbridge Paston to Gunthorpe Ridings, for pedestrians to pass but not cattle/livestock?</p> <p>Councillor Hiller may have responded:</p> <p>This is not a proposal we are able to consider. Whilst we appreciate that cattle grids are useful in the correct setting they are not considered to be suitable in the locations referred to. These locations are used regularly by cyclists and pedestrians including those with mobility issues.</p>
21.	<p>Ward Specific Question from Councillor Davidson</p>

To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development

Can the Cabinet Member please consider the structural damage to a lamppost on Gunthorpe Road in front of Happy House Pre-school for replacement? It is a constant reminder of the fatal incident which led to the structural damage in 2017.

Will the relevant department deal with this as a matter of priority?

Councillor Hiller may have responded:

We would like to thank you for bringing this to our attention and we can confirm that arrangements are being put in place to deal with this situation at the earliest opportunity.

8. Questions on notice to:

d) The Combined Authority Representatives

There were no questions in this category.

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COUNCIL	AGENDA ITEM No. 9(a)
6 MARCH 2019	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(a) Cabinet - Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche Three

At its meeting on 25 February 2019, Cabinet received a report in relation to the Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche Three.

In addition to the recommendations to Council, Cabinet resolved to note:

1. The statutory advice of the Chief Finance Officer outlined in section 6, The Robustness Statement. This was required to highlight the robustness of budget estimates and the adequacy of the reserves.
2. The grant figures published on 29 January 2019, within the Local Government Final Finance Settlement, were as previously indicated and outlined in section 4.4 of the report.
3. The future strategic direction for the Council outlined in section 5.11 of the report.
4. The feedback received on the budget proposals, received via the consultation detailed in section 9.3 of the report and Appendix O to the report.

IT IS RECOMMENDED that Council approve:

1. The Tranche Three service proposals, outlined in Appendix H to the report, this included a 2.99 per cent council tax increase.
2. The Medium Term Financial Strategy 2019/20-2021/22-Tranche Three, as set out in the body of the report and the following appendices:
 - Appendix A – 2019/20-2021/22 MTFFS Detailed Budget Position-Tranche Three
 - Appendix B – Budget Proposals- Tranche One, Two and Three.
 - Appendix C – Council Tax Information
 - Appendix D – Grant Register
 - Appendix E – Fees and Charges
 - Appendix F – Performance Data
 - Appendix G – Capital Programme Schemes 2019/20- 2023/24
 - Appendix H – Budget Consultation Document, including Tranche Three Budget Proposal detail
 - Appendix I – Savings RAG Rating
 - Appendix J – Equality Impact Assessments
 - Appendix K – Treasury Management Strategy
 - Appendix L – Capital Strategy
 - Appendix M – Asset Management Plan
 - Appendix N – Investment Acquisition Strategy
 - Appendix O – Budget Consultation Feedback
 - Appendix P – NNDR Retail relief discount 2019/20 and 2020/21
 - Appendix Q – NNDR Local Discretionary Relief Scheme for 2019-20 and 2020-21
3. The Local Discretionary Rate Relief scheme for 2019-20 and 2020-21 as set out in section 5.8 of the report and Appendix Q to the report.
4. To approve the Business rates retail discount scheme for 2019/20 and 2020/21 as set out in section 5.8 and Appendix P to the report.

The original Budget Book is available [online](#) and the supplementary Cabinet report follows.

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CABINET	AGENDA ITEM No. 5
25 February 2019	PUBLIC REPORT

Report of:	Peter Carpenter, Acting Corporate Director of Resources	
Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources	
Contact Officer(s):	Peter Carpenter, Acting Corporate Director of Resources Kirsty Nutton, Head of Corporate Finance	Tel: 01733 452520

**FULL COUNCIL ADDENDUM – MEDIUM TERM FINANCIAL STRATEGY
2019/20-2021/22- TRANCHE THREE**

Background

- 1.1. This addendum has been produced in order that Members receive the most up to date position regarding the Tranche Three Budget Consultation.
- 1.2. This document contains consultation feedback received, which we were unable to include within the main report due to the timing of publication.
- 1.4. No paper (hard copy) consultation responses were received at the reception desks or at the libraries.

Changes to the Consultation Response

- 1.5. This update contains the following:
 - The two additional budget consultation responses received.
 - Draft feedback received from Joint Scrutiny Committee held on 12 February 2019

Budget Consultation Feedback

1.1. This document contains:

- A list of consultation responses received to date via the online survey.
- Feedback received from the stakeholder groups which have been directly consulted with.

1.2. The following section details the six online survey responses received:

No	Do you have any comments to make about the tranche three budget proposals?	Having read the tranche three proposals document, how much do you now feel you understand about why the council must make savings of over £8.2million in 2019/20 and almost £20million by 2021/22? Tick the answer you agree with.	If you have any specific ideas about how the council can save money or generate additional income to protect services, please state these here:
7		A great deal	Take control of Deeping and Stamford
8		A fair amount	

**MINUTES OF THE JOINT SCRUTINY COMMITTEES MEETING
HELD AT 6.00PM ON
12 FEBRUARY 2019
IN THE COUNCIL CHAMBER, TOWN HALL PETERBOROUGH**

- Committee Members Present:** Councillors J Stokes (Chairman), A Ali, S Bashir, R Brown, G Casey, A Ellis, M Farooq, J A Fox, J R Fox, C Harper, S Hemraj, M Jamil, D Jones, S Martin, G Nawaz, R Bisby, E Murphy, D Over, B Rush, B Saltmarsh, N Sandford, N Simons,
Co-opted Members: Parish Councillors Henry Clark, Neil Boyce, Junaid Bhatti, James Hayes,
Independent Co-opted Members Dr Watson, Alastair Kingsley, Peter Cantley
- 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 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
- Officers Present:** Gillian Beasley, Chief Executive
Peter Carpenter, Acting Corporate Director, Resources
Adrian Chapman, Service Director, Communities and Safety
Amy Brown, Senior Lawyer Litigation and Deputy Monitoring Officer
Annette Joyce, Interim Corporate Director, Growth and Regeneration
Wendi Ogle-Welbourn, Executive Director, People and Communities, Cambridgeshire and Peterborough Councils
Amanda Askham, Director of Business Improvement and Development
Sue Grace, Director of Customer and Digital Services
Will Patten, Service Director Commissioning
Dr Liz Robin, Director of Public Health
Lou Williams, Service Director, Children & Safeguarding
Jonathan Lewis, Service Director, Education
Dan Kalley, Senior Democratic Services Officer
Pippa Turvey, Democratic and Constitutional Services Manager
Rachel Edwards, Head of Constitutional Services
- Others Present:** Councillor Shaz Nawaz, Labour Group Leader

9. APPOINTMENT OF CHAIRMAN

The Democratic and Constitutional Services Manager 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 Stokes, Chairman of the Health Scrutiny Committee and Councillor Harper, Chairman of the Growth, Environment and Resources Scrutiny Committee. Councillor Stokes was nominated by Councillor Simons and seconded by Councillor Harper. 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 Three proposals document as part of the formal consultation process before being presented to Cabinet on 25 February 2019 for approval and recommendation to Full Council on 6 March 2019.

10. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Lane, Councillor Aitken, Councillor Serluca, Councillor Warren, Councillor Goodwin, Councillor Barkham, Councillor Shaheed, Councillor Dowson and Councillor Fower. Councillor Gul Nawaz substituted for Councillor Goodwin. Councillor Murphy substituted for Councillor Fower.

Apologies were received from Councillor Cereste, Cabinet Member for Waste and Street Scene and Councillor Fuller, Cabinet Advisor for Commercial Strategy and Investments

The following co-opted members also sent apologies: Education Co-opted members Flavio Vettese. Parish Councillor Co-opted Member Susie Lucas and Keith Lievesley, Richard Clarke.

11. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS

There were no declarations of interest or whipping declarations.

12. MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2019/20 - 2021/22 – TRANCHE THREE PROPOSALS

The Cabinet Member for Resources gave a short introduction to the Budget 2019/20 – 2021/22 Tranche Three proposals document accompanied by the Acting Corporate Director of Resources and went through 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>1. Presentation and Introduction of the Medium Term Financial Strategy Tranche Three Proposals Document</p> <p>Cabinet report dated 4 February 2019 (pages 1 to 40) of the MTFS 2019/20 to 2021/22 Tranche Three Proposals Document</p>	<p>Members sought clarification over the use of reserves. £3 million had been used from reserves, however it seemed as if this had not come from the general fund.</p> <p>In addition Members asked what the overall total of reserves the Council had was.</p> <p>It was important that the Council looked at all possible ways of balancing the budget outside of using the Councils reserves.</p>	<p>The Cabinet Member for Resources confirmed that the Councils General Fund reserve balance was £6 million. Overall Peterborough had the 11th lowest reserve fund out of all Unitary Authorities.</p> <p>It was important that the Council did not carry on using the reserves going forward and investigated alternative methods of balancing the budget.</p>
	<p>A query was raised as to how much progress had been made under the Standing up for Peterborough campaign. Members asked what the current situation was in relation to the campaign and progress that had been made.</p>	<p>The Cabinet Member for Resources confirmed that the campaign was still vital. Through the campaign and wider campaigns from bodies like the LGA the Council had received an extra £2.15 million from the Government towards social care. In addition a further £1.6 million had been received to help local communities.</p> <p>Members were informed that the debate had moved on since the campaign started. There was more emphasis on lobbying from Directors of Adult and Social Care and Chief Executives across the Country asking for more funding for local authorities.</p> <p>The Acting Corporate Director Resources stated that over the past year the best way to lobby Government was through the LGA,</p>

		<p>as Councils across the Country had varying demands placed on their services.</p>
	<p>Members had concerns over the use of Council reserves to balance the budget. Had the Council considered other options before using these reserves?</p>	<p>The Cabinet Member for Resources stated that using reserves was not an easy decision. However the Council was facing a number of challenges in balancing its budget. Going forward the Council would look at ways of delivering services differently, potentially using outside and voluntary sector organisations to assist. It was important that the Council continued to use external organisations to challenge the way the budget was being used. The LGA had also made suggestions to the way the Council used its budget.</p> <p>The Acting Corporate Director added that in order to evaluate all options properly the Council needed sufficient time to do this, in addition any options suggested needed to be deliverable.</p>
	<p>Members sought clarification over the sale of assets in terms of what was sold and what was to be sold going forward. Assurances were sought that the £9 million for the proposed University in Peterborough had been secured as there was conflicting information and it was not identifiable in the budget.</p>	<p>The Leader of the Council confirmed that the money had been secured. The University had not received the money yet, they had to draw down on this as and when it was required. So far £750k had been drawn down by the LEP, £3.8 million had been allocated to the University of which they had spent around £1 million. Furthermore £9.7 million was available to drawdown on once the building works had commenced.</p>

	<p>Councillor Murphy asked for clarification over the cost of repairing Rhubarb Bridge.</p> <p>Councillor Murphy seconded by Councillor Jamil recommended that Cabinet review the level of reserves with a view to placing £1 million back into reserves in case of any financial difficulties over the next year and further review the policy on the use of Council assets.</p> <p>The recommendation was put to the vote (5 in favour, 14 against, 0 abstentions) The recommendation was therefore not carried.</p>	<p>The Leader of the Council confirmed that the money that had been earmarked to knock the bridge down was now going to be used to repair the bridge, which was what the residents of Peterborough had asked for.</p> <p>In terms of the at grade crossings this was an essential part of the upgrade works. Without these it would be impossible for residents, particularly those who were disabled to cross safely.</p>
<p>The Committee RESOLVED to note this section of the budget.</p>		

<p>2. Appendix A Page 41 to 50 2019/2020 – 2021/22 MTFS Detailed Budget Position and Appendix B Page 51 to 53 Budget Proposals – Tranche One, Two and Three</p>	<p>Members sought clarification over income generated through business rates, particularly around the Fletton Quays development.</p>	<p>The Acting Corporate Director Resources stated that in terms of business rates, these were to be re-based. There were likely to be reflected in future budgets once the valuation office had completed their work.</p> <p>The Acting Corporate Director confirmed that potentially the business rates received from Fletton Quays and other Developments across Peterborough could be a six figure sum, however this depended on what comes out of the fairer funding review and business rates rebaselining.</p>
<p>The Committee RESOLVED to note this section of the budget.</p>		
<p>3. Appendix C Page 55 Council Tax Information</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>4. Appendix – D Page 57 to 60 Grant Register And Appendix E Pages 61 Fees and Charges</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>5. Appendix – F Page 63 to 66 Performance Data</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>6. Appendix – G Page 67 to 69 Capital Programme Scheme 2019/20=2023/24</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>7. Appendix H Budget Consultation Document including Medium Term Financial Strategy 2019/20 Tranche Three Budget Proposals starting on page 71</p> <p>Introduction, The Budget Process, Priorities, Council Tax, Funding and Council Service Expenditure, Capital Expenditure Budget, Overall Budget Position, and Budget Consultation Pages 71 to 83</p>	<p>Members raised concerns over the number of meetings of the cross party working group for with regards to Tranche Two and Three of the budget. In addition these meetings had only taken place around three days before the proposals were published. It was important that the cross party working group be given more time to influence proposals in the future.</p> <p>The Joint Scrutiny Committee agreed (Unanimous) to recommend that more time be given to the Cross Party Working Group to be able to influence budget proposals.</p>	<p>The Cabinet Member for Resources acknowledged that there had not been as many meetings as in the past. However assurances were given that more time would be allowed in future for the cross party group to make suggestions to budget proposals.</p>
<p>The Committee RESOLVED to note this section of the budget.</p>		
<p>AGREED ACTIONS</p> <p>The Joint Scrutiny Committee requested that:</p> <ol style="list-style-type: none"> 1. The Cross Party Working Group for the budget be allowed more time do make suggestions and proposals to future budget tranches. 		
<p>8. Governance Budget Proposals Page 84</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>9. Growth and Regeneration Budget Proposals Pages 85 to 87</p>	<p>Members sought clarification that following the sale of Peterborough United Football Club, that if a new stadium was to be build a covenant be placed in the sale to confirm that the existing facilities be retained for the benefit of local residents.</p>	<p>The Leader of the Council confirmed that the existing facilities would remain for the use of local residents.</p>
<p>The Committee RESOLVED to note this section of the budget.</p>		
<p>10. People and Communities Budget Proposals Pages 88 to 89</p>	<p>Members raised concerns over the funding for social care from central government. In addition did the Council have a plan B if a reduction in funding was realised?</p>	<p>The Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health confirmed that there was a White Paper going through Parliament which would set out future funding of social care. There had been some money coming in from the Better Care Fund and the CCG. However it was important to remember that there was a rising demand for adult social care and day care opportunities.</p> <p>There was further work being carried out with colleagues from Cambridgeshire recognising that there was a need to fund these areas in a different way and it was hoped the government would discuss these matters.</p>
	<p>There was concern that educational support for early years was decreasing and that this would affect nearly all schools in Peterborough. What was the Council doing to assist those schools who faced funding cuts?</p>	<p>The Service Director Education confirmed that austerity measures were hitting schools. Overall the money being put into schools was increasing, however the number of pupils going into school was increasing at a faster rate. The funding formula used varied from year to year and that funding gap could be measured in pence or tens of pounds. Some large schools could be affected, however members were re-assured that there were no planned redundancies of teachers going forward.</p>

	<p>The Joint Scrutiny Committee agreed (Unanimous) that the Council lobby government for fairer funding for schools.</p>	
<p>The Committee RESOLVED to note this section of the budget.</p> <p>AGREED ACTIONS</p> <p>The Joint Scrutiny Committee requested:</p> <ol style="list-style-type: none"> 1. That the Council lobby central government for fairer funding for schools. 		
<p>11. Public Health Budget Proposals Page 90</p>	<p>Members sought clarification over how public health was being affected by the move away from central government, and how were staff in this area being supported.</p>	<p>The Director of Public Health confirmed that the Council had received a reduced grant from central government which had been challenging. However, key services had been maintained by working closely with colleagues from Cambridgeshire.</p>
<p>The Committee RESOLVED to note this section of the budget</p>		
<p>12. Resources Budget Proposals Pages 91 to 93</p>	<p>Members queried when the switch to Microsoft was due to take place.</p> <p>Questions were asked as to how much expenditure the Council had undertaken to sort these issues and what were the projected savings of joining up with Cambridgeshire County Council.</p> <p>In addition Members asked for reassurances that these issues would not happen in the future and asked why the Council had gone down the route of using google in the first instance.</p>	<p>The Acting Corporate Director stated that a project plan was now in place for the merging of IT systems with Cambridgeshire in terms of using Microsoft 365. It was anticipated that this would be finalised in the coming months.</p> <p>In terms of the Serco contract, that had a further 18 months to run. A number of options were being looked at, especially in light of joining up with Cambridgeshire. ICT projects were part of the Councils Capital funding going forward.</p> <p>The Council decided to switch to google in 2014, along with a number of other local authorities. However, it had become evident that not enough critical mass in terms of public service organisations had followed this route. It was therefore essential</p>

		<p>to re-evaluate how the Council operated its systems in order to make transacting with other public service organisations easier.</p> <p>Microsoft 365 had been brought to counteract the threat from Google. Many users of Microsoft 365 had commented that it was comparable to the current Google setup.</p> <p>The cost associated with setting up the new system included costs from start to finish for the whole project. Although there was initially spent a number of savings would be realised going forward.</p>
	<p>Members questioned the Capital Programme financing. The programme of asset disposal had seemed to be ambitious, and therefore a budget saving had to be included to compensate for this. Was there an issue with the way the assets were being disposed of?</p>	<p>The Acting Corporate Director confirmed that over the past two years the Council had got to and hit the targets required for the asset disposal. These subsidised the revenue costs of the capital programme through offsetting the Minimum Revenue Provision. However, this use of capital receipts has meant that the Council has forgone the application of £30 million of funding directly to capital schemes which has then required debt financing. This was generally through the use of long term debt at around 30-40 years.</p> <p>In net terms capital programme assumptions had come down from £135 million to £114 million. The Council needed to look at terms of debt for what it needed to fund, along with taking into account other people's money.</p>
<p>The Committee RESOLVED to note this section of the budget</p>		
<p>13. Staffing Implications Page 94</p>	<p>There were no questions or comments for this section of the budget.</p>	

The Committee RESOLVED to note this section of the budget		
<p>14. Appendix I Pages 95 - 102</p> <p>Savings RAG Rating</p>	<p>Members questioned whether new system were to be in place to issue permits for the new Waste Recycling Centre. The current system of posting permits was cumbersome.</p> <p>The Joint Scrutiny Committee agreed (Unanimous) that flexibility in the budget be made to implement new ways of issuing permits for the new Waste Recycling Centre and that this be referred to the Fly-Tipping Task and Finish Group</p>	<p>The Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health commented that there were issues around the Councils waste policy. It was hoped the policy around issuing permits would be streamlined and made easier for residents to obtain.</p> <p>The Cabinet Member for Resources confirmed that the Council were to move to electronic permits, which would be valid for 12 months. The new Waste Recycling Centre would also be more flexible allowing small business waste to be disposed of at a small cost to the business.</p>
<p>The Committee RESOLVED to note this section of the budget.</p> <p>AGREED ACTIONS:</p> <p>The Joint Scrutiny Committee requested that:</p> <ol style="list-style-type: none"> 1. The Fly-Tipping Task and Finish Group review the proposals in issuing permits for the new Waste Recycling Centre and report any recommendations to Cabinet. 		
<p>15. Appendix J Pages 103 to 109</p> <p>Equality Impact Assessments</p>	<p>There were no questions or comments for this section of the budget.</p>	
The Committee RESOLVED to note this section of the budget		
<p>16. Appendix K Pages 111 to 137</p> <p>Treasury Management Strategy 2019/20 to 2023/24</p>	<p>There were no questions or comments for this section of the budget.</p>	
The Committee RESOLVED to note this section of the budget		

<p>17. Appendix L Pages 139 – 165</p> <p>Capital Strategy 2019 – 2014</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>18. Appendix M Pages 167 – 187</p> <p>Asset Management Plan</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>19. Appendix N Pages 189 to 212</p> <p>Investment Acquisition Strategy</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>20. General Comments, any overall recommendations and Conclusion:</p> <p>The Cabinet Member for Resources confirmed that the term MRP stood for Minimum Revenue Provision and was the amount each year that the Council must fund from revenue for debt repayment.</p> <p>The Acting Corporate Director Resources confirmed that the tranche three proposals made provision for an extra £1 million for the Local Authority Trading Company (Latco), some of this was additional transition costs with the remainder additional revenue costs to run the service. For the years 2020/21 an additional £880k was to be provided to run the service and an additional £900k in 2021/22. If the Council had continued with Amey and additional £2.2 million would need to be added to the budget based on costs in the present extension.</p> <p>Members were informed that Amey were not willing to renegotiate the contract on the current terms as it was not economically viable for them. It was confirmed that the contract with Amey had a break clause allowing the Council to come out of the contract.</p> <p>The Leader of the Council stated that by setting up the Latco the Council was in effect saving £1 million pound instead of carrying on using the Amey contract on its present terms.</p> <p>The Acting Corporate Director confirmed that the costs of retendering had been used to go through the process of setting up the Latco.</p>		

The Council would need to evaluate how it was to purchase new vehicles once the current fleet had past their time. It was confirmed that the Council had purchased the current fleet of vehicles from Amey.

13. COMMERCIAL STRATEGY 2018-2021

The Director of Business Improvement and Development introduced the report and commented that the strategy built on a number of existing strategies. It was essential that the new strategy strengthened scrutiny and governance arrangements. The strategy focused on the use of all assets and skills at the Councils disposal in order to generate income and support front line services.

The Joint Scrutiny of the Budget debated the report and in summary, key points raised and responses to questions included:

- Members raised concerns over the selling of physical buildings, there were questions as to what buildings were being sold or planned to be sold and was this an attempt to plug financial gaps.
- It was important that the Council maximised its assets whether this was selling physical buildings or selling services to other local authorities.
- In relation to assets there were a number of assets that were classed as intellectual property and capacity. It was important to maximise this as much as physical buildings the Council owned.
- The list of properties outlined in the budget were indicative only. The budget did not include anything that the Council was unsure about or had not investigated thoroughly.
- In terms of new revenue being generated the figure of £5 million pound was the net revenue being predicted. With regards to gross revenue this would depend on the schemes being proposed, the timescales to deliver this and how the schemes are rolled out. It was therefore hard to give any accurate figure on gross revenue.
- There were concerns that some of the proposed assets listed would have a negative impact on the local communities. It was asked what criteria was being looked at when determining whether to sell one of those assets. The Acting Corporate Director confirmed that there was a process followed when deciding what was the best use of one of those assets, there might be some buildings that are leased or that the Council would want to keep and regenerate.
- It was important that every proposal goes through the same procedure and it needed to be robustly evaluated. The commercial governance board, which was officer led would have oversight on all proposals, ensuring that nothing was missed or came up without going through the correct processes.
- The Council needed to come up with a strategy for the town centre and how it could make it more attractive for stakeholders.
- The Cabinet needed to look at all properties listed within the budget and provide a justification for them appearing on the list. Members were informed that the justification was a professional opinion of Norfolk Property Services, who had the

expertise at looking at the Council's buildings and providing justifications for the Council to analysis.

- It was commented by Members that selling assets did not always work out and it was therefore important that a strong justification for selling a property was put forward. It was essential to look at the impact of selling a building on a community rather than always thinking of the financial gain.
- The Council was managing to balance its budget despite having a large portion of grants from central government cut.

Councillor Murphy seconded by Councillor Ellis Recommend that further information and dialogue is provided to the whole Council on the assets the Cabinet wish to sell and confirm the list is not everything that it intends to sell. The recommendation was put to the vote (9 in favour, 11 against). The recommendation was therefore defeated.

The Committee **RESOLVED** to:

1. Review and comment on the draft Commercial Strategy 2018-21 attached at Appendix 1, and
2. Endorse the Commercial Strategy 2018-21 for approval by Cabinet on 25 February 2019.

14. LOCAL GOVERNMENT REVIEW OF THE BUDGET - TRANCHE 3

The Acting Corporate Director updated the Committee further commenting that two representatives from the LGA looked in detail at the Councils savings proposals. The LGA commented that Peterborough City Council were headed in the right direction, however needed to work at a faster rate to achieve its financial objectives. The Council was now looking at other options in moving the budget forward.

The Committee **RESOLVED** to:

1. Note the work undertaken by Officers with the Local Government Association (LGA) to scrutinise Tranche 3 of the budget
2. Note the recommendations from the LGA review, which is included in summary format within the Medium Term Financial Strategy (MTFS) Tranche 3 Document submitted to Cabinet on the 4th February 2019.

15. REVIEW OF SUBSIDISED BUS SERVICES

The Interim Corporate Director, Growth and Regeneration introduced the report and commented that the revised bus subsidies had been looked at by the cross party working group. It was confirmed that there had been no timetable change to routes 60 and 63. In terms of route 61 the 0534 service was to be removed and all services after 1839. With regards to route 62 the following were to be removed 0509, 1955 and 2315. These measures along with budget efficiencies realised a saving of £150k.

The Joint Scrutiny of the Budget debated the report and in summary, key points raised and responses to questions included:

- Members welcomed the review and commented that it would be beneficial for the savings to be put back into public transport.
- The cross party working group acknowledged that these services, which were put on in 2017 were not beneficial.
- It was argued that these services should have been looked at prior to them being cut without consultation or looking at them in more detail.
- The Cabinet Member for for Growth, Planning, Housing and Economic Development stated that in the previous tranche these were indicative cuts and that more research was going to take place. In addition Stagecoach was in full support with the proposed revisions.
- It was acknowledged that the £150k saving was for Peterborough and had nothing to do with the Combined Authority
- Members queried the transport levy of £3.5 million that was to be paid to to the Combined Authority from 1 April 2019. There was concern over how the money was to be spent.
- The Leader confirmed that the levy took into account concessionary fares and subsidies for the buses.

Councillor Murphy seconded by Councillor Sandford recommended that the Council find out from combined authority what the £3.5 million subsidy Peterborough City Council was paying was to be used for and for the response to be circulated. The recommendation was put to the vote (10 in favour, 9 against). The recommendation was therefore agreed.

The Committee **RESOLVED** to endorse:

1. Changes in timetables to the 60s services, which along with budget efficiency measures and negotiated cost reductions will present the Council an annual saving of £150,000.
2. That Officers will develop a publicity campaign with local bus operators to run during 2019/20 to encourage the public to use local bus services.
3. That the work of the Cross Party Bus Consultation Group will continue in order to review the remaining services supported by the Council to ensure best value is obtained for both the Council and the travelling public.
4. That officers ascertain from the Cambridgeshire and Peterborough Combined Authority what the £3.5 million transport levy to be paid by Peterborough City Council was to be spend on from 1 April 2019.

CHAIRMAN

The meeting began at 6.00pm and ended at 8.35pm

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COUNCIL	AGENDA ITEM No. 10
6 MARCH 2019	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources	
Contact Officer(s):	Peter Carpenter, Acting Director of Corporate Resources Kirsty Nutton, Head of Corporate Finance	Tel. 452520 Tel. 384590

COUNCIL TAX RESOLUTION

R E C O M M E N D A T I O N S
It is recommended that Council approves the Council Tax Resolution which proposes a rise in general Council Tax of 2.99%.

1. PURPOSE AND REASON FOR REPORT

- 1.1 This report comes to Council as part of the Council's formal budget process as set out within the constitution and as per legislative requirements to set a balanced budget for 2019/20. In setting the revenue budget for 2019/20, the Council is requested to approve the resolution as contained in Appendix 1 to set the council tax requirement.

2. BACKGROUND AND KEY ISSUES

- 2.1 This appendix will form part of the Medium Term Financial Strategy 2019/20- 2021/22 as set out in agenda item 9(a) and its appendices, as recommended by Cabinet to Council:
- Appendix A – 2019/20-2021/22 MTFs Detailed Budget Position - Tranche Three
 - Appendix B – Budget Proposals- Tranche One, Two and Three.
 - Appendix C – Council Tax Information
 - Appendix D – Grant Register
 - Appendix E – Fees and Charges
 - Appendix F – Performance Data
 - Appendix G – Capital Programme Schemes 2019/20- 2023/24
 - Appendix H – Budget Consultation Document, including Tranche Three Budget Proposal detail
 - Appendix I – Savings RAG Rating
 - Appendix J – Equality Impact Assessments
 - Appendix K – Treasury Management Strategy
 - Appendix L – Capital Strategy
 - Appendix M – Asset Management Plan
 - Appendix N – Investment Acquisition Strategy
 - Appendix O – Budget Consultation Feedback
 - Appendix P – NNDR Retail relief discount 2019/20 and 2020/21
 - Appendix Q – NNDR Local Discretionary Relief Scheme for 2019-20 and 2020-21

3. CONSULTATION

Considered and completed as part of the Medium Term Financial Strategy 2019/20- 2021/22

as recommended by Cabinet to Council.

4. IMPLICATIONS

Financial, Legal and Equalities Implications

41 Considered and completed as part of the Medium Term Financial Strategy 2018/19-2020/21 as recommended by Cabinet to Council.

5. BACKGROUND DOCUMENTS

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

- Tranche One Cabinet Report - [Budget Book- Cabinet 16.07.2018](#)
- Tranche Two Cabinet Report - [Budget Book- Cabinet 03.12.2018](#)
- Tranche Three Cabinet Report - [Budget Book- Cabinet 25.02.2019](#)

6. APPENDICES

6.1 Appendix 1 - Council Tax Resolution

Appendix 1 - Council Tax Resolution 2019/20

Following consideration of the report to this Council on 6th March 2019 and the setting of the revenue budget for 2019/20, the Council is requested to pass the resolution below to set the council tax requirement.

RESOLVED

1. THAT the Revenue Budget in the sum of £134,526,365 (being £238,252,174 less School Funding of £103,725,809 now presented be approved).

2. THAT it be noted that at its meeting on 17 December 2018 the Cabinet calculated the following amounts for the year 2019/20 in accordance with regulations made under Section 31B(3) of the Local Government Finance Act 1992 (the Act) (as amended) and that these were confirmed under delegated authority by the Corporate Director: Resources following decision on the Council Tax Support Scheme by Council on 6 March 2019:

(a) 57,555.25 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended), as its council tax base for the year.

(b) Part of the Council's Area

Ailsworth	241.41
Bainton & Ashton	152.98
Barnack	418.51
Bretton	3,230.97
Castor	362.18
City (non-parished)	35,517.32
Deeping Gate	215.04
Etton	53.34
Eye	1,542.52
Glington	604.4
Hampton	3,895.06
Helpston	466.39
Marholm	75.77
Maxey	321.43
Newborough & Borough Fen	634.97
Northborough	495.57
Orton Longueville	3,168.12
Orton Waterville	3,557.33
Peakirk	174.19
Southorpe	75.92
Sutton	70.16
Thorney	877.29
Thornhaugh	88.23
Ufford	131.61
Wansford	247.98
Wittering	718.13
SUB TOTAL	57,336.82
The Council tax base total for areas of which no special items relate	218.43
TOTAL	57,555.25

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

3. THAT the following amounts be now calculated by the Council for the year 2019/20 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government and Finance Act 1992 (as amended):

(a) **£429,199,078** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act. (Gross expenditure including repayments of grants to government 31A(6) (a), Parish Precepts and Special Expenses 31A (6) (b))

(b) **£351,151,393** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act. (Revenue Income)

(c) **£78,047,685** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with section 31A(4) of the act as its council tax requirement for the year.

(d) **£1,356.05** being the amount at 3(c) above divided by the council tax base at 2(b) above in accordance within section 31B(1) of the Act, as the basic amount of its council tax requirement for the year

(e) **£672,134** being the aggregate amount of all special items referred to in Section 35 (1)of the Act. (Parish Precepts).

(f) **£1,344.37** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the amount at 2(a) above, calculated by the Council in accordance with section 34(2) of the Act, as the basic amount of its Council tax requirement for the year for dwellings in those parts of its area to which no special item relates

(g) Parts of Council's Area

Parish Of:	Band D
Ailsworth	£1,375.66
Bainton & Ashton	£1,391.88
Barnack	£1,376.93
Bretton	£1,393.89
Castor	£1,432.37
Deeping Gate	£1,364.19
Etton	£1,384.85
Eye	£1,379.86
Glington	£1,373.37
Hampton	£1,368.76
Helpston	£1,368.85
Marholm	£1,364.17
Maxey	£1,357.75
Newborough & Borough Fen	£1,382.73
Northborough	£1,387.11
Orton Longueville	£1,355.30
Orton Waterville	£1,357.91
Peakirk	£1,377.44
Southorpe	£1,352.73
Sutton	£1,363.61
St. Martin's Without	£1,344.37
Thorney	£1,405.40
Thornhaugh	£1,405.94
Ufford	£1,406.08
Upton	£1,344.37
Wansford	£1,387.86
Wittering	£1,409.73
Wothorpe	£1,344.37

Being the amounts given by adding to the amount at 3(f) above the amounts of the special items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

(3h) Part of the Council's Area								
	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ailsworth	917.10	1,069.97	1,222.81	1,375.66	1,681.35	1,987.07	2,292.76	2,751.32
Bainton & Ashton	927.91	1,082.58	1,237.23	1,391.88	1,701.18	2,010.50	2,319.79	2,783.76
Barnack	917.95	1,070.95	1,223.94	1,376.93	1,682.91	1,988.90	2,294.88	2,753.86
Bretton	929.25	1,084.15	1,239.02	1,393.89	1,703.63	2,013.40	2,323.14	2,787.78
Castor	954.91	1,114.07	1,273.22	1,432.37	1,750.67	2,068.98	2,387.28	2,864.74
Deeping Gate	909.45	1,061.05	1,212.62	1,364.19	1,667.33	1,970.50	2,273.64	2,728.38
Etton	923.23	1,077.11	1,230.98	1,384.85	1,692.59	2,000.34	2,308.08	2,769.70
Eye	919.90	1,073.23	1,226.55	1,379.86	1,686.49	1,993.13	2,299.76	2,759.72
Glington	915.57	1,068.19	1,220.78	1,373.37	1,678.55	1,983.76	2,288.94	2,746.74
Hampton	912.50	1,064.60	1,216.68	1,368.76	1,672.92	1,977.10	2,281.26	2,737.52
Helpston	912.56	1,064.67	1,216.76	1,368.85	1,673.03	1,977.23	2,281.41	2,737.70
Marholm	909.44	1,061.03	1,212.60	1,364.17	1,667.31	1,970.47	2,273.61	2,728.34
Maxey	905.16	1,056.04	1,206.89	1,357.75	1,659.46	1,961.20	2,262.91	2,715.50
Newborough & Borough Fen	921.81	1,075.47	1,229.10	1,382.73	1,689.99	1,997.28	2,304.54	2,765.46
Northborough	924.73	1,078.87	1,232.99	1,387.11	1,695.35	2,003.61	2,311.84	2,774.22
Orton Longueville	903.53	1,054.13	1,204.72	1,355.30	1,656.47	1,957.66	2,258.83	2,710.60
Orton Waterville	905.27	1,056.16	1,207.04	1,357.91	1,659.66	1,961.43	2,263.18	2,715.82
Peakirk	918.29	1,071.35	1,224.40	1,377.44	1,683.53	1,989.64	2,295.73	2,754.88
Southorpe	901.81	1,052.13	1,202.43	1,352.73	1,653.33	1,953.95	2,254.54	2,705.46
Sutton	909.07	1,060.59	1,212.10	1,363.61	1,666.63	1,969.66	2,272.68	2,727.22
St. Martin's Without	896.24	1,045.63	1,195.00	1,344.37	1,643.11	1,941.87	2,240.61	2,688.74
Thorney	936.93	1,093.10	1,249.25	1,405.40	1,717.70	2,030.02	2,342.33	2,810.80
Thornhaugh	937.29	1,093.52	1,249.73	1,405.94	1,718.36	2,030.80	2,343.23	2,811.88
Ufford	937.38	1,093.63	1,249.85	1,406.08	1,718.53	2,031.01	2,343.46	2,812.16
Upton	896.24	1,045.63	1,195.00	1,344.37	1,643.11	1,941.87	2,240.61	2,688.74
Wansford	925.23	1,079.46	1,233.66	1,387.86	1,696.26	2,004.69	2,313.09	2,775.72
Wittering	939.81	1,096.47	1,253.10	1,409.73	1,722.99	2,036.28	2,349.54	2,819.46
Wothorpe	896.24	1,045.63	1,195.00	1,344.37	1,643.11	1,941.87	2,240.61	2,688.74
Total Non-Parished Areas	896.24	1,045.63	1,195.00	1,344.37	1,643.11	1,941.87	2,240.61	2,688.74

being the amounts given at 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

APPENDIX 1

THAT it be noted that for the year 2019/20 the Police and Crime Commissioner for Cambridgeshire and Cambridgeshire & Peterborough Fire Authority have stated the following amounts in the precept issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

THAT the following amounts be now calculated by the Council for the year 2019/20 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government and Finance Act 1992 (as amended):

	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Police and Crime Commissioner for Cambridgeshire	148.44	173.18	197.92	222.66	272.14	321.62	371.10	445.32
Cambridgeshire & Peterborough Fire Authority	47.16	55.02	62.88	70.74	86.46	102.18	117.90	141.48
TOTAL	195.60	228.20	260.80	293.40	358.60	423.80	489.00	586.80

That having calculated the aggregate in each case of the amounts at 3 (h) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2019/20 for each of the categories of dwellings shown below:

	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Ailsworth	£1,112.70	£1,298.17	£1,483.61	£1,669.06	£2,039.95	£2,410.87	£2,781.76	£3,338.12
Bainton & Ashton	£1,123.51	£1,310.78	£1,498.03	£1,685.28	£2,059.78	£2,434.30	£2,808.79	£3,370.56
Barnack	£1,113.55	£1,299.15	£1,484.74	£1,670.33	£2,041.51	£2,412.70	£2,783.88	£3,340.66
Bretton	£1,124.85	£1,312.35	£1,499.82	£1,687.29	£2,062.23	£2,437.20	£2,812.14	£3,374.58
Castor	£1,150.51	£1,342.27	£1,534.02	£1,725.77	£2,109.27	£2,492.78	£2,876.28	£3,451.54
Deeping Gate	£1,105.05	£1,289.25	£1,473.42	£1,657.59	£2,025.93	£2,394.30	£2,762.64	£3,315.18
Etton	£1,118.83	£1,305.31	£1,491.78	£1,678.25	£2,051.19	£2,424.14	£2,797.08	£3,356.50
Eye	£1,115.50	£1,301.43	£1,487.35	£1,673.26	£2,045.09	£2,416.93	£2,788.76	£3,346.52
Glinton	£1,111.17	£1,296.39	£1,481.58	£1,666.77	£2,037.15	£2,407.56	£2,777.94	£3,333.54
Hampton	£1,108.10	£1,292.80	£1,477.48	£1,662.16	£2,031.52	£2,400.90	£2,770.26	£3,324.32
Helpston	£1,108.16	£1,292.87	£1,477.56	£1,662.25	£2,031.63	£2,401.03	£2,770.41	£3,324.50
Marholm	£1,105.04	£1,289.23	£1,473.40	£1,657.57	£2,025.91	£2,394.27	£2,762.61	£3,315.14
Maxey	£1,100.76	£1,284.24	£1,467.69	£1,651.15	£2,018.06	£2,385.00	£2,751.91	£3,302.30
Newborough & Borough Fen	£1,117.41	£1,303.67	£1,489.90	£1,676.13	£2,048.59	£2,421.08	£2,793.54	£3,352.26
Northborough	£1,120.33	£1,307.07	£1,493.79	£1,680.51	£2,053.95	£2,427.41	£2,800.84	£3,361.02
Orton Longueville	£1,099.13	£1,282.33	£1,465.52	£1,648.70	£2,015.07	£2,381.46	£2,747.83	£3,297.40
Orton Waterville	£1,100.87	£1,284.36	£1,467.84	£1,651.31	£2,018.26	£2,385.23	£2,752.18	£3,302.62
Peakirk	£1,113.89	£1,299.55	£1,485.20	£1,670.84	£2,042.13	£2,413.44	£2,784.73	£3,341.68
Southorpe	£1,097.41	£1,280.33	£1,463.23	£1,646.13	£2,011.93	£2,377.75	£2,743.54	£3,292.26
Sutton	£1,104.67	£1,288.79	£1,472.90	£1,657.01	£2,025.23	£2,393.46	£2,761.68	£3,314.02
St. Martin's Without	£1,091.84	£1,273.83	£1,455.80	£1,637.77	£2,001.71	£2,365.67	£2,729.61	£3,275.54
Thorney	£1,132.53	£1,321.30	£1,510.05	£1,698.80	£2,076.30	£2,453.82	£2,831.33	£3,397.60
Thornhaugh	£1,132.89	£1,321.72	£1,510.53	£1,699.34	£2,076.96	£2,454.60	£2,832.23	£3,398.68
Ufford	£1,132.98	£1,321.83	£1,510.65	£1,699.48	£2,077.13	£2,454.81	£2,832.46	£3,398.96
Upton	£1,091.84	£1,273.83	£1,455.80	£1,637.77	£2,001.71	£2,365.67	£2,729.61	£3,275.54
Wansford	£1,120.83	£1,307.66	£1,494.46	£1,681.26	£2,054.86	£2,428.49	£2,802.09	£3,362.52
Wittering	£1,135.41	£1,324.67	£1,513.90	£1,703.13	£2,081.59	£2,460.08	£2,838.54	£3,406.26
Wothorpe	£1,091.84	£1,273.83	£1,455.80	£1,637.77	£2,001.71	£2,365.67	£2,729.61	£3,275.54
Total Non-Parished Areas	£1,091.84	£1,273.83	£1,455.80	£1,637.77	£2,001.71	£2,365.67	£2,729.61	£3,275.54

Parish Precepts

The following parish precepts have been levied on Peterborough City Council (comparable figures are shown for 2018/19).

	2018/19 Precept £	2019/20 Precept £	2019/20 Council Tax Band D Equivalent £
Ailsworth	7,386	7,553	£31.29
Bainton & Ashton	7,160	7,267	£47.51
Barnack	13,220	13,625	£32.56
Bretton	90,000	160,000	£49.52
Castor	31,966	31,872	£88.00
Deeping Gate	3,921	4,263	£19.82
Etton	2,109	2,159	£40.48
Eye	54,475	54,750	£35.49
Glington	16,129	17,528	£29.00
Hampton	97,000	95,000	£24.39
Helpston	10,401	11,415	£24.48
Marholm	1,500	1,500	£19.80
Maxey	4,300	4,300	£13.38
Newborough & Borough Fen	23,635	24,360	£38.36
Northborough	20,787	21,182	£42.74
Orton Longueville	34,515	34,636	£10.93
Orton Waterville	47,809	48,166	£13.54
Peakirk	5,760	5,760	£33.07
Southorpe	635	635	£8.36
Sutton	1,350	1,350	£19.24
St. Martin's Without			
Thorney	41,354	53,539	£61.03
Thornhaugh	5,075	5,432	£61.57
Ufford	7,869	8,122	£61.71
Upton			
Wansford	10,485	10,784	£43.49
Wittering	46,936	46,936	£65.36
Wothorpe			
Total	585,778	672,134	

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COUNCIL	AGENDA ITEM No. 11(a)
6 MARCH 2019	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(a) Cabinet - Council Tax Support Scheme 2019/20

At its meeting on 25 February 2019, Cabinet received a report in relation to the Council Tax Support Scheme for 2019/20

In addition to the recommendations to Council, Cabinet resolved to note:

1. The responses to the consultation on the Council Tax Support Scheme.
2. The continuation of the discretionary Council Tax Hardship Policy.

IT IS RECOMMENDED that Council agree a local Council Tax Support Scheme for Peterborough that contains the following local components:

- (a) The existing 30% reduction that is applied at the end of the benefit calculation is replaced with a 30% liability reduction applied at the start of the calculation
- (b) Increasing the 30% liability reduction by 1% a year for 3 years, starting in 2019/20.
- (c) Reducing the capital limit to £6,000 for non-passported claims
- (d) To amend appropriate rates in line with annual upratings.
- (e) To allow the use of Universal Credit Data Share documents as claims for Council Tax Support.

The original Cabinet report and appendices follow.

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CABINET	AGENDA ITEM No. 6
25 FEBRUARY 2019	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources	
Contact Officer(s):	Peter Carpenter, Acting Corporate Director of Resources	Tel. 384564

COUNCIL TAX SUPPORT SCHEME 2019/20

RECOMMENDATIONS	
FROM : Acting Corporate Director of Resources	Deadline date : 25 February 2019
<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1. Notes the responses to the consultation on the Council Tax Support Scheme 2. Notes the continuation of the discretionary Council Tax Hardship Policy 3. Recommends that Full Council agrees a local Council Tax Support Scheme for Peterborough that contains the following local components: <ol style="list-style-type: none"> (a) The existing 30% reduction that is applied at the end of the benefit calculation is replaced with a 30% liability reduction applied at the start of the calculation (b) Increasing the 30% liability reduction by 1% a year for 3 years, starting in 2019/20. (c) Reducing the capital limit to £6,000 for non-passported claims (d) To amend appropriate rates in line with annual upratings. (e) To allow the use of Universal Credit Data Share documents as claims for Council Tax Support. 	

1. ORIGIN OF REPORT

1.1 This report is submitted to Cabinet following consultation on proposals for the Council Tax Support Scheme 2019/20 including discussion at the cross party Budget Working Group.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to make a recommendation to Council on the Council Tax Support Scheme in Peterborough for the financial year 2019/20. Following a statutory instrument being laid before Parliament on the 21 December 2017, there is a statutory requirement for the Council to set a localised Council Tax Support Scheme by 11 March 2019 and this forms part of the formal budget process under the Budget and Policy framework.

2.2 This report is for Cabinet to consider under its Terms of Reference Number 3.2.1 which states 'to take collective responsibility for the delivery of all strategic Executive functions within the council's Major Policy and Budget Framework and lead the council's overall improvement programmes to deliver excellent services.'

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	Yes	If Yes, date for relevant Cabinet Meeting	25 February 2019
Date for relevant Council meeting	6 March	Date for submission to	11 March 2019

	2019	Government Dept – Communities and Local Government	
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4. BACKGROUND

Council Tax Support Scheme (CTSS)

- 4.1 Peterborough City Council’s Council Tax Support Scheme (CTSS) is based on the Council Tax Reduction Default Scheme Regulations amended each year through changes to the government regulations. The council is obliged to consult on the local scheme for the forthcoming financial year (2019/20).
- 4.2 Since April 2013 council tax benefit was abolished by Government and replaced with a localised Council Tax Support Scheme (CTSS). This meant councils had to develop a local scheme, and had less funding to do so. This change meant that:
- Some people who did not have to pay any council tax will now have to pay something
 - Some people who have some help may have to pay more
- 4.3 From 1 April 2013, the council introduced a scheme whereby council tax benefit would be reduced by 30% for working age claimants at an estimated overall cost of £2.4m. The 30% reduction has remained the same since its introduction.
- 4.4 Following further grant reductions in 2015/16, the council consulted on whether to change the scheme to 35% or 40%. Ultimately the scheme remained at 30%. Further grant reductions experienced since then and further planned reductions in 2019/20 will affect the grant provided for council tax support (which is now subsumed within the councils main grant – due to phased out by 2019/20).
- 4.5 A one per cent increase or decrease in the scheme is approximately £73k per annum. Currently council tax support payers pay an average of £249.67, and a one percent increase or decrease would amend this amount by £8.32.
- 4.6 Claimants have been reducing year on year. The caseload in June 2013 was 11,435, in April 2016 it was 10,198, in April 2017 it was 9,584, and by April 2018 it was 9,082 cases. This is positive for the council as either these claimants now pay more council tax or have left the area.

The amount of expenditure for each year is shown in the table below. The amendments to the scheme will only affect the working age expenditure:

	Working Age	Elderly	Total
2013/14	£5,660,968	£4,657,467	£10,318,435
2014/15	£5,318,874	£4,442,098	£9,760,972
2015/16	£5,156,792	£4,204,716	£9,361,508
2016/17	£5,028,828	£4,170,831	£9,199,659
2017/18	£5,032,009	£4,169,725	£9,201,734
2018/19	£5,073,704	£4,192,030	£9,265,734

- 4.7 The council introduced a discretionary Council Tax Hardship Policy under current legislation that operates alongside the operation of council tax. Claimants need to meet policy eligibility criteria to qualify for a reduction in council tax.
- 4.8 The council acts responsibly in collecting council tax and recognises that in some instances people may struggle to pay their council tax. In March 2014, the council signed up to the Citizen's Advice Bureau (CAB) Collection of Council Tax Arrears Good Practice Protocol. The protocol confirms the commitment by the council to do all it can to support people struggling with debt to help them avoid becoming in arrears. The Council and Citizens Advice Peterborough will shortly be signing an updated Good Practice Protocol.

5. PROPOSED CHANGES CONSULTED UPON

Council Tax Support Scheme (CTSS) 1 April 2019 to 31 March 2020

- 5.1 Peterborough City Council's Council Tax Support Scheme (CTSS) is based on the Council Tax Reduction Default Scheme Regulations amended each year through changes to the government regulations. Over recent years, Government has announced that it was proposing changes to Housing Benefit rules and tax credits, and as such, the Council's previous consultations on its Council Tax Support scheme have duly reflected these. By doing so and by introducing these measures, the Council continues to align the Council Tax Support Scheme to Housing Benefit Rules, and it will make it less complicated for claimants and assist with the ongoing transition and administration of Universal Credit.
- 5.2 The potential options for changes to the local components to Peterborough's CTS scheme that were consulted upon were as follows:
- (a) The existing 30% reduction that is applied at the end of the benefit calculation is replaced with a 30% liability reduction applied at the start of the calculation;
 - (b) Alternative options for increasing the above 30% reduction, including: (1) increasing by 1% a year for 3 years; (2) increasing to 35%; (3) increasing to 40%;
 - (c) Introducing a minimum award level of either £1 or £2 per week;
 - (d) A restriction to support being provided at up to band C/D equivalent only (higher bands will be limited to the band C/D level with their parish);
 - (e) An increase to the non-dependent deduction levels;
 - (f) An assumed minimum earnings level for self-employed claimants;
 - (g) Removal of second adult rebate;
 - (h) Removal of extended payments;
 - (i) Removing the current disregard of Child Benefit and treating it as income;
 - (j) Reducing the capital limit from £16,000 to £6,000; &
 - (k) Treating Universal Credit claim notifications as claims for Council Tax Support.

In addition to the above proposals, the Council Tax Support scheme for 2019/20 will be subject to annual benefits uprating and feedback received during this consultation.

6. CONSULTATION APPROACH AND FEEDBACK

- 6.1 Cabinet launched the consultation from 17 December 2018 and it remained open until 31 January 2019. This report considers the feedback received.
- 6.2 An online document was available to respond to the consultation and hard copies were available on request in the Town Hall, Sand Martin House and Bayard Place receptions, as well as at the Central Library.
- 6.3 In addition, specific consultation exercises were held with the following stakeholders:
- Peterborough Community Assistance Scheme (PCAS) - a valuable consultation body as it consists of Peterborough Citizen's Advice, Kingsgate Community Church, Credit

Union, MIND, Disability Peterborough and Age UK Peterborough, all of whom have regular, direct contact with vulnerable individuals.

- Children's Social Care in respect of Care leavers
- Disability groups

6.4 The responses received are attached in Appendices 1 and 2.

7. ANTICIPATED OUTCOMES

7.1 The December Cabinet report launched the consultation for the Council Tax Support Scheme from 1 April 2019 and the discretionary Council Tax Hardship Policy as part of the formal budget process outlined in the council's Major Policy and Budget Framework. The consultation responses will inform the design of the operational scheme, and any financial implications arising from the final design will be factored into the medium term financial strategy.

7.2 Cabinet recommends to Council that the following proposals are implemented in 2019/20:

- (a) The existing 30% reduction that is applied at the end of the benefit calculation is replaced with a 30% liability reduction applied at the start of the calculation
- (b) Increasing the 30% liability reduction by 1% a year for 3 years, starting in 2019/20.
- (c) Reducing the capital limit to £6,000 for non-passported claims
- (d) To amend appropriate rates in line with annual upratings.
- (e) To allow the use of Universal Credit Data Share documents as claims for Council Tax Support.

A number of the options that were consulted upon have not been taken forward for the 2019/20 scheme.

7.3 In addition, the current Council Tax Discretionary Hardship Policy will continue.

7.4 The Council Tax Support Scheme can be found on the council tax support pages of the council's website.

8. REASONS FOR RECOMMENDATIONS

8.1 The Council is statutorily required to approve a Council Tax Support Scheme by 11 March 2019 having had regard for the council's financial position and feedback from responses to the consultation.

9. ALTERNATIVE OPTIONS CONSIDERED

9.1 One alternative option is to leave the current 30% Council Tax Support Scheme unchanged. Additionally, a further option is to implement more of the suggested amendments that were included in the consultation document. These alternative options are shown in section 5.2.

9.2 An initial assessment of the revenue implications resulting from applying all options in section 5.2 is that savings in excess of £800k could be achieved. However, given the budget position and the feedback from the consultation process it was felt that this level of savings was not necessary.

9.3 Raise additional revenue equivalent to the changes in 7.2 through increasing overall council tax levels. Increases above 3% would be required to achieve this, which would require a local referendum.

9.4 It is anticipated that these options, along with other potential changes, will be revisited and consulted upon as part of designing a Council Tax Support Scheme for 2020/21.

10. IMPLICATIONS

Financial Implications

- 10.1 In amending the scheme as detailed in paragraph 7.2 the requirement to cover the reduction in grant referred to in paragraph 4.4 through savings elsewhere in the Council's budget will be reduced.
- 10.2 The breakdown of the estimated gross savings from the individual recommendations in 7.2 is as follows:
- a) amendment to a liability reduction: £225k
 - b) increase in reduction for each 1%: £79k
 - c) reducing the capital limit to £6,000: £22k

Legal Implications

- 10.3 There are no legal implications arising from this report.

Equalities Implications

- 10.4 An Equality Impact Assessment has been completed and is appended to this report to assess the implications which may arise from the proposed technical changes.

11. BACKGROUND DOCUMENTS

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

- The Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No. 2) Regulations 2014;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015;
- The Housing Benefit (Abolition of the Family Premium and date of claim amendment) Regulations 2015 (S.I. 2015 No. 1857);
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016 (S.I. 2016 No. 1262);
- The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 No. 1305; and
- Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018 No. 1346.

12. APPENDICES

- Appendix 1 - Consultation Feedback (Peterborough Citizens Advice)
- Appendix 2 - Consultation Feedback (Disability Groups respondent)
- Appendix 3 - Equality Impact Assessment

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Consultation Response: Peterborough's Council Tax Reduction 2019-20

Thank you for the opportunity to comment on the proposed new local Council Tax scheme. We are pleased to make the following comments. We appreciate the difficult position the local authority faces in bringing forward a local and relevant Council Tax benefit scheme, and doing so within the context of nationally reduced budgets. We strongly believe that improved strategies around debt recovery and more effective uptake of Council Tax Reduction (CTR) could help mitigate the effects of reduced national funding for the new scheme.

Background

The Welfare Reform Act 2012 put in place government policy to, among other things, removed Council Tax benefit and replace it with local Council Tax Reduction schemes. Under this legislation responsibility was passed to local authorities to administer and fund financial support around Council Tax. Peterborough City Council chose to provide a maximum Council Tax Reduction of 70% hitherto, however with further cost reductions required, the Council is now seeking consultation on how best to proceed.

Key Points

- Austerity and Welfare Reform are placing undue burden on some of the poorest people in our community.
- Vulnerable community members already pay higher costs for goods and services through the 'Poverty Premium'
- Peterborough being a full-service Universal Credit city negatively impacts on the resources of people working in poverty, families, carers and those unable to work through long term illness or disability. Any potential gains made from Universal Credit would be removed by a reduced allowance in the Council Tax Reduction Scheme and losses will be greater by an increased minimum contribution.
- Last year Citizens Advice Peterborough provided support to over 10,500 Peterborough citizens. Specifically, we gave advice on Council Tax benefit and Council Tax arrears to 1,174 people and 17.25% of our debt enquiries concerned arrears for Council Tax payments.
- We encourage the Local Authority to sign the updated LGA Council Tax Protocol (a revised collection of Council Tax arrears good practice protocol), as early intervention and engagement in proactive contact with people struggling with priority bill payments, as a means to boost recovery, reduce costs of collection and calls on local public services.

Option 1 - Amending the calculation in respect of the 30% reduction

Case study 1: Mark – applying the 30% reduction before the means test was applied:

Mark is a 35-year-old single father, earning minimum living wage, working 8 hrs a week part time, while his 4-year-old son is taking a free place at pre-school. He rents a 2-bedroom property from a housing association for 92.50 a week. He receives no child maintenance from his sons' mother.

With the current Council Tax Reduction scheme Mark gets **£13.97** support – see Appendix 1 for calculation

With Option 1 in place (having the reduction before the calculation of award), Mark would see his Council Tax Reduction of **£0.16** – see Appendix 2 for calculation

Amending the calculation of Council Tax Reduction so that the 30% reduction is applied before the means test, would only affect households in work with additional income other than means tested benefit. This penalises working households and does not appear to '*make work pay*' and therefore does not adhere to the Government principles for Universal Credit. This can have a massive impact of households that are just about managing; the case study below highlights.

Option 2 - Limiting the maximum level of Council Tax Reduction to 69% from 1st April 2019 and then by a further 1% each year until the maximum level of Council Tax Reduction is 67%

While any reduction is undesirable, incremental changes to the current scheme would reduce the impact on local households. However, this proposal is likely to most affect those receiving the highest level of support; meaning the people with the lowest income would be most affected. From our experience with clients, those who are receiving the maximum reduction are already struggling to maintain their priority payments. As a result, an increase in their Council Tax liability is likely to create increased financial pressure, potential debt and hardship. Case Study 2 below highlights the impact of the proposal on a couple looking for work.

Case study 2: Richard and Tracy – reducing the maximum amount of support:

Richard and Tracy are a working age couple, who were both working for a local company that recently went into administration. They are now both actively looking for work. They are living in a 1 bed flat costing £425 per calendar month (the cheapest 1-bedroom property currently available to rent in the private sector in Peterborough). Both Richard and Tracy are fit and healthy, have no dependants, and when employed they were just about managing financially. As a result, they have no savings, but equally, no debts.

The couple currently claim Universal Credit and Council Tax Reduction.

Universal Credit £ 897.74 – see Appendix 3 for breakdown of calculation

Council Tax Support £ 61.57 – see Appendix 4 for breakdown of calculation

Total Income £959.31

The couple have received support from Citizens Advice Peterborough to reduce their outgoings to be able to live within their means. This resulted in decreasing expenditure as follows;

They have no car costs and use public transport. They cancelled their TV packages, and as their mobiles were out of contract, switched to sim only deals with data allowances that allowed them to cancel their home broadband package but still allow them to access their digital Universal Credit journals online. They also switched energy providers to get a better deal, and cancelled pension contributions until they are back in work.

The couple have been able to reduce their spending to just cover the priorities, so each month the couple spend;

Rent	£425.00
Council Tax	£87.96
TV licence	£12.25
Utilities	£123.60
Transport	£36.94
Communication	£37.00
Food/housekeeping	£236.25
Total outgoings	£959.00

This leaves the couple with **£0.31 a month**

Reducing the current Council Tax Reduction as suggested in Option 2 would have the following impact on Richard and Tracy (Case Study 2);

Council Tax Reduction of 69 % - the couple would receive an award of **£ 60.69** and leave them with **[£0.57] outstanding** after all expenditure - See Appendix 5 for breakdown of calculation

Council Tax Reduction of 68 % - the couple would receive an award of **£ 59.81** and leave them with **[£1.45] outstanding** after all expenditure - See Appendix 6 for breakdown of calculation

Council Tax Reduction of 67 % - the couple would get and award of **£ 58.93** and leave them with **[£2.33] outstanding** after all expenditure - See Appendix 7 for breakdown of calculation

As case study 2 highlights, a couple with minimal outgoings who are striving to look for work are being forced into debt. With increased costs of living, and the cost of looking for work not included in the calculation, this proposal is adding to the hardship that Richard and Tracy are experiencing with a direct impact on health and wellbeing.

Option 3 - Limiting the maximum level of Council Tax Reduction to 65%

Limiting the maximum level of Council Tax Reduction to 65% would have the following impact on our couple from Case Study 2;

Council Tax Reduction of 65 % - the couple would get and award of **£ 57.17** and leave them with **[£4.09] outstanding** after all expenditure - See Appendix 8 for breakdown of calculation

Option 4 - Limiting the maximum level of Council Tax Reduction to 60%

Limiting the maximum level of Council Tax Reduction to 60% would have the following impact on our couple from Case Study 2;

Council Tax Reduction of 60 % - the couple would get and award of **£52.78** and leave them with **[£8.48] outstanding** after all expenditure - See Appendix 9 for breakdown of calculation

This highlights that, reducing the amount of Council Tax Reduction has the potential to lead to more Council Tax arrears, as less people will have the financial resources to pay their Council Tax liability.

Option 5 - To set a minimum level of Council Tax Reduction at £1 or £2 per week

We have no comment to make on this option.

Option 6 - To restrict the maximum level of Council Tax Reduction payable to the equivalent of a Band C or a Band D charge

We would like to see published as part of this consultation the Council's Equalities Impact Assessment.

We are concerned that this proposal will have a disproportionate impact on people with disabilities, and families who need to occupy a larger home for health reasons. We think your proposals should ensure that people facing the additional costs of disability adaption to properties should be better protected.

We have concerns that this proposal may impact on people or families who are asset rich but cash poor and do not have the resource or support to downsize their property.

We are also concerned that this proposal would have a disproportionate impact on low income households. We think this proposal is likely to damage the overall equality of the Council Tax Reduction scheme by not protecting those that are vulnerable.

Option 7 - Increasing the existing Non-Dependant Deductions

We in general feel that the use of non-dependent deductions in both the housing benefit and council tax benefit system creates significant difficulties for many people. We are aware that currently this is a major contribution to the cause of Council Tax arrears we assist with.

Increasing the non-dependant deductions will increase the potential conflict in the household, as Council Tax payers negotiate contributions from non-dependants to make up for the reduction in their Council Tax Reduction award. From our experience, the majority of Council Tax payers often fail to recover costs from others living in their household following a non-dependant deduction. As a result, this may lead to increased household debt and the potential to create a hostile environment with the family/household potentially leading to the non-dependent presenting to the Council as homeless and seeking assistance.

Option 8 - Introducing a Minimum Income Floor for Self-Employed applicants

The Minimum Income Floor [MIF] does not deliver equal treatment between those self-employed and employees; it appears to have little regard for the reality of self-employment with peaks and troughs in income. As a result, self-employed people risk missing out on eligibility for support because their monthly income is not regular, as it is volatile and will vary from month to month.

For Universal Credit - The MIF applies to all gainfully self-employed Universal Credit claimants after a 12-month grace period, not just those in the first year of business. This actively assists a number of self-employed claimants during the first year of their claim (after that the MIF will be as burdensome as ever) but again it does not come into effect till January 2020 for managed migration; or September 2020 for people moving across through a change of circumstances.

As the proposal is to bring Council Tax Reduction "broadly in line with Universal Credit", will this MIF commence at the same time as it does for Universal Credit claimants?

If this option was to be considered further, we would recommend a proposal closely synchronised with Universal Credit regulations.

Option 9 - Removing Second Adult Reduction from the scheme

On balance we welcome this simplification of the Council Tax Reduction scheme.

We would recommend a more detailed proposal to provide transitional relief to people affected by this measure be implemented.

Option 10 - Removing the Extended Payment Provision from the scheme

We have no comment to make on this option.

Option 11 - To take any Child Benefit paid to an applicant or partner into account in full in the calculation of Council Tax Reduction

Case study 1: Mark

Mark is a 35-year-old single father, earning minimum living wage, working 8 hrs a week part time, while his 4-year-old son is taking a free place at pre-school. He rents a 2-bedroom property from a housing association for 92.50 a week. He receives no child maintenance from his sons' mother.

Amending the calculation of Council Tax Reduction to include Child Benefit in the calculation would have the following impact on Mark (Case study 1);

With the current Council Tax Reduction scheme Mark receives **£13.97** support – see Appendix 1 for calculation

With Option 11 in its place (taking Child Benefit paid to Mark into account in full in the calculation of Council Tax Reduction), Mark would see his Council Tax Reduction of **£1.41** – See Appendix 10 for calculation

Mark would lose over £12.50 a month in his Council Tax Reduction entitlement as a result of Option 11, which is the equivalent of 14% of his Child Benefit payment.

Child benefit is a tax-free payment that is aimed at helping parents cope with the cost of bringing up children. As a result, we do not feel it is appropriate to reduce this payment, in Marks case by around 14% and therefore we overall strongly suggest against option 11s implementation as to the negative impact it could have on child poverty in the city.

Option 12 - Including Child Benefit as an income for all applicants but excluding the payment for either the first or second child

Amending the calculation of Council Tax Reduction to include Child Benefit regardless of how many children are excluded (first or second), is not appropriate. The two child rule for Universal Credit is already negatively impacting on large households, and this is another element that will further push these families into debt and impact child poverty.

Option 13 - Reducing the maximum capital limit from the existing £16,000 to £6,000

We have no comment to make on this option.

Option 14 - Increasing the Applicable Amounts and applying other annual up ratings in the scheme in line with those in Housing Benefit and the prescribed Council Tax Support regulations

We have no comment to make on this option.

Impact of localised Council Tax Reduction Schemes

The Institute for Fiscal Studies¹ in a recent report on Council Tax Reduction schemes throughout England, highlights that cuts to Council Tax Support have had the following impacts;

- Minimum Council Tax payments have led to a sizeable increase in the amount of Council Tax remaining uncollected
- Around a quarter of the additional Council Tax liability arising from cuts to Council Tax Reduction is not collected in the tax year it is due
- Difficulties in collecting the extra tax appear to be long-lasting, as Councils failed to collect a quarter of the additional liabilities created by minimum payments in 2017-18 even when the minimum payment had been in place since 2013-14
- Introducing a minimum payment in a LA also caused a significant increase in the number of people in that LA contacting Citizens Advice for support relating to Council Tax liabilities or Council Tax Reduction
- There are clear effects on the likelihood of households falling behind with their Council Tax payments and, as a result, on a LA's ability to actually collect the extra Council Tax they intend as additional revenue

¹ Institute for Fiscal Studies (2019) 'The impacts of localised council tax support schemes'
<https://www.ifs.org.uk/publications/13827>

Council Tax Protocol

Citizens Advice Peterborough encourages Peterborough City Council to publicly sign up to the updated LGA Council Tax Protocol² (a revised collection of Council Tax arrears good practice protocol).

Council tax payers receive a better level of service when local authorities, enforcement agencies and debt advice agencies work closely together in an effective partnership. Early intervention and proactive contact with people struggling with priority bill payments can help prevent people incurring further default charges and help alleviate stress. It may also help reduce collection costs and calls on local public services, particularly mental health services. The good practice protocol makes several suggestions on how local partnerships can be strengthened and residents better supported to deal with their finances.

The protocol reflects best practice at local level and is intended to facilitate regular liaison on practices and policy concerning Council Tax debt collection. In setting down clear procedures and keeping them regularly under review, all parties can ensure that cases of arrears are dealt with appropriately, whilst complaints are handled efficiently. By signing the protocol and adopting the practices, local authorities, enforcement agencies and advice agencies can help taxpayers pay their Council Tax bills in a timely manner while accessing budgeting or debt advice when needed.

² Citizens Advice (2017) 'Council Tax Protocol'

<https://www.citizensadvice.org.uk/Global/CitizensAdvice/campaigns/Council%20Tax/Citizens%20Advice%20Council%20Tax%20Protocol%202017.pdf>

Our Recommendation:**To increase the global level of Council Tax to fund a Reduction Scheme**

Case study	Current situation	Increase C. Tax by 3.9%	Option 1	Option 2	Option 3	Option 4	Option 11
Case Study 1	£52.00	£52.76	£65.81	£52.38 £52.58 £52.78	£53.17	£53.99	£64.56
Case Study 2	£26.39	£27.41	£26.39	£27.27 £28.15 £29.03	£30.79	£35.18	£26.39

▲ Table 1 - The amount of Council Tax the Case Studies must pay after Council Tax Reduction is applied based on the options given in the proposal

The above table demonstrates that by increasing the level of global Council Tax, the Council Tax Reduction Scheme produces better outcomes and is preferable to the options proposed in this consultation. This global Council Tax increase helps to spread the burden of revenue constraints across the city, which results in no particular group or individual bearing the weight of any reduction in support. We feel this is a more just and equitable methodology to address the financial constraints faced by the Council but which at the same time also lessens the force of any negative impact on those poorest in our community.

Appendix 1

Case Study 1 - Breakdown of Council Tax Reduction now

Step 1: Calculate maximum Council Tax Reduction - This is determined by the local Council

Tax Support scheme set by the local authority

- Council Tax liability £ 65.97
- Local Council Tax Support maximum £ 65.97
- Maximum Council Tax Support £ 65.97

Step 2: Calculate Maximum Universal Credit This is made up of elements based on household circumstances

- Adult £ 317.82
- Child £ 277.08
- Housing £ 400.83
- Maximum Universal Credit £ 995.73

Step 3: Calculate income

- Income for Universal Credit purposes £ 284.61
- Universal Credit £ 941.17
- Income for assessment £ 1225.78

Step 4: Deduction due to income & savings 20% of any income above Maximum Universal Credit is deducted from maximum CT support

- Maximum CT Support £ 65.97
- Minus 20% of income above Applicable Amount £ 46.01
- Council Tax Support £ 19.96

Step 5: Reduction due to Local Scheme The percentage of Council Tax Support awarded is determined by the scheme set by your local authority

Local scheme award percentage 70.00 %

AWARD £ 13.97

Appendix 2

Case Study 1 - Breakdown of Council Tax Reduction calculation proposed in Option 2

Step 1: Calculate maximum Council Tax Support This is determined by the local Council Tax Support scheme set by the local authority (accounting for the reduction due to Local Scheme The percentage of Council Tax Support awarded is determined by the scheme set by your local authority)

- Council Tax liability £ 65.97
- Local scheme award percentage 70.00 %
- Maximum Council Tax Support £ 46.179

Step 2: Calculate Maximum Universal Credit This is made up of elements based on household circumstances

- Adult £ 317.82
- Child £ 277.08
- Housing £ 400.83
- Maximum Universal Credit £ 995.73

Step 3: Calculate income

- Income for Universal Credit purposes £ 284.61
- Universal Credit £ 941.17
- Income for assessment £ 1225.78

Step 4: Deduction due to income & savings 20% of any income above Maximum Universal Credit is deducted from maximum CT support

- Maximum CT Support £ 46.179
- Minus 20% of income above Applicable Amount £ 46.01
- Council Tax Support £ 0.16

AWARD £ 0.16

Appendix 3

Case Study 2 - Breakdown of Universal Credit

Step 1: Calculate any Housing Element

- Gross monthly rent £ 425.00
- Deduction due to ineligible services and charges £ 0.00
- Deduction due to maximum rent allowed (LHA) £ 26.15
- Housing Component £ 398.85

Step 2: Calculate Maximum Universal Credit This is made up of elements based on household circumstances

- Adult £ 498.89
- Housing £ 398.85
- Maximum Universal Credit £ 897.74

Step 3: Calculate income This is 63% of net earned income after application of the work allowance plus non-earned income & income from savings. Private pension contributions are deducted.

- Total income £ 0.00
- Income for assessment £ 0.00

Step 4: Deduction due to income & savings Deduct income from maximum Universal Credit

- Maximum Universal Credit £ 897.74
- Minus income for assessment £ 0.00

Award £ 897.74

Appendix 4

Case Study 2 - Breakdown of Council Tax Reduction

Step 1: Calculate maximum Council Tax Support This is determined by the local Council Tax Support scheme set by the local authority

- Council Tax liability £ 87.96
- Local Council Tax Support maximum £ 87.96
- Maximum Council Tax Support £ 87.96

Step 2: Calculate Maximum Universal Credit This is made up of elements based on household circumstances

- Adult £ 498.89
- Housing £ 398.85
- Maximum Universal Credit £ 897.74

Step 3: Calculate income

- Income for Universal Credit purposes £ 0.00
- Universal Credit £ 897.74

Step 4: Deduction due to income & savings 20% of any income above Maximum Universal Credit is deducted from maximum CT support

- Maximum CT Support £ 87.96
- Minus 20% of income above Applicable Amount £ 0.00
- Council Tax Support £ 87.96

Step 5: Reduction due to Local Scheme The percentage of Council Tax Support awarded is determined by the scheme set by your local authority

- Local scheme award percentage 70.00 %

AWARD £ 61.57

Appendix 5

Case Study 2 - Council Tax Reduction of 69 %

Step 1: Calculate maximum Council Tax Support This is determined by the local Council Tax Support scheme set by the local authority

- Council Tax liability £ 87.96
- Local Council Tax Support maximum £ 87.96
- Maximum Council Tax Support £ 87.96

Step 2: Calculate Maximum Universal Credit This is made up of elements based on household circumstances

- Adult £ 498.89
- Housing £ 398.85
- Maximum Universal Credit £ 897.74

Step 3: Calculate income

- Income for Universal Credit purposes £ 0.00
- Universal Credit £ 897.74

Step 4: Deduction due to income & savings 20% of any income above Maximum Universal Credit is deducted from maximum CT support

- Maximum CT Support £ 87.96
- Minus 20% of income above Applicable Amount £ 0.00
- Council Tax Support £ 87.96

Step 5: Reduction due to Local Scheme The percentage of Council Tax Support awarded is determined by the scheme set by your local authority

- Local scheme award percentage 69.00 %

AWARD £ 60.69

Appendix 6

Case Study 2 - Council Tax Reduction of 68 %

Step 1: Calculate maximum Council Tax Support This is determined by the local Council Tax Support scheme set by the local authority

- Council Tax liability £ 87.96
- Local Council Tax Support maximum £ 87.96
- Maximum Council Tax Support £ 87.96

Step 2: Calculate Maximum Universal Credit This is made up of elements based on household circumstances

- Adult £ 498.89
- Housing £ 398.85
- Maximum Universal Credit £ 897.74

Step 3: Calculate income

- Income for Universal Credit purposes £ 0.00
- Universal Credit £ 897.74

Step 4: Deduction due to income & savings 20% of any income above Maximum Universal Credit is deducted from maximum CT support

- Maximum CT Support £ 87.96
- Minus 20% of income above Applicable Amount £ 0.00
- Council Tax Support £ 87.96

Step 5: Reduction due to Local Scheme The percentage of Council Tax Support awarded is determined by the scheme set by your local authority

- Local scheme award percentage 68.00 %

AWARD £ 59.81

Appendix 7

Case Study 2 - Council Tax Reduction of 67 %

Step 1: Calculate maximum Council Tax Support This is determined by the local Council Tax Support scheme set by the local authority

- Council Tax liability £ 87.96
- Local Council Tax Support maximum £ 87.96
- Maximum Council Tax Support £ 87.96

Step 2: Calculate Maximum Universal Credit This is made up of elements based on household circumstances

- Adult £ 498.89
- Housing £ 398.85
- Maximum Universal Credit £ 897.74

Step 3: Calculate income

- Income for Universal Credit purposes £ 0.00
- Universal Credit £ 897.74

Step 4: Deduction due to income & savings 20% of any income above Maximum Universal Credit is deducted from maximum CT support

- Maximum CT Support £ 87.96
- Minus 20% of income above Applicable Amount £ 0.00
- Council Tax Support £ 87.96

Step 5: Reduction due to Local Scheme The percentage of Council Tax Support awarded is determined by the scheme set by your local authority

- Local scheme award percentage 67.00 %

AWARD £ 58.93

Appendix 8

Case Study 2 - Council Tax Reduction of 65 %

Step 1: Calculate maximum Council Tax Support This is determined by the local Council Tax Support scheme set by the local authority

- Council Tax liability £ 87.96
- Local Council Tax Support maximum £ 87.96
- Maximum Council Tax Support £ 87.96

Step 2: Calculate Maximum Universal Credit This is made up of elements based on household circumstances

- Adult £ 498.89
- Housing £ 398.85
- Maximum Universal Credit £ 897.74

Step 3: Calculate income

- Income for Universal Credit purposes £ 0.00
- Universal Credit £ 897.74

Step 4: Deduction due to income & savings 20% of any income above Maximum Universal Credit is deducted from maximum CT support

- Maximum CT Support £ 87.96
- Minus 20% of income above Applicable Amount £ 0.00
- Council Tax Support £ 87.96

Step 5: Reduction due to Local Scheme The percentage of Council Tax Support awarded is determined by the scheme set by your local authority

- Local scheme award percentage 65.00 %

AWARD £ 57.17

Appendix 9

Case Study 2 - Council Tax Reduction of 60 %

Step 1: Calculate maximum Council Tax Support This is determined by the local Council Tax Support scheme set by the local authority

- Council Tax liability £ 87.96
- Local Council Tax Support maximum £ 87.96
- Maximum Council Tax Support £ 87.96

Step 2: Calculate Maximum Universal Credit This is made up of elements based on household circumstances

- Adult £ 498.89
- Housing £ 398.85
- Maximum Universal Credit £ 897.74

Step 3: Calculate income

- Income for Universal Credit purposes £ 0.00
- Universal Credit £ 897.74

Step 4: Deduction due to income & savings 20% of any income above Maximum Universal Credit is deducted from maximum CT support

- Maximum CT Support £ 87.96
- Minus 20% of income above Applicable Amount £ 0.00
- Council Tax Support £ 87.96

Step 5: Reduction due to Local Scheme - The percentage of Council Tax Support awarded is determined by the scheme set by your local authority

- Local scheme award percentage 60.00 %

AWARD £ 52.78

Appendix 10

Case Study 1 – Child Benefit counted as income

Step 1: Calculate maximum Council Tax Reduction - This is determined by the local Council Tax Support scheme set by the local authority

- Council Tax liability £ 65.97
- Local Council Tax Support maximum £ 65.97
- Maximum Council Tax Support £ 65.97

Step 2: Calculate Maximum Universal Credit This is made up of elements based on household circumstances

- Adult £ 317.82
- Child £ 277.08
- Housing £ 400.83
- Maximum Universal Credit £ 995.73

Step 3: Calculate income

- Income for Universal Credit purposes £ 284.61
- Income from Child benefit £ 89.70
- Universal Credit £ 941.17
- Income for assessment £ 1315.48

Step 4: Deduction due to income & savings 20% of any income above Maximum Universal Credit is deducted from maximum CT support

- Maximum CT Support £ 65.97
- Minus 20% of income above Applicable Amount £ 63.95
- Council Tax Support £ 2.02

Step 5: Reduction due to Local Scheme - The percentage of Council Tax Support awarded is determined by the scheme set by your local authority

Local scheme award percentage 70.00 %

AWARD £ 1.41

Contact us

For more information please contact:

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January 2019

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Registered charity number 1068198

No.	Question	Response
1.	I have read the background information (above) about the Council Tax Reduction Scheme:	Yes
2.	Should the Council keep the current Council Tax Reduction scheme?	No
3.	Please use the space below to make any comments you have on protecting the Council Tax Reduction Scheme from cuts.	-
4.	Do you agree with this change to the scheme? (amending calculation methodology)	Yes
5.	If you disagree with this change, what alternative would you propose?	-
6.	Do you agree with this change to the scheme? (1% increase)	Yes
7.	If you disagree with this change, what alternative would you propose?	-
8.	Do you agree with this change to the scheme? (5% increase)	Yes
9.	If you disagree with this option, what alternative would you propose?	-
10.	Do you agree with this change to the scheme? (10% increase)	Yes
11.	If you disagree with this option, what alternative would you propose?	-
12.	Do you agree with the principle that the minimum level of Council Tax Reduction payable should be £1 per week?	Don't know
13.	Do you agree with the principle that the minimum level of Council Tax Reduction payable should be £2 per week?	-
14.	If you disagree with BOTH of the two options (minimum levels), what alternative would you propose?	-
15.	Do you agree with the principle that the maximum level of Council Tax Reduction payable should be restricted to a maximum of a BAND D charge?	Yes
16.	Do you agree with the principle that the maximum level of Council Tax Reduction payable should be restricted to a maximum of a BAND C charge?	-
17.	If you disagree with BOTH of the two options (banding restrictions), what alternative would you propose?	-
18.	Do you agree that the Non-Dependant Deductions should be increased for higher earners in line with the percentages shown in the table above?	Yes
19.	If you disagree with this option, what alternative would you propose?	-
20.	Do you agree with the principle that applicants who are self-employed for more than one year should have a minimum income floor applied to their claim?	Yes
21.	If you disagree, what alternative would you propose?	-
22.	Do you agree with the removal of Second Adult Reduction?	No
23.	If you disagree, what alternative would you propose?	-
24.	Do you agree that the Extended Payment Provision should be removed from the scheme?	Yes
25.	If you disagree, what alternative would you propose?	-
26.	Do you agree with the principle that any Child Benefit paid to the applicant or partner should be counted in full rather than ignored when assessing Council Tax Reduction?	Yes
27.	If you disagree, what alternative would you propose?	-
28.	Do you agree with the principle that Child Benefit paid to the applicant or partner EXCLUDING THE PAYMENT FOR THE FIRST CHILD, should be counted rather than ignored when assessing Council Tax Reduction?	Yes
29.	Do you agree with the principle that Child Benefit paid to the applicant or partner EXCLUDING THE PAYMENT FOR THE FIRST AND SECOND CHILD, should be counted rather than ignored when assessing Council Tax Reduction?	-
30.	If you disagree with BOTH of the proposals, what alternative would you propose?	-
31.	Do you agree with the principle that the capital limit should be reduced to £6,000?	No
32.	If you disagree, what alternative would you propose?	Should be left as it is
33.	Do you agree with this change to the scheme? (annual upratings)	Yes
34.	If you disagree, what alternative would you propose?	-
35.	Do you think we should choose any of the following options rather than the proposed changes to the Council Tax Reduction Scheme? Please select one answer for each source of funding.	
i.	Increase the level of Council Tax	No
ii.	Find savings from cutting other Council Services	-
36.	If the Council were to choose these other options to make savings, what would be your order of preference? Please rank in order of preference by writing a number from 1 or 2 in the boxes below, where 1 is the option that you would most prefer and 2 is the least. Increase the level of Council Tax / Reduce funding available for other Council Services	Least preferred: Increase level of council tax
37.	Please use this space to make any other comments on the scheme.	I do not agree for everyone to pay more council tax when they are not claiming
38.	Please use the space below if you would like the Council to consider any other options (please state).	-
39.	If you have any further comments or questions to make regarding the Council Tax Reduction scheme that you haven't had opportunity to raise elsewhere please use the space below.	-
40.	Are you, or someone in your household, getting a Council Tax Reduction at this time?	No
41.	What is your sex?	Female
42.	Age	75+
43.	Disability: Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?	Yes
44.	Ethnic Origin: What is your ethnic group?	White British



Equality Impact Assessment: Council Tax Reduction Scheme 2019

What are the proposed outcomes of the policy?

The proposal is to amend the current Council Tax Reduction scheme for working age applicants.

The Council's need to change the scheme are two-fold namely:

1. To provide savings to the Council; and
2. To make administrative savings due the roll out of Universal Credit within the City.

The changes can **only** be made to the working age Council Tax Reduction scheme.

Pension age applicants are protected under Central Government's Prescribed Scheme.

The changes being proposed are as follows:

- (a) The existing 30% reduction that is applied at the end of the benefit calculation is replaced with a 30% liability reduction applied at the start of the calculation
- (b) Increasing the 30% liability reduction by 1% a year for 3 years, starting in 2019/20.
- (c) Reducing the capital limit to £6,000 for non-passported claims
- (d) To amend appropriate rates in line with annual upratings.
- (e) To allow the use of Universal Credit Data Share documents as claims for Council Tax Support

Which individuals or groups are most likely to be affected?

Working Age applicants

Now consider whether any of the following groups will be disproportionately affected:

Equality Group	Note any positive or negative effects
Particular age groups	<p>Working age – negative effects. In most cases, working age applicants will receive less Council Tax Reduction.</p> <p>The numbers of working age applicants based on current caseload affected by the changes are as follows;</p> <ol style="list-style-type: none"> a) 1,991 b) 8,698 c) 43 d) n/a

	<p>e) n/a (administrative change to make the claim process simpler and quicker)</p> <p>Pension Age – neutral. There will be no effect to pension age applicants who receive support under the Central Government Prescribed Scheme.</p>
Disabled people	All working age applicants will be affected. Disability per se will not lead to a reduction in support.
Married couples or those entered into a civil partnership	<p>All working age applicants will be affected. Marriages or Partnerships per se will not lead to a reduction in support.</p> <p>Larger families may be affected by a number of the options for change.</p>
Pregnant women or women on maternity leave	<p>All working age applicants will be affected. Pregnancy or Maternity leave per se will not lead to a reduction in support.</p> <p>Larger families may be affected by a number of the options for change.</p>
Particular ethnic groups	All working age applicants will be affected. Ethnicity per se will not lead to a reduction in support
Those of a particular religion or who hold a particular belief	All working age applicants will be affected. Religion or belief has no effect on level of support
Male/Female	<p>All working age applicants will be affected.</p> <p>There are no specific changes in relation to gender although further analysis will be undertaken when the public consultation is completed to establish whether the changes (especially those relating to families) affect a particular gender.</p>
Those proposing to undergo, currently undergoing or who have undergone gender reassignment	All working age applicants will be affected. Gender reassignment per se does not affect the level of reduction.
Sexual orientation	All working age applicants will be affected. Sexual Orientation per se does not affect the level of reduction.

What information is available to help you understand the effect this will have on the groups identified above?

Who will be the beneficiaries of the policy?

All working age applicants will be affected. The Council will continue to assist low income working age applicants with their Council Tax.

Has the policy been explained to those it might affect directly or indirectly?

A full public consultation has been undertaken in line with the statutory requirements. Consultation has also been undertaken with Major Precepting Authorities.

Can any differences be justified as appropriate or necessary?

All proposed changes, if agreed, will be implemented from 1st April 2019.

The Council needs to make savings from the scheme and has taken into account the views of the Public and Major Precepting authorities.

Are any remedial actions required?

The Council currently maintains, and will continue to maintain, an Exceptional Hardship Scheme.

All working age applicants can apply for additional support. Each case will be considered on an individual basis taking into account their income and essential expenditure.

Where exceptional hardship is determined support may be provided to 100% of the Council Tax payable.

Once implemented, how will you monitor the actual impact?

Monthly monitoring will be undertaken

Policy review date	11/03/2020
Assessment completed by	Suzanne Jones
Date Initial EqIA completed	February 2019
Signed by Head of Service	Peter Carpenter

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COUNCIL	AGENDA ITEM No. 11(b)
6 MARCH 2019	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(b) Constitution and Ethics Committee Recommendation - Template for Submitting Motions to Council

At its meeting on 28 January 2019, the Constitution and Ethics Committee received a report in relation to a motion referred to it from Full Council on 23 January 2019 in relation to a proposed template for submitting motions.

IT IS RECOMMENDED that Council:

1. Agree that officers will provide training for new members on the procedure for submitting motions.
2. Note that points on relevance and remit of motions were covered by the current constitution and needed to be reinforced.
3. Request that costs to the Council from motions be kept under review and a further report brought back in 12 months' time to the Constitution and Ethics Committee.
4. Encourage Members to seek help from officers when drafting motions if needed.

The original Constitution and Ethics report follows.

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CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 6
28 JANUARY 2019	PUBLIC REPORT

Report of:	Full Council 12 December 2018	
Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources	
Contact Officer(s):	Fiona McMillan, Director of Law and Governance and Monitoring Officer Pippa Turvey, Democratic and Constitutional Services Manager	Tel. 452460

MOTIONS TEMPLATE SUBMITTED TO FULL COUNCIL 12 DECEMBER 2018

R E C O M M E N D A T I O N S	
FROM: Full Council 12 December 2018	Deadline date: N/A
<p>The Constitution and Ethics Committee are invited to consider and make any recommendations back to Full Council regarding the motion from Councillor Farooq agreed at Full Council on 12 December 2018 to look at the template for reviewing submitting motions to Council.</p>	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Constitution and Ethics Committee following a referral from Full Council on 12 December 2018.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is for the Constitution and Ethics Committee to note the recommendation from Full Council on 12 December 2018 and to make any alterations or suggestions to the wording and report these back to Full Council.

- 2.2 This report is for the Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.1

Authority to oversee the operation of the Council's Constitution and authority to make recommendations to Full Council as to amendments and improvements to the Council's Constitution (including the codes and protocols) subject to the receipt and consideration of a report prepared by the Monitoring Officer, with the exception of those matters under the remit of the Executive.

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 Councillor Farooq submitted a motion to Full Council on 12 December regarding the relevance of motions to local residents and whether the motion is within the remit of the Council and the cost implications associated with this.

4.2 The full motion agreed for referral to the Constitution and Ethics Committee states:

“I have now had the privilege of sitting on full council meetings and observing the proceedings including questions and motions. I have seen Members passionately debating issues faced by their ward residents and the issues faced by the Peterborough city overall, backed by the professional work of our officers. May I congratulate members and the officers for providing an excellent service to the residents of Peterborough.

On occasions, I have found some of the motions coming to the council, generic, beyond the remit of the council, not achievable and at worse, not relevant to local residents, local issues, or stakeholders.

The discussions on these proposals become lengthy and lose the emphasis on the core points. These motions take valuable time away from the real issues faced by our residents.

I propose that the Constitution and Ethics Committee consider at its next available meeting the introduction of the following criteria for future motions presented to council and make a recommendation back to Council on its findings:

Relevance: Does the motion benefit the residents of specific ward and/or all the residents of Peterborough

Within the remit of the council: Can the council provide the service/product the motion asks for, or is it something for Parliament.

Cost of the proposal and source of funding: How much will it cost to deliver the proposed service/product?

The ultimate test should always be, does it benefit the majority of the residents and does it provide value for money

	Fill in details
Relevance	
Within remit of council	
Cost of the proposal and source of funding	

Such a process will have considerable advantages not least, the ability to introduce real policies and probe and discuss current policies, adding considerable value to the work of the council. Overall, making a real difference to the lives of our residents in Peterborough.”

4.3 Should this proposal be recommended back to Full Council for adoption the Standing Orders and Constitution of the Council would need to be updated accordingly.

5. CONSULTATION

5.1 Consultation has already taken place with all Councillors following debate at Full Council on 12 December 2018.

5.2 The Constitution and Ethics Committee as the Committee with overall responsibility for changes to the Constitution are being asked to investigate the proposal and make any further recommendations to the next meeting of Full Council.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 It is anticipated that the Constitution and Ethics Committee will investigate the proposal of including the new format for submitting motions and make recommendations to Full Council.

7. REASON FOR THE RECOMMENDATION

7.1 The motion states that the new proposal will benefit the majority of residents and provide value for money.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 To maintain the status quo and keep the current format for submitting motions to Full Council.

9. IMPLICATIONS

Financial Implications

9.1 There are no financial implications to this report.

Legal Implications

9.2 This will affect the constitution and standing orders which will need to be amended should the Committee agree to the proposals.

Equalities Implications

9.3 There are none.

10. BACKGROUND DOCUMENTS

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

10.1 Peterborough City Council Standing Orders

11. APPENDICES

11.1 None.

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COUNCIL	AGENDA ITEM No. 11(c)
6 MARCH 2019	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(c) Constitution and Ethics Committee Recommendation - Member/Officer Protocol Update

At its meeting on 28 January 2019, the Constitution and Ethics Committee received a report in relation to the Member/Officer Protocol.

IT IS RECOMMENDED that Council agree the updated Member/Officer Protocol, subject to:

- 1) The deletion of wording under section 14 'Support Services Provided for Members' in relation to acknowledging survey responses.
- 2) The retention of wording under section 15.2 'Political Groups' in relation to Members Services providing a secretariat service, if requested.

The original Constitution and Ethics report and updated appendix follow.

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CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 7
28 JANUARY 2019	PUBLIC REPORT

Report of:	Fiona McMillan, Director of Law and Governance	
Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources	
Contact Officer(s):	Pippa Turvey, Democratic and Constitutional Services Manager Linda Letch, Member Services Officer	Tel. 452460 Tel. 452346

MEMBER OFFICER PROTOCOL UPDATE

R E C O M M E N D A T I O N S	
FROM: <i>Director of Law and Governance</i>	Deadline date: <i>N/A</i>
It is recommended that the Constitution and Ethics Committee consider and recommend to Council for approval the updated Member Officer Protocol, set out in Appendix 1 to the report.	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Constitution and Ethics Committee following requests from Committee members to review the protocol.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to obtain the views of the Committee on a proposed update to the Member Officer Protocols and for the Committee to consider recommending approval to Full Council.
- 2.2 This report is for Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.1, '*Authority to oversee the operation of the Council's Constitution and authority to make recommendations to Full Council as to amendments and improvements to the Council's Constitution (including the codes and protocols) subject to the receipt and consideration of a report prepared by the Monitoring Officer, with the exception of those matters under the remit of the Executive.*'

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 All proposed changes are set out in the draft Member Officer Protocol at **Appendix 1**. The key changes to note relate to:

- Definitions of senior officer positions - acknowledging the introduction of the 'service director' position.
- Recording of meetings - confirming that all meetings are now recording and may be published online.
- Forwarding of Council email addresses - updating guidance to ensure that peterborough.gov.uk emails are not forwarded to personal accounts.
- Requests to receive briefings as Group Representatives - requiring senior officers to brief group representatives on service changes and/or at the request of the representative.
- Support from Members Services - regarding case work, photocopying, office supplies and car parking.

4.2 There are, however, no new ways of working set out. The changes suggested are all in relation to updating the protocol to reflect how officer and Members currently operate.

5. CONSULTATION

5.1 Consultation has been carried out with Officers at this stage, including the Monitoring Officer, Head of Constitutional Services, and Data Protection Officer. It is presented to the Constitutional and Ethics Committee in order for Members to provide their comments on the proposals and make amendments as they see fit.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 That the Member Officer Protocol will reflect more accurately current and new ways of working and will ensure that Members and Officers have reliable guidance upon which to carry out their work.

7. REASON FOR THE RECOMMENDATION

7.1 The recommendation is proposed in order to update the Member Officer Protocol to reflect current and new ways of working.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 Not to Update the Protocol - This was rejected as it became clear from reviewing the Protocol that a number of sections were out of date. The manner in which Members and Officers fulfil their roles has changed since the Protocol was last comprehensively updated in 2012.

9. IMPLICATIONS

Financial Implications

9.1 There are no financial implications arising from this report.

Legal Implications

9.2 There are no legal implications arising from this report.

Equalities Implications

9.3 There are no equalities implications arising from this report.

10. BACKGROUND DOCUMENTS

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

10.1 Peterborough City Council Constitution

11. APPENDICES

11.1 Appendix 1 - Draft Part 5 Section 3 - Member Officer Protocols

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Peterborough City Council Member / Officer Protocol

This document describes how city Councillors and employees should work together. Mutual respect and goodwill are important underlying themes.

The protocols apply to city councillors, employees and co-opted members of council committees. They recognise the contribution of politics and political groups, and complement other constitutional requirements such as Standing Orders, the Delegations Document and the Member and Officer Codes of Conduct.

There ~~is a~~ are separate protocols relating to *civic activity* and guidance provided on media/pre-election publicity activity.

1. USE OF TITLES IN CONSTITUTIONAL DOCUMENTS

<i>Chairman and vice-chairman</i>	The person chairing a meeting, and their deputy, whether male or female. The councillor holding office may choose their version of the title (eg. chairwoman or chair). Each chairman's choice of title should be respected.
<i>Mayor and Deputy Mayor</i>	The Mayor presides over meetings of Full Council as the chairman, supported by the Deputy Mayor in the position of vice-chairman. and deputy of the full council meeting. Further details in the Civic Protocol.
<i>Members</i>	Councillors. The naming convention for councillors is 'Councillor' followed immediately by surname. Some councillors insert an additional title such as 'Mrs' or 'Dr' before their surname. Their choice of title format should be respected.
<i>Officers</i>	Council employees.
<i>The Executive</i>	The cabinet members, supported by officers. They deliver the Council's services, and make any decisions necessary within the Council's approved budget and major policy framework.
<i>Cabinet members</i>	Up to 9 councillors appointed annually by the Leader of the Council, plus the Leader. Each makes decisions about their own service area.
<i>The Cabinet</i>	The cabinet members meeting to discuss and make decisions collectively.
<i>The Leader of the Council</i>	The leading councillor and the Cabinet's chairman. Appointed <u>every four years</u> annually by Council.
<i>A political group</i>	Most councillors, soon after election, sign up to a political grouping which may, but does not need to, bear the same name as a recognised political party. Each political group appoints a ' <i>leader</i> ' and a ' <i>group secretary</i> '. They may also appoint a ' <i>deputy leader</i> ' and make any other appointments which the group feels will help it conduct its affairs.
<i>A Shadow Cabinet</i>	A Shadow Cabinet may be formed by the second largest group by their nomination from amongst their Members of the Council and they shall notify the Council and the Chief Executive of the names of the Members nominated to form a Shadow Cabinet and of any changes in the membership of the Shadow Cabinet which may occur from time to time. Members will mirror those of the Cabinet, save that a single Member may cover more than one portfolio. A protocol on their role is attached at Appendix 1
<i>The Administration</i>	The political group with the most seats is generally known as the Council's Administration, although sometimes a coalition of groups may collectively take on this role. Administration members <u>usually</u> form the Executive and are <u>normally</u> the chairmen for many or all committees.
<i>Group representatives</i>	Councillors identified by their political group to act as their main point of contact, for information or consultation, in relation to a particular subject <u>and/or committee</u> .

<u>(Corporate/Executive) Directors</u>	<u>Members of the Corporate Management Team.</u> First-tier officers responsible for a <u>directorate</u> department; references to them in this protocol should also be taken to include the Chief Executive.
<u>Service Directors</u>	<u>Report to a Member of the Corporate Management Team. Responsible for departments within a directorate. These roles are usually second tier officers.</u>
<u>Assistant Directors/Heads of Service</u>	<p><u>Second-tier-Officers responsible for a division within a department;</u></p> <p><u>An AD has broad responsibility for a range of services and/or provides a service that impacts on the whole organisation</u></p> <p><u>A Head of Service is responsible for a narrower service or range of services that is relatively self sufficient and has no or limited impact on the whole organisation.</u></p> <p>they may also be known as ‘assistant directors’. References in these protocols to heads of service <u>and</u> include assistant directors <u>include</u> and any other second <u>or third</u> tier officers acting in a senior management role.</p>

2. COUNCILLOR STRUCTURES

Each part of the Council's decision-making structure gets its authority from the law and the Council's Constitution. For more detail see the Delegations Document, Standing Orders and Procedural Rules. A summary of roles is:

The Council	All councillors collectively consider issues affecting Peterborough, and decide the major policy framework and the budget.
Ward members	Each councillor has a leading role and voice in their community, representing their constituents the Council and other public service agencies, and vice-versa.
The Executive	<p>Within the major policy framework and budget:</p> <ul style="list-style-type: none"> ● provides public services, whether directly or through partnerships or contracts; ● enforces regulations*; ● decides local policies for service delivery and enforcement; ● gives community leadership, a 'voice' for Peterborough. <p>(*Some enforcement matters are governed by regulatory committees instead of the Executive.)</p>
Overview and scrutiny committees / commissions	Contribute to policy development and review. Hold the Executive to account through scrutiny and challenge.
Regulatory committees	Decide quasi-judicial matters that are excluded by law from the Executive's remit (such as planning applications).
Officers	Provide services and carry out enforcement in accordance with the law and the Council's policies, using their delegated authority.

3. DECISION-MAKING PROTOCOLS

3.1 **The principles** of good decision-making are set out in Article 12 of the Constitution.

3.2 **Professional advice** should be taken before making a decision, including:

- relevant policy framework or previous decisions;
- who has been consulted and relevant outcomes;
- legal, financial/resource, equalities, community safety, human rights, etc implications;
- alternative options.

3.3 **Administration policy** The Executive is not bound by previous Administrations. When the Executive wishes to make a decision contrary to past practice, officers will advise:

- is the practice mandatory or discretionary?
- does current practice derive from a policy statement or precedent/an earlier decision?
- was it decided by the current or a previous Administration?

3.4 **Cabinet business:**

- A **timetable** of meetings is agreed in Council's annual schedule but the Leader of the Council may add, vary or cancel meetings to provide efficient conduct of business. He or she will try to determine an arrangement that suits most Cabinet members.
- Cabinet meetings deal mainly with cross-cutting, strategic issues. Democratic Services Officers, in consultation with the Leader of the Council and Chief Executive, draw up the **agenda** taking into account the Forward Plan, other items referred by Cabinet Members ~~Cabinet's work programme and referrals from members, directors and committees~~. Any member who wants to put an item to Cabinet should contact Democratic Services who will liaise with the Leader of the Council and the member about how it should be placed on the agenda and whether the Leader agrees to include it ~~this does not remove the member's constitutional right to place an item on the agenda~~.
- When a **committee reports** to the Executive the Leader of the Council may, for example, require preliminary consideration by the relevant cabinet member. This does not remove the committee's right to refer a matter to the Cabinet without modification. The committee chairman or other representative(s) may attend to hear the debate and Cabinet's chairman may invite them to explain the recommendations briefly to Cabinet.
- Officers will **brief each cabinet member** about any proposals relating to their service before the meeting. Their recommendations will be reflected within the relevant report.
- **Ward councillors** should be consulted about matters specific to their ward. Comments submitted by them are included in the Cabinet report or tabled at the meeting. If they attend, the chairman may ask them to put their views briefly to the Cabinet meeting.
- **Corporate Directors** usually attend all meetings. Other officers may attend for specific reports.
- The Leader of the Council may request a **chairman's briefing** before the meeting, generally provided by the Chief Executive or another director.
- With the Leader's agreement, an **informal Cabinet briefing** may discuss strategic issues faced by the Council. No decisions will be made at such briefings.

3.5 **Cabinet member business:**

- Individual members take **decisions following either** at briefings with directors/departmental management teams, or at any other time provided that appropriate notice of any 'key decision' has been given and that Democratic Services officers are informed.
- Senior managers and cabinet members will build up **regular contact** to keep each other informed about developments, especially issues which may be sensitive or contentious. Briefings can be conducted in a variety of ways, the method being agreed between the member and officer to suit the subject matter and time constraints. There should be regular meetings to discuss strategic issues.
- Members should **brief officers** about their work in partnership or regional meetings, discussions held with outside organisations and constituents, conferences attended and any relevant training received.
- Officers should **brief members**, to help them prepare for meetings and discussions.
- Where it is unclear which **cabinet member to brief** about an issue, Democratic Services officers will ask the Leader of the Council to highlight the appropriate member(s).
- The **Leader** of the Council will meet the Chief Executive and Democratic Services officers Team regularly.
- **Other cabinet members** may meet the Chief Executive or Democratic Services Officers as appropriate to discuss executive business.
- The Leader or other cabinet member may ask the relevant director to arrange a joint **briefing with group representatives**, particularly when developing proposals.

3.6 Overview and scrutiny protocols:

- The Democratic Services Scrutiny-Team maintains a **work programme** for each committee ~~/commission~~-including issues identified by the committee ~~/commission~~ for scrutiny or review, items on the Forward Plan likely to require consideration, requests from the Executive for policy development work, and items referred by Members or directors.
- An informal **bi-annual quarterly co-ordination meeting** of scrutiny chairmen and ~~group representatives~~ is convened by the Democratic Services Scrutiny-Team, ~~in consultation with Scrutiny group representatives~~. It may include briefing and training.
- The **agenda** for each committee meeting is prepared by the Democratic Services Scrutiny-Team from the work programme, mostly in conjunction with the group representatives. Any Executive or director's referral will usually be reported to the next ordinary meeting but the chairman and group representatives may agree to postpone it if they believe that the next meeting's agenda is already fully committed.
- Any individual **member referral** will be reported to the next ordinary meeting unless the member agrees to defer (for example, the group representatives may believe that the agenda is already full or the matter could be dealt with better another way). ~~This does not remove the Member's constitutional right to place an item on the agenda.~~
- **Group representatives' meetings** are convened and supported by the Democratic Services Scrutiny-Team for all Scrutiny ~~most committees /commission~~, in a regular cycle or when needed. They deal with agenda planning, adding/changing meeting dates, agreeing (where timescales are short) the final wording of a

recommendation/report, and any other matters referred to them by the committee. Other relevant officers may attend.

- **Scrutiny** aims to identify improvement and will be conducted constructively and courteously, so that anyone being questioned can make a positive contribution. When **questioning** officers the committee ~~commission~~ should, as far as possible, confine itself to questions of fact and explanation, such as what policies are in force, the extent to which objectives are met and how services are being delivered. Officers may be asked to explain and justify their own decisions. Questions about the Executive's conclusions and political choices should be directed to the relevant Cabinet Member.
- A guideline process for **reviews** will be maintained by the Democratic Services Scrutiny Team and promoted in training sessions for officers and members. The review scope, objectives and timetable should be set realistically, with regard to organisational capacity (member and officer) to sustain the likely workload. Agreed reviews will be supported by the Democratic Services Scrutiny Team, a lead officer from the relevant service and any necessary corporate support services (financial, human resources, policy, etc).
- ~~The Democratic Services Research support for members can be co-ordinated by the Scrutiny Team related to a policy area or decision that a committee is examining. The Team can advise upon avenues of enquiry and help to identify useful contributors to research.~~ Other officers will provide support and briefings as necessary. If the Democratic Services Scrutiny Team or any other officer feels that an individual member request cannot be met without diverting time from priority work, they may through their director or head of service indicate to the requesting member that the research cannot be completed at present.
- It can arise that an activity is proposed where the director believes there is insufficient resource available. For example, there may be a **conflict of priorities**, or there may be no budget to carry out a survey or to commission an independent expert. In such cases the director should explain the situation to the committee or member. If priorities cannot be agreed, they should refer to the relevant cabinet member for guidance. If there is an **irreconcilable difference** between a committee or member's wishes and the relevant cabinet member's advice, this should be referred by the director to the Leader of the Council and Chief Executive for discussion.
- Members and officers participating must have **prior training** in scrutiny procedures and comply with the relevant legislation, codes of conduct and constitutional rules.

3.7 Regulatory committee business:

- Democratic Services officers may prepare **agenda plans**, and an agenda planning meeting for the chairman and group representatives if requested by the chairman. The date should suit the majority of participants. Directors will summarise each potential issue for report, to help the representatives consider its appropriateness and request any relevant information.
- The agenda will try to ensure an appropriate **length of meeting**, so that members can retain concentration for dealing with complex applications and evidence, and to minimise the risk of participants and observers being kept waiting for items for unreasonably long periods. The agenda may therefore include specific timings within it.
- These committees often deal with matters involving consideration of applications and evidence. Members and officers participating must have **prior training** in and comply with the relevant legislation, codes of conduct and constitutional rules.

- When determining an application or appeal, the **procedure** will allow speakers for and against to hear the arguments put by others, all questions put and the answers given. Committee members should avoid suggesting any pre-formed opinion, bias or lack of openness and even-handedness during the sitting. Any member voting upon the case should not vote if they have been unable to hear all of the discussion about the item.
- **Site visits** required for planning applications will be arranged by officers, and members should not visit the sites unaccompanied on other occasions. Further details are included within the Planning Code of Conduct. If a member believes any other committee site inspection or visit should be arranged it would need to be approved by the relevant committee, taking account of budgetary provision for any related expenses.

4. OPEN GOVERNMENT

The City Council believes in open government and makes its decisions in public wherever possible. In particular:

The Forward Plan	A timetable of <u>all key decisions</u> and some non-key decisions coming up in the next four months is published on the website and e-mailed to local media and other people upon request.
Council, Cabinet and committee meetings	<ul style="list-style-type: none"> ● Agenda, reports and minutes published on the web and can be inspected at the Council's <u>Town Hall main office</u> and at <u>libraries</u>. ● Public seating available at meetings. The press and public are only excluded when the topics discussed are defined in law as confidential or exempt. ● Public speaking is possible, within written guidelines, at Council and Planning & Environmental Protection Committee meetings. ● At all public meetings visitors may observe but not participate. The chairman has discretion to allow non-committee members to speak, if it would help the meeting, but not join in the debate. ● Where Microphones are used for all public meetings. All public meetings the meeting may be tape recorded. Tape recordings are only usually taken for Council, Planning & Environmental Protection Committee, Cabinet and <u>may be published on the Council's website</u> Scrutiny Committee / Commission meetings. Verbatim notes or tape transcripts of meetings are not compiled or published. A <u>copy of transcribed extract</u> from a tape recording may be provided, within reason, upon request about a specific issue.
Cabinet member decisions	Every decision is published within two working days on the web and e-mailed to local media and others upon request. The decision record includes the reason for the decision and other options that were rejected.
Officer decisions and freedom of Information	Officers make many decisions, the majority of which are minor operational matters. When they make decisions of substance a file note is kept. Under freedom of information law, most Council documentation is opening to public inspection. The Council's scheme of documents open to the public is available on the web.

5. CONFIDENTIALITY

5.1 Personal data and exempt/confidential information:

- Councillors need information, explanation and advice to help them discharge their role. This may entitle them to information otherwise unavailable due to data protection restrictions (ie. personal data) and local government's access to information rules (ie. 'exempt' information). The Constitution's Access to Information Procedure Rules describe when a member may have a '**need to know**'. The Code of Conduct requires members to use any Council information properly, particularly confidential information.
- Officers may ask a member to explain their need to know information in accordance with the procedural rules. The **personal data flowchart** below also provides summary guidance. Advice can be sought from the relevant director or the Monitoring Officer, if anyone is not sure what can be released to whom, and how it can be used.
- When a meeting considers an **exempt report**, all members and officers without direct involvement with the report (except directors, heads of service, the lawyer and the democratic services committee officers) must leave. Only directors may access exempt or confidential reports that do not relate directly to their service area. Other requests for such information should be referred to the relevant director and, if not resolved, to the Monitoring Officer.

5.2 Confidentiality in briefings:

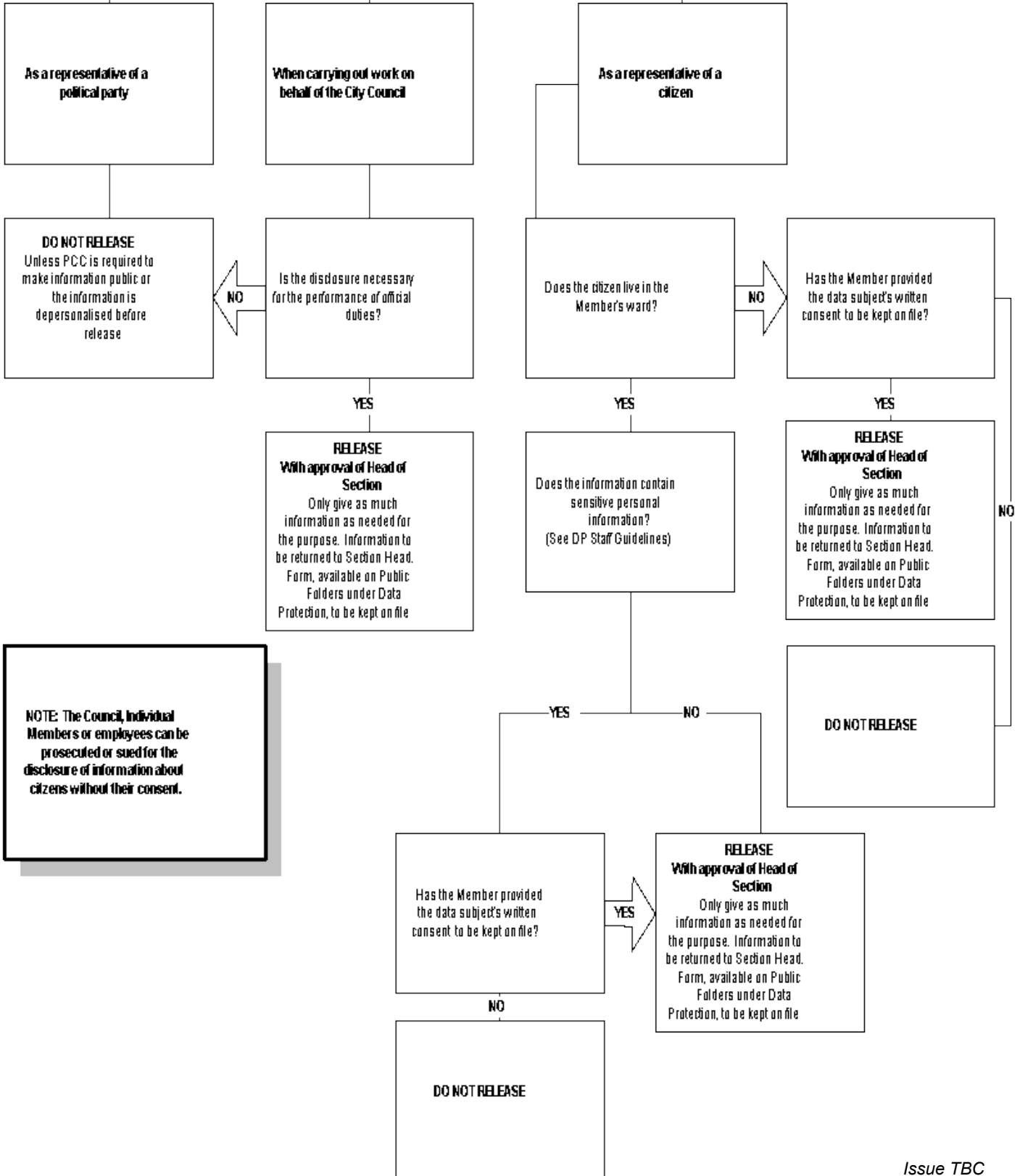
- Information **initiated** and volunteered by officers to members should be given to all political groups equally even handedly.
- Information given **in answer** to specific member requests will not usually be shared with other members, unless the enquirer agrees. On occasions when an officer believes that information given to one member or political group should be shared with others, the officer will tell the requesting member or political group beforehand.
- Officers should not reveal their discussions with one member to another, including the relevant cabinet member, unless they have told the enquirer beforehand that they would and have received consent from the member.
- Members should recognise that they may be involved in the early stages of a project or developing ideas, when it would be unhelpful for the matter to be discussed in public. If confidentiality has been requested, this should be respected.

5.3 E-mail and letter confidentiality:

- ~~Member's~~ ~~Because a member's~~ peterborough.gov.uk e-mail account or calendar may not be routed automatically to a private e-mail account or calendar. ~~it is important to protect the privacy of the member's account address which may appear if their e-mails are forwarded.~~
-
- Officers who receive an e-mail or letter from a member should generally not forward this to colleagues or other members without first checking with the originator that this is permissible. If the permission is not given, then a new e-mail may be created which contains a summary ~~the gist~~ of the original information. The reason for this is: firstly, the originator may not wish the content of the e-mail or letter to go further; secondly, they may not wish their originating e-mail address to be publicised.

DISCLOSING PERSONAL INFORMATION TO ELECTED MEMBERS

Request for personal information from an Elected Member.
Establish in what capacity the Member is requesting the information:



NOTE: The Council, individual Members or employees can be prosecuted or sued for the disclosure of information about citizens without their consent.

6. ACCESS TO PREMISES

- 6.1 Officers may enter Council land and premises to carry out their work. Some officers are authorised by legislation and the Delegations Document to enter land and premises owned by other people or organisations.
- 6.2 Councillors have common law rights of access to Council land and premises to enable them to carry out their duties as a councillor, such as to attend a meeting they have been invited to. If a member wants access in other circumstances they should make arrangements in advance with the appropriate director or the manager of the premises.
- 6.3 **Insurance** The Council has personal accident cover for members who are injured while carrying out their official duties as a councillor, and public liability cover against claims by a third party against a member while the latter is undertaking official duties. However, a member visiting Council premises outside the scope of official duties is only covered by the public liability policy as a member of the public. Thus, to claim, it would be necessary to prove that the accident/injury arose due to negligence of the Council or its officers.
- 6.4 **Building work** At sites where building work is in process, the contract conditions in force will specify that the site is in possession of the contractor and only certain officers (eg the supervisor) have right of entry. Anyone else must make contact with the contractor (through the relevant director or head of service) before going on site.
- 6.5 **Planning application sites** If Members they want to inspect a planning application site, members should make arrangements with the relevant planning officer who has statutory rights under Town & Country Planning law to enter the site. There are various situations where an occupier may be liable for injury sustained by someone on his or her premises, but the liability is reduced if the person was not invited by the owner so could be termed a trespasser.

7. WORKING WITH GROUP REPRESENTATIVES

- 7.1 **Why?** ~~It is helpful for each political group to appoint a 'group representative' for each main service/subject area to make clear, for each group:~~
- ~~• who officers should inform about policy/service developments~~
 - ~~• who officers should consult, for advice and views about a policy/service~~
 - ~~• which contact names may be given to the media, when news releases are issued or if a media request is received;~~
 - ~~• who will respond to the various informal processes related to decision-making (such as agreeing meeting dates), with fair involvement of all political groups.~~
- 7.1 **Who?** ~~A group representative is usually appointed for each committee from each political group.~~ The chairman is automatically their group's representative. Groups may organise their group representation in other ways. If the designated representative is not clear, officers should ask the group leader or secretary who to contact. For cross-cutting/corporate issues, officers will usually inform and consult group leaders, unless they are asked to do otherwise by the group.
- 7.2 **How?** ~~Directors and heads of service should brief each have regular contact with each group representative for the committees that fall within their service area following a request from group representation or any significant development or change within the service.~~ Where there is a vice-chairman relevant to the service area, they should also be kept informed, particularly if they are likely to cover for the chairman at a meeting. ~~The members should, in turn, ensure that they maintain regular contact with the relevant director/heads of service. Each should build up a regular working relationship with the other. Confidentiality should be respected.~~

- 7.3 ~~When~~ Formal group representatives' meetings relating to scrutiny committees are usually arranged by Democratic Services. There should be regular briefings between group representatives and relevant senior managers, whether jointly or separately. They may include the cabinet member. The method chosen should be agreed between the director and representatives, to suit the subject matter and time and other constraints of all parties concerned.

8. SUPPORT FOR THE WARD MEMBER ROLE

All members play an important role in their ward, providing community leadership at local level and acting as advocates for their constituents. Officers should be open and supportive, providing information and briefings both upon request and through the officer's initiative.

Ward members are entitled to:

- Briefing about local issues to help them represent the Council to the community and vice-versa.
- Find out about new issues from the Council first, not the media or other local sources.
- Help and advice about their ward. If their request cannot be met, they should be told why and the officer should suggest an alternative approach to meet their aims where possible.
- Notice of any Council consultative exercise that affects their ward, with an opportunity to submit views in time to have an influence, and also to be informed of local responses.
- Notice of public meetings arranged by the Council affecting their ward.
- Draft reports or decision notices, from the author, and any views shown in the final report/notice.
- All final Cabinet or committee reports affecting their wards, sent by Cabinet/Scrutiny officers. ~~with an invitation to submit written comments directly to the meeting.~~
- Attend the relevant meeting, at which the chairman of the meeting may invite them to speak.
- Raise ward issues through question times at Council meetings and at Cabinet.
- Notice, from the officer organising the event, of any official engagements by the Mayor in their area where these are ward specific. This only applies to events arranged by the Council and not to the whole range of the Mayor's numerous engagements within the community, notice of which is publicly available on the mayors' page on the Council website.
- An invitation to any ward meeting or site visit initiated by officers - either one joint meeting for all the ward councillors, or an equal opportunity for each to have a separate meeting.

Ward members should:

- Tell officers about local concerns, perspectives and ideas.
- Take complaints or service requests from local people to officers informally first. The issue will often be a misunderstanding rather than service failure, which can be resolved without escalation through formal channels. If a member is not happy with the response received, they should then generally contact the relevant head of service or director.
- Refer any constituent's specific *formal* complaint straight to the central Complaints Officer so that it can be logged and the Council's response can be arranged.

- Not 'jump the queue' for service delivery, for their residents and enquirers. Members should respect the Council's policies and service procedures.
- If receiving a request for help from a resident outside their ward, tell the resident who their local councillors are and only take up the request if the resident still asks them to. Members will normally, as a courtesy, keep Ward Councillors advised of matters in the ward in which the resident they are dealing with lives. There may be circumstances where urgent or immediate action needs to be taken (such as safeguarding or health & safety issues) which means this communication/information sharing is retrospective.
- Not ask officers to attend a meeting or site visit in their ward where the public is expected to attend, without inviting the other local ward councillors. This does not apply to private meetings/site visits with officers or a ward 'walkabout' with an officer.

9. MEMBER AND OFFICER ROLES

Members
<ul style="list-style-type: none"> ● Responsible to the Peterborough electorate. Serve up to a four-year term of office. ● Give political direction for the Council's services. Determine policy for providing the Council's services. Carry out reviews of Council services. ● Scrutinise the effectiveness of Council and local health services, monitoring performance against plans and targets. Actively contribute valuable local knowledge and experience. ● Hear applications and appeals about Council services, where not decided by officers. ● Help residents, organisations or businesses to access services, acting as advocates for them. ● Lead the community, at Council-wide and local levels. Speak for Peterborough in regional, national and international arenas. ● Work together across political divides as far as possible, for the benefit of the Council's services and Peterborough's diverse community. ● Promote partnership working with other service providers and local organisations, where appropriate. ● May be appointed to represent the Council on external organisations, such as a local health service management board or a community centre management committee. Attend regularly and keep the Council briefed about the organisation ● More detail about the role of members who take on special responsibilities is shown in the member roles at Appendix A.

Officers
<ul style="list-style-type: none"> ● Employed by, and accountable to, the Chief Executive as 'head of paid service'. ● Serve all members, acting impartially. Support them in their work as ward members, as Executive or committee members and as Council representatives on other organisations. ● Make managerial and operational decisions about service delivery and enforcement, within delegated authority. Carry out the decisions made by members. ● Give professional advice about policy development and decision-making. Be aware of the political and sensitive nature of much of their work, and take steps to understand the political

and media implications of their recommendations.

- Support and advise the Administration. While all members must be treated equally, officers must support the Administration's objectives and implement the Executive's policies. This inevitably means that a considerable amount of officer time is spent upon Executive business.
- Day-to-day partnership working and liaison with service users, residents, communities, public service providers, businesses and organisations. Inform and consult about council services.
- Liaise with regional, national and international organisations, especially governmental organisations, in the interests of Peterborough.
- Advise appropriate cabinet member(s) of the results of the above consultations.

10. WORKING RELATIONSHIPS, IMPARTIALITY AND CONFLICT RESOLUTION

Dilemmas	Approaches
<p>Balancing time and priorities</p> <p>Members and officers have to balance many competing priorities, and may not always be able to respond to requests immediately</p>	<ul style="list-style-type: none"> • Members should explain their preferred timescale at the time of any request, especially if it is urgent, so officers can make informed judgements about competing requests and priorities. • Officers should take into account other demands (Council, work, other public appointments, etc) upon members. • Officers should not swamp members with written material. • Reports and <u>correspondence</u> letters should be concise and jargon-free. • Officers should not expect members to routinely respond to requests at short notice. Reasonable deadlines should be set and highlighted on the front of correspondence.
<p>Familiarity</p>	<p>Members and officers need open working relationships, but should treat close personal familiarity with caution. It could cause difficulties in terms of conflicts of interest, inadvertently passing on confidential information, or giving rise to suspicions of influence or favouritism.</p> <p>Members should not apply undue pressure on officers to undertake work outside their normal duties, procedures or working hours.</p> <p>Officers should not use their working relationship with a member to influence a decision in their favour, raise personal matters connected with their job or make allegations about other employees.</p>
<p>Proper conduct</p> <p>Members and officers are expected to:</p>	<ul style="list-style-type: none"> • perform their duties effectively and efficiently; • give timely responses to enquiries and complaints; • keep each other updated; • participate in briefings and training, to keep up to date with changing legislation, circumstances and roles; • understand and respect each others' roles and pressures; • not use their position to advance personal interests or influence decisions improperly; • comply with the Members' and Officers' Codes of Conduct.

Conflict resolution	<p>If a member feels they have not been treated with respect and courtesy, or their requests are being frustrated or dealt with inadequately, they should ideally first raise this with the officer concerned. If matter is not then resolved, they should then raise it with the director <u>or head of service</u>, (or, if <u>either</u> the director <u>or head of service</u> is the cause of the concern, the Chief Executive) either directly or through their group leader/group secretary. The senior officer will consider whether there has been a breach of the officer code of conduct, and any appropriate action.</p> <p>If an officer feels a member has been rude or placed unreasonable demands upon them, or a representative is not working with the lead officer, they should ideally raise this first with the member concerned. If the matter is not then resolved, they should raise it with their director (or the Chief Executive, if it is a director who is concerned), who will raise it with the member and/or the member's group leader, as appropriate. If it there may have been a breach of the members' code of conduct then the Monitoring Officer's advice will be taken.</p>
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11. MEETING PROTOCOLS

- 11.1 **Meetings schedule** Council sets an annual schedule of dates for Council, the Cabinet and standing committees. This is confirmed at each annual council meeting for the municipal year just starting. A draft version of this schedule is provided to full council in January each year, or as soon as possible afterwards. and is rolled forward to a provisional Year 2 schedule at the same time.
- 11.2 **Variations to the schedule, and other meeting dates** Variations to the schedule, and dates and times of other committees or working groups not listed in the schedule, will be determined by the chairman, after prior consultation with group representatives. (In the case of Cabinet, there is no need for such consultation). Democratic Services officers will consult the group representatives (or, if time is short, another member of that group if the representative cannot be contacted) and the relevant lead officers. Chairmen will try to ensure that meetings are timed to be accessible to all members and officers who are required to attend. The Mayor determines any variation to the Council schedule, in consultation with group leaders.
- 11.3 **Timing** For a committee meeting, if there is disagreement about timing between the chairman and group representatives, the meeting will start at the normal time for meetings of that committee as identified in the Annual Calendar of Meetings approved by Council. If there is an unresolved dispute for a working group this will be determined by the parent body.
- 11.4 **Meeting cancellation** Any meeting may be cancelled if there is insufficient business. For Council this will be determined by the Mayor in consultation with the group leaders; for Cabinet meetings, by the Leader of the Council; and for all committees and working groups, by the chairman in consultation with the group representatives.
- 11.5 **Meeting conduct** The chairman's role is to maintain order, a business-like approach, an atmosphere of respect and a good flow of debate, following constitutional rules and also the common law of meetings wherever the Council's procedural rules are silent upon an issue. The chairman will allow adjournments for comfort breaks where reasonable, especially during the hearing of applications or appeals when any member who leaves the meeting may not participate in the vote at completion of the hearing.
- 11.6 **The meeting room** Most meetings take place at the Town Hall, but other venues can be used with the committee's agreement. The layout of seats and tables may be varied to create a more or less formal atmosphere, depending upon the nature of the business. When

members of the public are participants (for example, at question and answer sessions or when speaking for or against an application), efforts will be made to ensure the layout is not intimidating. The aim is to help the person make a positive contribution.

- 11.7 **Refreshments** ~~Water is soft drinks are~~ made available at all meetings. Food will not be eaten at meetings which are open to the public and when decisions are being made, to avoid detracting or distracting from the seriousness of the business at hand. ~~Refreshments may be appropriate where participants have been asked to attend across a meal time.~~

12. ~~ALL PARTY POLICY PLANNING BRIEFINGS (APP)~~

- 12.1 These cross-party meetings are held regularly, usually on the last Thursday of each month excepting May, August and December. They allow the full Council membership to receive briefings, and ask questions and discuss points arising both informally and confidentially.
- 12.2 In general, one presentation per meeting will be arranged by Members Services Unit (in consultation with the ~~APPP~~ chairman) about contemporary, significant service and corporate issues. This may include external presenters.
- 12.3 Council will determine the date and time of ~~APPP~~ meetings, usually through the annual meetings schedule. The meeting itself will appoint its chairman.

13. OFFICERS' MANAGEMENT ARRANGEMENTS

- 13.1 **Corporate Management Team (CMT)** meets fortnightly to consider strategic issues affecting the Council. Formal meetings are serviced by Democratic Services, and chaired by the Chief Executive or a nominated director. The agenda is agreed with the Chief Executive or meeting chairman. ~~Action points/minutes are made available within the Council.~~ Typical issues discussed:
- draft Cabinet/committee reports and work programmes;
 - new initiatives from government or other agencies and the likely impact on the Council;
 - items requested by members, directors or heads of service;
 - the outcomes and expectations of best value and other inspections;
 - a workshop to discuss specific issues or as part of overall organisational development.

The Group usually sees all draft Cabinet reports before they are issued. It may request sight of draft overview and scrutiny committee reports based upon forward examination of the work programme. This allows strategic management of the authority's business.

- 13.2 **Departmental management teams (DMTs)** comprise the director and the heads of service for each division within a department, with other officers as necessary to give legal, financial, constitutional or other advice. They meet regularly to discuss strategic and operational matters. These meetings may include:
- meetings with the cabinet member and/or group representatives;
 - organised training sessions about specific issues;
 - feedback from the Executive, committee meetings and CMT;
 - inspection reports;
 - Cabinet/committee work programmes and draft reports;
 - service planning and employee related matters;
 - contributions to and responses to corporate initiatives.
- 13.3 **Communications:** Consistent two-way communication between members, managers and other employees, is important, avoiding duplication. Communication channels include:
- Chief Executive's regular briefings ~~via Insite open to all employees~~;
 - service specific briefings – as and when necessary;
 - ~~monthly~~ weekly Members' Information bulletin ;

- ~~Weekly Bulletin provided and Members' Digests. Officers should use these to staff via email reduce the reading burden for members and printing and distribution costs;~~
- ~~newsletters for all employees and members per department;~~
- ~~information passed from CMT to DMTs to team meetings;~~
- ~~the 'ask Gillian' section of Insite;~~
- ~~one to one meetings with employees or councillors;~~
- ~~shared computer databases.~~

13.4 **Politically restricted posts** All officer posts are impartial, but the following have a special political restriction by law: the Chief Executive; directors; the Monitoring Officer (~~i.e. the Solicitor to the Council~~); and officers on a list which the Council must maintain of all posts which *either* have annual pay equivalent to or above pay spinal column point 44, *or* involve the officer in regularly giving advice to Council, the Executive, a committee or sub-committee, *or* regularly speaking on the Council's behalf to journalists and broadcasters.

Officers whose posts are "politically restricted" may not:

- hold office in a political party, act as an election agent or canvas on behalf of a political party or candidate for election;
- stand for election to a local authority (except to a parish council);
- speak in public, give interviews or publish any written work with the intention of affecting public support for a political party.

These restrictions do not affect the employee's family. They do not prevent the officers from, for example, displaying an election poster in a window of their home if they so wish.

14. SUPPORT SERVICES PROVIDED FOR MEMBERS

The Council may only help members to discharge their role as councillors, and may not use its resources for party political activity. Members will not ask officers to publish material that appears to seek public support for a political party, or to do work that would compromise their impartiality. Any such requests are referred back to the member for themy or their party office to undertake.

<p>Secretarial and administrative Support for ward casework Provided by the Members Services Unit ('the Unit'). Carried out strictly in the form date order of guidance and information to Members receipt unless marked as to the appropriate department to direct their query. 'urgent', and completed within three working days where possible.</p> <p>Any correspondence through Members Services must May not refer to membership of/support for political parties. Local newsletter titles may be mentioned unless this places the impartiality of the Unit at risk. Political views may be expressed, if the correspondence includes a statement that it may not reflect the Council's views.</p> <p>Members Services The Unit may interview constituents who phone or visit the Town Hall, take and record appropriate action on members' behalf. The constituent is kept informed of action taken and the member notified in writing, with copies of any correspondence instigated on their behalf. Correspondence is not be copied to another member, without prior consultation.</p>
<p>Member details Maintained by Members the Unit and Democratic Services. Published on the web, if the member's permission has been given.</p>
<p>Casework generated by surveys and feedback forms can be undertaken the Unit. Information such as service requests is taken from the survey form and forwarded to the relevant officer, to avoid circulating any material showing political bias. Officer replies are recorded and the ward resident contacted on the member's behalf. The Unit will not, however, produce or otherwise be involved in the implementation of the survey itself.</p>
<p>Ward profiles Available to members, on request to the Unit.</p>
<p>Members' post This will be placed in Members pigeon holes in their group rooms. Urgent items that need to be posted will be done so with the agreement of the Head of Constitutional Services</p> <p>Inappropriate items (advertising, political material and junk mail, etc) are logged and placed in Group Rooms for collection by members. Political groups' correspondence relating specifically to Council policy and business will also be posted in members pigeon holes.</p>
<p>Photocopying Each request judged on its merits. Maximum 250 copies per member per month or 3,000 per year. Members collect/distribute bulk copies; they are not mailed by the Council.</p>
<p>E-mail <u>A peterborough.gov.uk email address and calendar is provided for all members, for Council work. Emails or diary invitations to this address or calendar routed automatically where the member has a private e-mail facility available, and otherwise forwarded hard copy by the Unit. Hard copy forwarding should not be forwarded to any private email address or calendar in order to keep the information secure.</u> used to conduct personal or party political business.</p>

Ward surgeries Arranged by the member, but advertised by Members Services. Members Services the Unit. The Unit pays invoices for surgery venues. Officers are not expected to attend members' surgeries.

Office supplies Reasonable supplies of ~~letter head paper~~ business cards and basic office stationery Dictaphones, fax machines and replacement fax cartridges for Council use. Provided in Group Roms, and for home use upon request from the Unit Shredding available for council papers. (Allowances and ICT support are described in the Members Allowances Scheme.)

Car parking ~~Amendment An annual bulk request to~~ car parking details are the responsibility of individual members. Members Services will administer new ~~renew members'~~ car parking permits following the election process and any change to special responsibility status.

15. POLITICAL GROUPS

- 15.1 Councillors ~~may~~ must give notice of membership of a political group. Each group appoints a leader and secretary, may appoint a deputy leader and otherwise arranges its own affairs.
- 15.2 Private **political group meetings** may be held at the Town Hall. Members Services Unit will arrange, providing a secretariat service if requested, up to one meeting each month. These will usually follow the All Party Policy Planning meeting.
- 15.3 Officers may attend political group meetings on Council business. Any request for an officer to attend a Group meeting should be directed to the Chief Executive or relevant director, stating the subject matter. The Chief Executive or director will determine which officer(s) should attend, usually a second-tier officer or above. If they believe officer attendance would be inappropriate, they will discuss this with the group leader.
- 15.4 Officers must not advise group meetings about political or party business. Members and officers should avoid any conduct that could compromise officers' impartiality. Special care is needed if the meeting includes party representatives/observers who are not councillors. These people will not have signed the statutory Code of Conduct and do not have members' rights to information, so officers may not be able to provide the same level of advice. The meeting chairman will tell officers if there are observers present.
- 15.6 Confidentiality: the content of discussions will not be relayed directly or indirectly to members of another group or officers without the consent of the political group.
- 15.7 A **public political group meeting** may not be held at the Town Hall, to avoid any confusion in public perception as to the Council's official views about an issue.

16. SHADOW CABINET

- 16.1 Should the second largest Political Group on the Council wish to form a Shadow Cabinet they will need to notify the Council and Chief Executive of their nominated membership to a Shadow Cabinet
- 16.2 A Shadow Cabinet will be subject to the same rules and conditions as outlined in this Member/Officer Protocol.
- 16.3 A Protocol outlining the role and support to the Shadow Cabinet is outlined in Appendix 1 to this Member/Officer Protocol

17. MEMBERS' OFFICES

- 17.1 **Group Rooms** Most All-Members will have access to their 'political group room', which is not open to other members or officers. These are supported by Members' Services Unit.
- 17.2 **Members' Lounge** This is open to all members. It can be used when meeting visitors to discuss ward related issues and other council business. It may also be used by members to hold small meetings where it is not appropriate to hold these within the group rooms.
- 17.3 **Leader's office** The Leader of the Council is provided with an office.

18. MEMBER APPRAISAL, TRAINING AND DEVELOPMENT

- 18.1 **Service-specific briefing and training** This is arranged and funded by the service department. Attendance at external events should be approved in accordance with the

- Delegations Document. Any expenses incurred on behalf of an individual councillor must be notified to the Head of Governance Constitutional Services, both to track overall training provision and to ensure that legal requirements (see the Members' Allowances Scheme) are followed.
- 18.2 Members should receive appropriate training in order to sit on all regulatory committees and also to undertake best value reviews.
- 18.3 **Corporately arranged briefing and training** A central budget is provided for corporately arranged members' training, managed by Democratic Services. ~~and advised by the Organisational Development section within Human Resources Division.~~ The Head of Constitutional Services Monitoring Officer oversees the central funds to ensure that there is provision for the following categories: ~~executive development~~; overview and scrutiny development; generic/cross-party skills development; and individual member requests supported by their political group.
- ~~18.4 The Peterborough **Guide to Training and Development** for City Councillors highlights the skills needed to be a ward councillor, carry out scrutiny or serve on the Executive. It suggests a method for members to identify their training and development needs in a personal development plan. It can be used for a self-assessment with officers, on request.~~
- 18.4 Democratic Services ~~The Chief Executive~~ will maintain a database of members' training. This is used to develop an **annual training plan** for members.
- 18.5 Members attending an external training event/conference should feed back to the relevant director or head of service, to consider how the information learnt can be disseminated.
- ~~18.7 **Member roles** (Appendix A) have been drawn up to advise the independent remuneration panel. These can be used alongside the training guide, to help clarify learning needs, and also help members of the public to know what they can expect of elected members.~~
- 18.6 The Council does not operate a formal **performance appraisal** scheme for members. ~~Standards Committee agreed that this would be impractical to operate.~~ Members are ultimately held accountable by their electorate through local elections. Residents can find out about their councillors by means of contact details and explanatory information ~~about members' roles provided in leaflets and~~ on the Council's website.
- 19. OFFICER APPRAISAL, TRAINING AND DEVELOPMENT**
- 19.1 The Council's learning policy recognises that all employees need to learn and develop. Each department is encouraged to have a training plan, reflecting the Council's and services' objectives and action plans. Officer attendance at briefings, courses, seminars and conferences is arranged and funded by the department's budget in line with their training plan and service plans.
- 19.2 Afterwards, the officer and line manager should evaluate whether the learning objectives were met and share learning, to maximise benefit from the investment in the event.
- 19.3 All employees should have a personal development plan reviewed at least annually through the appraisal process. Annual appraisal includes at least six-monthly meetings where the officer and manager review job description, achievements, progress with meeting current objectives, new objectives, learning needs and any other ways in which support could be given to improve the person's job and or performance.

SHADOW CABINET PROTOCOL

1. Composition

The Leader of the second largest Political Group may choose to form a Shadow Cabinet by their nomination from amongst the Members of the Council. If so they shall notify the Council and the Chief Executive of the names of the Members nominated to form a Shadow Cabinet and of any changes in the membership of the Shadow Cabinet which may occur from time to time.

The distribution of portfolios between and amongst Shadow Cabinet

Members will mirror the Portfolios of those of the Cabinet, save that a single Member may cover more than one portfolio.

2. Number of Members

The Shadow Cabinet shall comprise no greater number of Members than the number of members of the Cabinet.

3. Role

The Shadow Cabinet will have collective responsibility for providing an effective challenge to the controlling Executive and for constructive scrutiny of the achievement of the Council's corporate and service objectives and priorities.

4. Officer Support

4.1 On request the Chief Executive, or senior officers acting under their direction, shall attend private meetings of the Shadow Cabinet. At such meetings, the Chief Executive (or nominee) shall brief the Shadow Cabinet on:

- (a) proposals that are to be considered by the Cabinet and that have been published; and
- (b) other matters identified by the Shadow Cabinet.

4.2 Officer briefings at private Shadow Cabinet meetings shall be factual and professional and non-political in nature and shall not extend to the evaluation of policy options, justifying or defending proposals of the Executive, or revealing information and advice that is properly confidential in nature

4.3 Officers shall not speak or answer questions at Shadow Cabinet meetings that are open to the general public or anyone who is not a Member of Peterborough City Council, save for any properly appointed Political Assistant and any officer present at the request of the Chief Executive.

4.4 Individual shadow Portfolio Holders are not holders of office within the Council. However, shadow Portfolio Holders may receive advice and support from the Chief Executive or senior officers acting under their direction. All such advice and support will need to comply with the Member/Officer protocol contained in part 5 of the Council's Constitution.

5. Powers

1. For the avoidance of doubt the Shadow Cabinet will not have any Executive powers and in this respect officers cannot be instructed to act on behalf of the Shadow Cabinet or individual Members of the Shadow Cabinet in any way

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COUNCIL	AGENDA ITEM No. 11(d)
6 MARCH 2019	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(d) Cabinet Recommendation - Governance of Council Companies, Partnerships and Charities

At its meeting on 4 February 2019, Cabinet received a report in relation to the Governance of Council Companies, Partnerships and Charities.

In addition to its recommendations to Council, Cabinet also resolved to:

1. Note the proposed Membership of Council’s Shareholder Cabinet Committee as detailed in section 3.6 of the report.
2. Approve the amendment of Peterborough Limited’s Articles of Association to adopt the revised list of reserved matters as set out in Appendix C to the report, subject to the correction of numbering and inclusion of the limit to litigation payment sums.

IT IS RECOMMENDED that Council:

- 1) Note the Leader of the Council’s approval of the revised Executive Procedure Rules, Executive Delegations, and related structure chart as set out Appendix A and B to the report for the purposes of formal oversight of the Council’s companies partnerships and charities which comprise of additions to the delegations to Cabinet and the setting up of a Shareholder Cabinet Committee, subject to the correction of numbering and inclusion of Vivacity in Appendix B.
- 2) Approve the revised Audit Committee Terms of Reference set out in Appendix A of the report.

The original Cabinet report and relevant revised appendices follow.

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CABINET	AGENDA ITEM No. 5
4 February 2019	PUBLIC REPORT

Report of:	Annette Joyce, Service Director Environment and Economy	
Cabinet Member(s) responsible:	Councillor Holdich, Leader of Peterborough City Council	
Contact Officer(s):	Annette Joyce, Service Director Environment and Economy	Tel.01733 452520

GOVERNANCE OF COUNCIL COMPANIES, PARTNERSHIPS AND CHARITIES

R E C O M M E N D A T I O N S	
FROM: Councillor Holdich, Leader of Peterborough City Council	Deadline date: N/A
<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1. Notes the Leader of the Council's approval of the revised Executive Procedure Rules, Executive Delegations, and related structure chart as set out Appendix A and B to this report for the purposes of formal oversight of the Council's companies partnerships and charities which comprise of additions to the delegations to Cabinet and the setting up of a Shareholder Cabinet Committee. 2. Notes the proposed Membership of Council's Shareholder Cabinet Committee as detailed in section 3.6 of this report. 3. Approves the amendment of Peterborough Limited's Articles of Association to adopt the revised list of reserved matters as set out in Appendix C to this report. 4. Recommends to Full Council the revised Audit Committee Terms of Reference set out in Appendix A of this report. 	

1. PURPOSE AND REASON FOR REPORT

- 1.1 Over a number of years the Council has secured delivery of its services through a number of different arrangements. These have ranged from wholly owned companies of the Council, joint venture partnerships, charities through to private outsourced arrangements. At its meeting on 17th December 2018, the Cabinet approved a business plan for its new local authority trading company, Peterborough Limited (the "Company") to take back from Enterprise Managed Services Limited a range of services including waste collection and disposal. In the report to Cabinet it was agreed that a new Cabinet Committee to be called the "Shareholder Cabinet Committee" would be set up to monitor and oversee the performance of this company. This report acknowledges that all of the arrangements the Council has established to deliver services need to be brought together in a single framework to ensure consistent and robust oversight and challenge. The report therefore sets out the Leader's decision to ensure the

proper governance of the council's companies, partnerships and charities through Cabinet and a new Shareholder Cabinet Committee.

- 1.2 The report also recommends to Council that the Audit Committee's term of reference are revised to consider reports on the performance of the Council's companies, partnerships and charities alongside comments from the Shareholder Cabinet Committee.
- 1.3 This report is for Cabinet to consider under its Terms of Reference No. 3.2.1, '*To take collective responsibility for the delivery of all strategic Executive functions within the Council's Major Policy and Budget Framework and lead the Council's overall improvement programmes to deliver excellent services.*'

2. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
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3. **ARRANGEMENTS IN DETAIL**

- 3.1 The Council's Constitution at part 3, Delegations Section 3 states that:-
- "All executive functions are delegated to the Leader who may then delegate further to the Cabinet, Committees of the Cabinet, Cabinet Members and Officers."
- 3.2 This provision enables the Leader to delegate the necessary decisions for Cabinet to make in relation to the governance of the Council's companies, partnerships and charities as well as operational aspects of that governance through the new Shareholder Cabinet Committee. Appendix A, Part 1 sets out the Leader's delegations and associated constitutional amendments in relation to these functions and in essence the Cabinet will set the policy, strategy and objectives for the operation of these organisations as well as approval of their business plans and the Shareholder Cabinet Committee will monitor the financial and service performance of these organisations against the approved business plan. In the following paragraphs these arrangements are set out in detail.
- 3.3 This new framework, though approved by the Leader and before Cabinet for noting, is designed to achieve the following objectives:-
- Clear transparent and consistent accountability for the setting of policy, strategy and objectives for these organisations;
 - Clear transparent and consistent accountability for the financial and service performance and monitoring of the organisations for the services provided to the residents of Peterborough;
 - Oversight by a single Shareholder Cabinet Committee of all these organisations, meeting in public and subject to scrutiny through the Scrutiny Committee for Growth, Environment and Resources and accounting to the Council's Audit Committee.

3.4 The Companies, Partnerships and Charities that will be covered by these new arrangements and which are set out in the structure chart at Appendix B are:-

- a) Peterborough Limited,
- b) Blue Sky Peterborough,
- c) Empower Peterborough,
- d) Opportunity Peterborough,
- e) Peterborough Investment Partnership LLP,
- f) Medesham Home LLP,
- g) NPS Peterborough Ltd,
- h) Peterborough Museum and Art Gallery
- i) The Mayor's Charity, and
- j) Vivacity Culture and Leisure ("Vivacity").

3.5 **Functions Reserved to Cabinet**

Cabinet will be responsible for the following functions in relation to the Council's companies, partnerships and charities:

- a) The establishment of any new company, partnership or charity;
- b) The decommissioning/winding up of existing companies, partnerships and charities;
- c) The determination of Articles of Association;
- d) The determination of the percentage share of ownership;
- e) The determination of the investment of funds or assets;
- f) The determination of any lending facilities to the Council's companies, partnerships and charities;
- g) The determination of decisions reserved to the Council as shareholder or member of a company, partnership or charity;
- h) Scheme of delegations to the Shareholder Cabinet Committee;
- i) Approval of Business Plans;
- j) Approval of changes to service agreements in respect of KPIs, service levels and service standards;
- k) The setting of Policy Strategy and objectives for the operation of the Council's companies, partnerships and charities."

3.6 **Shareholder Cabinet Committee**

The Shareholder Cabinet Committee will act as a decision making body in relation to the functions delegated to it as well as an advisory body to Cabinet. Support and advice will be provided to the Shareholder Cabinet Committee by the Monitoring Officer, the Section 151 Officer and other client officers as appropriate.

The Shareholder Cabinet Committee would be responsible for making decisions:

- a) To monitor performance and financial delivery of the companies, partnerships and charities set out above in line with Cabinet approved business plans by means of monthly performance monitoring and scrutiny;
- b) To ensure that those companies, partnerships and charities comply with relevant Council policies, strategies and objectives;
- c) To exercise decisions, where delegated by Cabinet, in relation to a company, partnership or charity's reserved matters;
- d) To make recommendations to Cabinet in relation to investments, loans and assets;
- e) To oversee the relationships between with the Council and the Council's companies, partnerships and charities, and any such relationships between the Council's companies, partnerships and charities in accordance with the Council's objectives.
- f) To review any reports in relation to the Council's companies, partnerships or charities prior to their submission to the Audit Committee to ensure compliance with Council

- policies, strategies and objectives;
- g) To determine for each individual company, partnership or charity whether the Shareholder Cabinet Committee recommends to Cabinet the delegation of any functions to the officers of the Council.”

3.7 **Membership, frequency of meetings and quorum of the Shareholder Cabinet Committee**

The Shareholder Cabinet Committee will comprise a maximum of 5 Members determined annually by the Leader of Peterborough City Council. The Leader has determined that the following members will be appointed to that committee from 4th February 2019:-

Councillor Fitzgerald (Chairman)
Councillor Cereste
Councillor Smith
Councillor Seaton
Councillor Walsh

Councillor Fitzgerald has been appointed as first Chairman of the Shareholder Cabinet Committee by the Leader with its Membership determining the Vice Chairman at its First meeting.

Meetings will be scheduled quarterly or at alternative times at the discretion of the Chairman. 3 Members will be required in order for the Committee to be quorate.

3.8 **Revised List of Reserved Matters for Peterborough Limited only**

Peterborough Limited adopted model Articles of Association on its incorporation. The Articles are the rules according to which the Company will operate and are subject to modification to fit the Company's particular requirements.

Cabinet is now being asked to approve the amendment of Peterborough Limited's Articles of Association by adopting a revised list of matters in relation to which the Council will be the decision-maker (the "Reserved Matters") which are set out at Appendix C. If approved, amended Articles of Association will be presented to the next Board of Peterborough Limited for its adoption.

The Reserved Matters shall be applicable only to those items of Peterborough Limited's business which are not already included within a Cabinet approved Business Plan. The parties will adopt an agreed process by which approval of Reserved Matters may be requested by Peterborough Limited and approved by the Council.

- 3.9 As stated in paragraph 1.2 above there are also revisions to be made to the Audit Committee delegations which Cabinet need to recommend to Council and all the constitutional changes are set out in Appendix A to this report.

4. **CONSULTATION**

- 4.1 We are in discussion with the relevant internal and external partners and will continue to keep them informed as these arrangements come into effect.

5. **ANTICIPATED OUTCOMES OR IMPACT**

- 5.1 The anticipated outcome is improved and consistent monitoring of the performance of Council companies and organisations and greater Council control and oversight over activities than previously enjoyed.

6. REASON FOR THE RECOMMENDATION

- 6.1 There is a requirement for the Council to have in place appropriate Governance arrangements for all its activities including those operated via partnerships, Companies or Charities.

7. IMPLICATIONS

7.1 Financial implications

There are no financial implications arising from the recommendations.

7.2 Legal implications

The Council has previously received both internal and external legal advice regarding the creation of its Local Authority Company and the best way to achieve an appropriate and effective governance framework for both Peterborough Limited and its other companies, partnerships and charities.

This advice has been detailed in previous Cabinet Reports KEY/11JUN18/04 and DEC18/CAB/65 and included consideration of the clarity of the chosen governance framework, that roles and responsibilities do not conflict or are properly managed, how strategic decisions are made, the parameters and monitoring of operations and board appointments.

As a result of the legal advice received, the Council has developed the Governance framework detailed within this report to regulate its relationship with Peterborough Limited and with its other companies, partnerships and charities.

7.3 Equalities implications

There are no negative equalities implications.

7.4 Property implications

None resulting from issues covered by this report.

7.5 HR implications

- Currently the Council structure has a client side function, fulfilled by 2 posts, for the management of the current contracted services.
- It is essential that the account management governance structure is maintained which is supported by external legal advice.
- This Client side function will monitor performance of Peterborough Limited and support the arrangements and co-ordination of information between Companies and the Shareholder Cabinet Committee.

8. BACKGROUND DOCUMENTS

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

- 8.1 Cabinet decision DEC18/CAB/65

9. APPENDICES

- 9.1 Appendix A – Amendment to the Council's Constitution
Appendix B – Revised Governance Arrangements
Appendix C – Revised Reserved Matters

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Appendix A – Governance Terms of Reference: Amendments to the Council’s Constitution

PART 1: LEADER’S AMENDMENTS

Amendment to the Executive Procedure Rules

To Part 4 Section 7 paragraph 1.2 Delegation by the Leader sub-section (c) shall be amended to read as follows with the addition highlighted in yellow:

“the terms of reference and constitution of any executive committees, the names of Cabinet Members appointed to them, and the appointment of the Chairman and Vice-Chairman of any executive committee.”

Addition to Executive Delegations

The following wording will be added to Part 3, Section 3.2, Functions of the Cabinet:

3.2.12 Cabinet will be responsible for the following functions in relation to the Council's companies, partnerships and charities:

- a) The establishment of any new company, partnership or charity;
- b) The decommissioning/winding up of existing companies, partnerships and charities;
- c) The determination of Articles of Association;
- d) The determination of the percentage share of ownership;
- e) The determination of the investment of funds or assets;
- f) The determination of any lending facilities to the Council’s companies, partnerships and charities;
- g) The determination of decisions reserved to the Council as shareholder or member of a company, partnership or charity;
- h) Scheme of delegations to the Shareholder Cabinet Committee;
- i) Approval of Business Plans;
- j) Approval of changes to service agreements in respect of KPIs, service levels and service standards;
- k) The setting of Policy Strategy and objectives for the operation of the Council’s companies, partnerships and charities.”

The following wording will be added to Part 3, Section 3.3, Functions of Cabinet:

“3.3.2 Shareholder Cabinet Committee

Purpose

The Committee will have functions relating to the Council’s companies, partnerships and charities set out below including, but not limited to:

- a. Peterborough Limited,
- b. Blue Sky Peterborough,
- c. Empower Peterborough,
- d. Opportunity Peterborough,
- e. Peterborough Investment Partnership LLP,
- f. Medesham Home LLP,
- g. NPS Peterborough Ltd,
- h. Peterborough Museum and Art Gallery;
- i. The Mayor's Charity; and
- j. Vivacity Culture and Leisure.

The Shareholder Cabinet Committee will act as a decision making body in relation to the functions delegated to it as well as an advisory body to Cabinet. Support and advice will be provided to the Shareholder Cabinet Committee by the Monitoring Officer, the Section 151 Officer and other client officers as appropriate.

Membership and Operation of the Shareholder Cabinet Committee

The Shareholder Cabinet Committee will comprise a maximum of five Cabinet Members to be determined by the Leader annually. The Chairman and Vice-Chairman of the Committee will also be appointed by the Leader on an annual basis.

The quorum of the Shareholder Cabinet Committee shall be 3 and meetings shall take place quarterly or as determined by the Chairman.

Functions of the Shareholder Cabinet Committee

- a. To monitor performance and financial delivery of the companies, partnerships and charities set out above in line with Cabinet approved business plans by means of monthly performance monitoring and scrutiny;
- b. To ensure that those companies, partnerships and charities comply with relevant Council policies, strategies and objectives;
- c. To exercise decisions, where delegated by Cabinet, in relation to a company, partnership or charity's reserved matters;
- d. To make recommendations to Cabinet in relation to investments, loans and assets;
- e. To oversee the relationships between with the Council and the Council's companies, partnerships and charities, and any such relationships between the Council's companies, partnerships and charities in accordance with the Council's objectives.
- f. To review any reports in relation to the Council's companies, partnerships or charities prior to their submission to the Audit Committee to ensure compliance with Council policies, strategies and objectives;
- g. To determine for each individual company, partnership or charity whether the Shareholder Cabinet Committee recommends to Cabinet the delegation of any functions to the officers of the Council."

PART 2 AMENDMENTS FOR RECOMMENDATION TO FULL COUNCIL

Addition to the Audit Committee Terms of Reference

Part 3, Section 2, Regulatory Committee Functions, paragraph 2.2 relating to the Audit Committee shall include new paragraph 2.7.2.12 which will read:

"To consider reports in relation to the performance of the Council's companies, alongside comments from the Shareholder Cabinet Committee."

CABINET

- Cabinet decisions** (where Shareholder Cabinet Committee is used)
- Decisions:**
- a) Establish new companies, partnerships or charities
 - b) Decommissioning or winding up of existing companies, partnerships or charities
 - c) Determination of Articles of Association
 - d) Determination of percentage of share ownership
 - e) Determination of investment of funds or assets
 - f) Determination of any lending facilities to the Council's companies, partnerships or charities
 - g) Identify reserved matters eg appoint or dismiss directors
 - h) Scheme of delegations to Shareholder Cabinet Committee
 - i) Approval of Business Plans
 - j) Approval of changes to service agreements in respect of KPIs, service levels and service standards.



Audit Committee
To consider reports in relation to the performance of the Council's companies, partnerships and charities alongside comments from the Shareholder Cabinet Committee

Overarching Shareholder Cabinet Committee (new)

Scrutiny

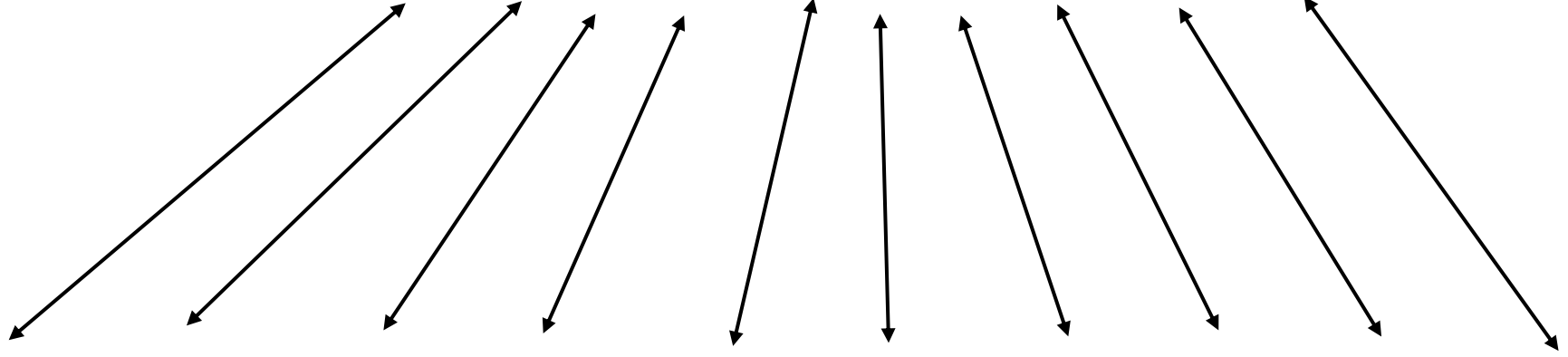
- Shareholder Cabinet Committee - Decision Making + Advisory**
- Membership:** 5 Members of Cabinet appointed by Leader
- Functions:**
- a) Monitor performance and financial delivery in line with BP
 - b) Act within powers delegated by Cabinet over reserved matters for example. appoint/dismiss directors,
 - c) Recommend to Cabinet re investment/loans/assets
 - d) Manage interactions with PCC and other PCC organisations
 - e) To review reports in relation to the company, partnership or charity prior to submission to the Audit Committee
 - f) To determine for each individual company, partnership or charity whether to delegate any of its functions to PCC Client Officer Team



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PCC Client officer team

- PCC Client officer team**
- Functions:**
- a) Project management, commission services, negotiate and agree service agreements, monitor performance, payments, timelines, obtain approvals in line with internal governance process, obtain finance, HR and legal support, report to Shareholder Cabinet Committee
 - b) Occasionally attend the company's board meetings on invite purely in an advisory role -first stop forum to consider matters outside the Business Plan or matters reserved to PCC.
 - c) Acting in PCC's best interest.



Peterborough Limited	Vivacity Culture and leisure active	Blue Sky Peterborough (BSP) dormant, never traded	Empower Peterborough Community Interest Company active	Opportunity Peterborough active	Peterborough Investment Partnership LLP active	Medesham Homes LLP active	NPS Peterborough Ltd active	Peterborough Museum and Art Gallery not dormant, but not actively trading	The Mayor Charity active
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- Peterborough Limited Board**
- Functions:**
- a) management and operation of the company and the services
 - b) to produce and act within the remit of the approved Business Plan
 - c) to represent PCC but act in the company's best interests
 - d) to operate within the company's articles of association including the reserved matters for example, appointing and dismissing directors in accordance with the articles, but not entering into any agreement or transaction of more than £10,000 otherwise than in the ordinary course of the Business and to the extent provided for in the Business Plan., nor changing the name of the company or its registered office.
 - e) Report on KPIs and performance to the PCC Client officer team, Shareholder Cabinet Committee and Audit Committee as required
 - f) comply with policy and procedures approved by Cabinet or the Shareholder Cabinet Committee

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COUNCIL	AGENDA ITEM No. 12
6 MARCH 2019	PUBLIC REPORT

RECORD OF EXECUTIVE DECISIONS MADE SINCE THE LAST MEETING

1. [EXTRAORDINARY CABINET MEETING HELD ON 4 FEBRUARY 2019](#)

i. Task and Finish Group - Fly Tipping and Waste Policy Review Report

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

1. Agree the recommendations set out in the interim report of the Task and Finish Group and note that further recommendations are expected following continued work by the Group.
2. Approve the financial and resource commitment required to deliver the short term enforcement and communication elements specified in 7.2 and 7.3 of the Task and Finish Group's interim report.
3. Support the Task and Finish Group in their further work on the specified additional work as requested by Scrutiny Committee at their meeting 9 January 2019. (Section 2.1(b) of the report).

ii. Governance of Council Companies, Partnerships and Charities

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

1. Note the Leader of the Council's approval of the revised Executive Procedure Rules, Executive Delegations, and related structure chart as set out Appendix A and B to the report for the purposes of formal oversight of the Council's companies partnerships and charities which comprise of additions to the delegations to Cabinet and the setting up of a Shareholder Cabinet Committee, subject to the correction of numbering and inclusion of Vivacity in Appendix B.
2. Note the proposed Membership of Council's Shareholder Cabinet Committee as detailed in section 3.6 of the report.
3. Approve the amendment of Peterborough Limited's Articles of Association to adopt the revised list of reserved matters as set out in Appendix C to the report, subject to the correction of numbering and inclusion of the limit to litigation payment sums.
4. Recommend to Full Council the revised Audit Committee Terms of Reference set out in Appendix A to the report.

iii. Regional Adoption Agency Services

Cabinet considered the report and **RESOLVED** to delegate authority to the Executive Director of People and Communities to:

1. Vary the existing contract with The Adolescent and Children's Trust (TACT) relating to adoption services; via a Notice of Change (NOC)
2. Authorise the decision for Cambridgeshire County Council to appoint a Voluntary Adoption Agency on behalf of the Council;

3. Enter into a Partnership Agreement with Cambridgeshire County Council, and authorise any subsequent variations required;
4. Authorise the Director of Governance or authorised legal officers to enter into any other legal documentation necessary to document the contractual, and other legal arrangements in relation to Regional Adoption Agency services.

iv. **Commercial Strategy 2018-2021**

Cabinet considered the report and **RESOLVED** to endorse the proposed Commercial Strategy 2018-2021 for consideration by the Joint Meeting of the Scrutiny Committees.

v. **Medium Term Financial Strategy 2019/20 to 2021/22**

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

1. The Tranche Three service proposals, outlined in Appendix H to the report as the basis for public consultation.
2. The updated budget assumptions, to be incorporated within the Medium Term Financial Strategy (MTFS) 2019/20- 2021/22. These were outlined in section 5.1 of the report.
3. The revised capital programme approach outlined in section 5.11 and the capital schemes outlined in Appendix G to the report.
4. The Medium Term Financial Strategy 2019/20-2021/22-Tranche Three, as set out in the body of the report and the following appendices:
 - Appendix A – 2019/20-2021/22 MTFS Detailed Budget Position-Tranche Three
 - Appendix B – Budget Proposals- Tranche One, Two and Three.
 - Appendix C – Council Tax Information
 - Appendix D – Grant Register
 - Appendix E – Fees and Charges
 - Appendix F – Performance Data
 - Appendix G – Capital Programme Schemes 2019/20- 2023/24
 - Appendix H – Budget Consultation Document, including Tranche Three Budget Proposal detail
 - Appendix I – Savings RAG Rating
 - Appendix J – Equality Impact Assessments
 - Appendix K – Treasury Management Strategy
 - Appendix L – Capital Strategy
 - Appendix M – Asset Management Plan
 - Appendix N – Investment Acquisition Strategy

Cabinet **RESOLVED** to note:

5. The statutory advice of the Chief Finance Officer outlined in section 6 of the report, The Robustness Statement. This was required to highlight the robustness of budget estimates and the adequacy of the reserves.
6. All the grant figures following the Local Government Provisional Finance Settlement, published on 13 December 2018 outlined in section 4.4 of the report.
7. The future strategic direction for the Council outlined in section 5.10 of the report.

vi. **Improving Education Outcomes in Peterborough**

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

1. Note the contents of the report and the actions being taken.
2. Support both Elected Members and Officers in their efforts to support and challenge schools to improve outcomes for children and young people in Peterborough.

vii. **Developing a Think Communities Approach and Delivering the Integrated Communities Strategy**

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

1. Approve the Think Communities approach across Cambridgeshire and Peterborough.
2. Note the progress to deliver an Integrated Communities pilot programme, incorporating the work on Inclusive Cities.

viii. **Minerals and Waste Local Plan - Further Draft for Consultation**

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

1. Approve the Cambridgeshire and Peterborough Minerals and Waste Local Plan - Further Draft (Appendix 1 to the report) and the associated Policies Map (Appendix 2 to the report) (which set out the new or revised allocations), for the purpose of subsequent public consultation likely commencing in March 2019.
2. Delegate to officers the authority to make any minor non-consequential amendments to the Plan as attached, prior to consultation, in order to: correct any typographical errors; improve presentation; or address any minor amendments arising from the Plan's consideration by Cambridgeshire County Council's democratic process.
3. Delegate to the Cabinet Member for Growth, Planning, Housing and Economic Development authority to make more substantive changes to the Plan as attached, prior to consultation, provided he should see fit to do so, if it would help to address any more substantive suggested amendments arising from the Plan's consideration by Cambridgeshire County Council's democratic process.

ix. **Budget Control Report November 2018**

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

1. The Revenue Budgetary Control position for 2018/19 at November 2018 includes a £3.921m overspend position on the revenue budget.
2. The key variance analysis and explanations were contained in Appendix A to the report.
3. The estimated reserves position for 2018/19 was outlined in Appendix B to the report.
4. In year budget risks were highlighted in Appendix C to the report.
5. The Asset Investment and Treasury Budget Report was contained in Appendix D to the report.

x. **Outcome of Petitions**

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

2. BUDGET CABINET MEETING HELD ON 25 FEBRUARY 2019

i. **Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche Three**

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

1. The statutory advice of the Chief Finance Officer outlined in section 6, The Robustness Statement. This was required to highlight the robustness of budget estimates and the adequacy of the reserves.
2. The grant figures published on 29 January 2019, within the Local Government Final Finance Settlement, were as previously indicated and outlined in section 4.4 of the report.
3. The future strategic direction for the Council outlined in section 5.11 of the report.
4. The feedback received on the budget proposals, received via the consultation detailed in section 9.3 of the report and Appendix O to the report.

Cabinet **RESOLVED** to recommend to Council:

5. The Tranche Three service proposals, outlined in Appendix H to the report, this included a 2.99 per cent council tax increase.
6. The Medium Term Financial Strategy 2019/20-2021/22-Tranche Three, as set out in the body of the report and the following appendices:
 - Appendix A – 2019/20-2021/22 MTFs Detailed Budget Position-Tranche Three
 - Appendix B – Budget Proposals- Tranche One, Two and Three.
 - Appendix C – Council Tax Information
 - Appendix D – Grant Register
 - Appendix E – Fees and Charges
 - Appendix F – Performance Data
 - Appendix G – Capital Programme Schemes 2019/20- 2023/24
 - Appendix H – Budget Consultation Document, including Tranche Three Budget Proposal detail
 - Appendix I – Savings RAG Rating
 - Appendix J – Equality Impact Assessments
 - Appendix K – Treasury Management Strategy
 - Appendix L – Capital Strategy
 - Appendix M – Asset Management Plan
 - Appendix N – Investment Acquisition Strategy
 - Appendix O – Budget Consultation Feedback
 - Appendix P – NNDR Retail relief discount 2019/20 and 2020/21
 - Appendix Q – NNDR Local Discretionary Relief Scheme for 2019-20 and 2020-21
7. The Local Discretionary Rate Relief scheme for 2019-20 and 2020-21 as set out in section 5.8 of the report and Appendix Q to the report.
8. To approve the Business rates retail discount scheme for 2019/20 and 2020/21 as set out in section 5.8 and Appendix P to the report.

ii. **Council Tax Support Scheme 2019/20**

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

1. Note the responses to the consultation on the Council Tax Support Scheme
2. Note the continuation of the discretionary Council Tax Hardship Policy

3. Recommend that Full Council agrees a local Council Tax Support Scheme for Peterborough that contains the following local components:
 - (a) The existing 30% reduction that is applied at the end of the benefit calculation is replaced with a 30% liability reduction applied at the start of the calculation
 - (b) Increasing the 30% liability reduction by 1% a year for 3 years, starting in 2019/20.
 - (c) Reducing the capital limit to £6,000 for non-passported claims
 - (d) To amend appropriate rates in line with annual upratings.
 - (e) To allow the use of Universal Credit Data Share documents as claims for Council Tax Support.

iii. **Commercial Strategy 2018 - 2021**

Cabinet considered the report and **RESOLVED** to approve the Commercial Strategy 2018 – 2021 as attached at Appendix 1 to the report.

iv. **Corporate Strategy 2019 - 2021**

Cabinet considered the report and **RESOLVED** to endorse the proposed Corporate Strategy 2019 – 2021 for consideration by the Growth, Environment and Resources Scrutiny Committee, subject to the drafting of an accompanying foreword that indicates the support to be provided to rural areas, the role of residents, and any necessary elements to communicate the strategy to the public.

v. **Budget Control Report December 2019**

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

1. The Revenue Budgetary Control position for 2018/19 at December 2018 including a £2.532m overspend position on the revenue budget.
2. The key variance analysis and explanations were contained in Appendix A to the report.
3. The estimated reserves position for 2018/19 are outlined in Appendix B to the report.
4. In year budget risks were highlighted in Appendix C to the report.
5. The Asset Investment and Treasury Budget Report was contained in Appendix D to the report.

Cabinet **RESOLVED** to approve:

1. This revised capital budget, which included the following changes:
 - a. the Stamp Duty payable (£600k) on Sand Martin House as this had been assessed as a finance lease
 - b. purchasing Refuse Collection Vehicles (RCV) (£700k) and
 - c. a loan facility for Local Authority Trading Company (LATCo) to provide working capital and to cover start-up costs (£1,450k).

3. CALL-IN BY SCRUTINY COMMITTEE

Since the publication of the previous report to Council, the call-in mechanism has not been invoked.

4. SPECIAL URGENCY AND WAIVER OF CALL-IN PROVISIONS

Since the publication of the previous report to Council the urgency, special urgency and waiver of call-in provisions have been invoked as follows:

1. Transferring Services from Enterprise Managed Services Limited to Peterborough Limited - JAN19/CMDN/77

Waiver of call-in provisions were invoked as, in order to extend the existing contract the Deed of Variation must have been signed by close of business on Friday 1 February 2019 and consequently the decision became urgent in order to give effect to that.

2. Review of Bus Services supported by subsidised transport budget to ensure efficiency and value for money is achieved - FEB19/CMDN/90

Urgency, Special Urgency and Waiver of call-in procedures were invoked due to the requirement to amend the timetables for the 61 and 62 bus service operated by Stagecoach as close as possible to the 1 of April 2019. In order to achieve this it was necessary to register the revised timetable with the Traffic Commissioner, providing 42 days notice, and to give the public reasonable notice of the forthcoming changes. Failure to do this would result in financial pressure on the Council.

5. CABINET MEMBER DECISIONS

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
Cabinet Member for Resources Councillor Seaton 22 January 2019	JAN19/CMDN/75	<u>Authority for the disposal of the former Thorney Youth Centre and Library, 4-6 Church St, Thorney, PE6 0QB</u> The Cabinet Member approved the disposal of the former Youth Centre and Library at Thorney at an approximate value of £250k less agents' fees of 1.25% + VAT and no higher than £499,999 (subject to outcome of the auction).
Cabinet Member for Growth, Planning, Housing and Economic Development Councillor Hiller 23 January 2019	JAN19/CMDN/76	<u>Implementation of the Peterborough Permit Scheme for Road Works and Street Works</u> The Cabinet Member: 1. Authorised the implementation of the Peterborough Permit Scheme for Road Works and Street Works, 2. Authorised the Interim Development Director to sign the Form of Undertaking, 3. Authorised the appropriate officer in Legal Services to sign the Permit Scheme Order, 4. Authorised the Head of Peterborough Highway Services to manage and operate the Permit Scheme, including the adjustment of fees, in accordance with the national regulations and guidelines.
Cabinet Member for Resources Councillor Seaton 29 January 2019	JAN19/CMDN/77	<u>Transferring Services from Enterprise Managed Services Limited to Peterborough Limited</u> The Cabinet Member: a) Transferred services from Enterprise Managed Services Limited to Peterborough Limited as follows: <ul style="list-style-type: none"> ● Building Cleaning on 2 February 2019; ● Passenger Transport on 1 April 2019; ● Waste & Recycling Collections on 1 April; and ● Building Maintenance, Street Cleansing and

		<p>Grounds Maintenance 4 May 2019.</p> <p>b) Approved the budget implications of these changes as detailed in Section 8 of this Report, and that they are reflected in the Council Medium Term Financial Strategy for agreement in the February 2019 Cabinet meeting.</p> <p>c) Agreed the change, where cost effective or by requirement, of purchasing assets by Peterborough City Council instead of Peterborough Limited and making these available to Peterborough Limited.</p>
<p>Cabinet Member for Resources</p> <p>Councillor Seaton</p> <p>30 January 2019</p>	JAN19/CMDN/78	<p><u>Uncollectable Debts in Excess of £10,000</u></p> <p>The Cabinet Member authorised the write off of the debt shown as outstanding in respect of non-domestic rates and accounts receivable (sundry debt) accounts included in the Appendices. This details the financial year and the category for the write off request.</p>
<p>Cabinet Member for Education, Skills and University</p> <p>Councillor Ayres</p> <p>31 January 2019</p>	JAN19/CMDN/79	<p><u>School Admission Arrangements for Community and Voluntary Controlled Schools Academic Year 2020/21</u></p> <p>The Cabinet Member approved and determine the proposed changes to admission arrangements for Community and Voluntary Controlled Schools for whom Peterborough City Council is the admission authority, for the 2020/21 academic year.</p>
<p>Cabinet Member for Public Health</p> <p>Councillor Lamb</p> <p>11 February 2019</p>	FEB19/CMDN/88	<p><u>Section 75 for health visiting and school nursing</u></p> <p>The Cabinet Member approved the delegation of authority to Cambridgeshire County Council (CCC) to act as lead local authority in commissioning the Healthy Child Programme (HCP) across Peterborough and Cambridgeshire and for delivery of the function for the HCP to CCC, which shall include the associated transfer of HCP funding to CCC for up to five years (1 April 2019 – 31 March 2024).</p>
<p>Cabinet Member for Children's Services</p> <p>Councillor Smith</p> <p>13 February 2019</p>	FEB19/CMDN/89	<p><u>Award of contracts for children's centres in Peterborough</u></p> <p>The Cabinet Member authorised the award of a 1 year contract to:</p> <ol style="list-style-type: none"> 1. Barnardos, the Service Provider of Children's Centres for the Central and East Locality from 1 April 2019 to 31 March 2020 for the sum of £812 663. 2. Spurgeons, the Service Provider of Children's Centres for the South Locality from 1 April 2019 to 31 March 2020 for the sum of £177 080. 3. Spurgeons for the Service Provider of Children's Centres for the North, West and Rural Locality from 1 April 2019 to 31 March 2020 for the sum of £428 360.
<p>Cabinet Member</p>	FEB19/CMDN/90	<p><u>Review of Bus Services supported by subsidised</u></p>

<p>for Growth, Planning, Housing and Economic Development</p> <p>Councillor Hiller</p> <p>14 February 2019</p>		<p><u>transport budget to ensure efficiency and value for money is achieved</u></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Approved changes in timetables to the 60s bus services, as set out in the report, which, along with budget efficiency measures and negotiated cost reductions, will present the Council an annual saving of £150,000. 2. Approved the development of a publicity campaign with local bus operators to run during 2019/20 to encourage the public to use local bus services. 3. Supported the continuation of the Cross Party Bus Consultation Group in order to review the remaining services supported by the Council to ensure best value is obtained for both the Council and the travelling public.
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COUNCIL	AGENDA ITEM No. 13
6 MARCH 2019	PUBLIC REPORT

RECORD OF CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY DECISIONS MADE SINCE THE LAST MEETING

1. MEMBER REPRESENTATIVES

Meeting	Dates of Meeting	Representative
Overview and Scrutiny Committee	28 January 2019	Councillors June Stokes Councillor Ed Murphy
Combined Authority Board	30 January 2019	Councillor John Holdich
Audit and Governance Committee		Councillor David Seaton

1.1 The above meetings have taken place in January 2019.

2. OVERVIEW AND SCRUTINY COMMITTEE – Monday 28 January 2019

2.1 The Overview and Scrutiny Committee met on 28 January 2019 and the decision summary is attached at **Appendix 1**.

3. COMBINED AUTHORITY BOARD MEETING – Wednesday 30 January 2019

3.1 The Combined Authority Board met on 30 January 2019 and the decision summary is attached at **Appendix 2**.

4. THE AGENDAS AND MINUTES OF THE MEETINGS ARE ON THE COMBINED AUTHORITY WEBSITE

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-6/?date=2019-01-28>

https://cmis.cambridgeshire.gov.uk/ccs_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/934/Committee/42/SelectedTab/Documents/Default.aspx

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OVERVIEW AND SCRUTINY COMMITTEE-Decision Statement

Meeting: 28th January 2019

Minutes: [Overview and Scrutiny Decision Statement](#)

Chair: Councillor Lucy Nethsingha

Summary of decisions taken at this meeting.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	Apologies received from: Cllr Mike Bradley and Cllr Grenville Chamberlain, substituted by Cllr Peter Topping.
2.	Declaration of Interests	There were no declarations of interest.
3.	Minutes	<p>The minutes of the meeting held on the 26th November 2018 were agreed as a correct record subject to the following addition:-</p> <p>Under item 6 the Affordable Housing Update, Cllr Murphy requested that his point about the issue that only London Authorities and Homes England could finance affordable housing under current legislation be added.</p> <p>Under paragraph 5.2, 4th bullet point Cllr Allen raised an issue around some information that had been released under a Freedom of Information Act about the work carried out by consultants Arup in regard to the location of the route for the</p>

		<p>CAM. The information released under the FOI request suggested that there was little evidence provided for a route change and that officers had been advised to 'pad out' the report.</p> <p>The Committee agreed to express their concern at the Board meeting regarding this report done by Arup and whether there had been sufficient work carried out to warrant the Mayor's decision taken regarding the route options for the CAM.</p>
4.	Public Questions	There were no public questions received.
5.	Budget Report 2019/20 to 2022/23	<p>The Committee received the report from the Portfolio Holder for Finance, Cllr Count and from the Interim Chief Finance Officer.</p> <p>The following points were raised during the discussion:-</p> <ul style="list-style-type: none"> •Members were advised that only the salaries within the budget were subject to inflation pressure. •The new staffing structure would be taken to an Employment Committee soon; the figures in the budget are the most accurate figures that can be provided at this time. •There was a recruitment process being carried out currently to get in more permanent staff. •The Mayoral Capacity Fund was given to the Combined Authority to help with set up costs during the first two years of operation; there was no requirement to specify to government what the money was spent on and the plan was to spend the money in the third year of operation. • In response to a question regarding the use of the Transforming Cities Fund being used for Soham Station the Committee were advised that the Transforming Cities Fund had as its overarching concept the provision of infrastructure and services to

help alleviate congestion in cities. Central government recognises that the Combined Authority is best placed to make a judgement on how best to spend this funding in its own area and has provided a letter confirming this.

- In response to a question on borrowing; the members were advised that decisions around borrowing would depend on each individual scheme as each scheme would have different funding streams available to it. Best use of borrowing would be determined within each project brought forward.

- There would be monthly monitoring reports against this budget that would be brought to each Board meeting in the future.

- Members advised that it would be helpful if the LEP costs were shown separately to enable a comparison of the costs for the Combined Authority now as opposed to what it was before. However, the Interim Chief Finance Officer advised that one of the advantages of joining with the LEP had been that staffing and administrative costs could be shared and therefore it was difficult to now separate these out.

- Members requested some clarity around the housing loan that was identified within the report as it appeared to compare expenditure with cash flow, officers agreed to look at this.

- The Committee were advised that the CPIER report was being heavily relied upon to inform the decision making at the Combined Authority as it had helped to identify measures for refocusing the ideas on economic growth.

- In regard to CAM the officers and Portfolio Holder advised that the whole plan needed to be considered in stages and that while tunneling through the city would be an integral part of the project there would be a huge amount of work done outside of Cambridge City as well. As the project was progressed each part would be considered and signed off by the Board.

•The funding amount for the CAM project was subject to what each stage of the project required; currently the money outlined was for the stages that were in place.

•In response to a question on the transport levy the committee were informed that the levy had been determined after consultation and in agreement with Cambridgeshire County Council and Peterborough City Council; the figures were based upon the two budgets of these councils.

The Committee agreed to ask the following questions to the Board in reference to the budget items being discussed:-

Item 2.1 Budget Monitor Update

1) The Committee wanted to raise their concerns around the monitoring report as they did not feel that it was a helpful document; the committee would be considering the monitoring report at their April meeting.

2) The Committee wanted to express their concern around the Arup report regarding the CAM and ask for more detail on the brief that was given to Arup to discern whether there had been sufficient work done on that report to justify the change in decision from the Mayor regarding the route options?

Item 2.2 19/20 Budget and Medium Term Financial Plan 2019-2023

1) The Committee were pleased with the positive nature of the budget but felt that there was still some way to go and raised some concerns around the way cash flow and spending was outlined in the report.

2) The Committee expressed some concern around the passporting of funds and asked for there to be greater clarity around this.

		<p>3) The Committee expressed concern around the lack of prioritisation of the schemes.</p> <p><u>Item 2.4 Budget 2019/20 (Mayors Budget)</u></p> <p>1) The Committee wanted to understand the reasons for retaining the Mayor's office in Ely? Why wasn't the office based in Alconbury where the Combined Authority operates from?</p>
6.	Strategic Bus Review	<p>The Committee received the report from the Interim Transport Director which outlined the updated bus review which would be considered by the Combined Authority Board at the meeting due to be held on Wednesday 30th January 2019.</p> <p>The following points were discussed:-</p> <ul style="list-style-type: none"> •This report was a technical review which would build into the bus strategy; the recommendations ask for the Board to instruct that a bus reform task force be set up to consider the issues raised within the report and come up with a bus strategy. The task force would be made up of officers from Cambridgeshire County Council and Peterborough City Council. •The report was a summary of a much larger, more extensive document that was the first step for determining the future strategy, the new task force would consider all the recommendations and would determine the best way forward. •In terms of timings, some smaller projects that could make improvements could start immediately and work alongside the work being done by the task force. •Developing a business case would take until 2021; two years to develop a brief and a business case was an ambitious timeline. While there was a wish for this to be

done quickly it also needed to be robust as this would put the authority in a good position with their partners.

- Members raised concerns around some of the recommendations as they didn't take into account people travelling to work at different times of day; workplace parking levies would act as a tax on those who could not use public transport and that there was no linkage between housing growth areas. Officers responded to say that these were all issues that would make up the remit of the task force.

- Transportation links for new housing projects would need to be discussed with the relevant planning departments at the local authorities.

- As the task force moved forward with proposals, factors such as reliability, attractiveness of the service to the public and the need to concentrate on rural areas would be work that would be undertaken.

- Of the £150k that had been allocated for the bus review there was approximately £30k left.

- In response to a question regarding concessionary fares the officer advised that part of the work being undertaken was gaining a greater understanding around costs and this would include having conversations with central government on concessionary fares and their implications.

The Committee requested that there be member involvement on the task force for the bus strategy and officers advised this would be considered.

The Committee agreed to ask the following questions to the Board in reference to the Strategic Bus Review items being discussed:-

- 1) The Committee welcomed the report and were pleased that the Combined Authority were taking bus services seriously; the members hoped that the report

		<p>would be approved by the Board to show a commitment to provide a better bus services for the area.</p> <p>2) The Committee had serious concerns around the lack of detail around the availability of bus services for people getting to and from work; and also, around the cost of high bus fares in the area.</p> <p>3) To ensure a decent rural bus service there would be a need for the service to operate with a subsidy and the committee would want further clarity on where this would come from.</p> <p>4) The Committee expressed their concern at the proposed pace for the bus strategy and wanted to highlight to the Board that although it may take a while to get a full business case developed some discussions and work especially with bus operators could start sooner to ensure the services were improved.</p> <p>5) The Committee requested that the task force being set up to develop the bus strategy had member involvement.</p>
7.	Review of the Combined Authority Board Agenda	<p>The Committee reviewed the agenda due to come to the Board on Wednesday 30th January 2019.</p> <p>The following points were discussed:-</p> <p><u>Audit and Governance Committee Recommendations</u></p> <p>The Committee raised some concerns around whether the HR processes had been dealt with since original concerns had been raised around this issue earlier in the year.</p>

The Chair advised that this was an issue that the Audit and Governance Committee were considering and that she would discuss with the Audit and Governance Chairman any feedback they received.

Budget Monitor Update

Cllr Allen raised the issue of the Mayor's Ball which had recently been in the local media and the Monitoring Officer advised that he was not aware of any propriety issues around this but would check and provide a written response to members on this.

The Committee raised a concern around the standard of the monitoring report and agreed they would review this as part of their future work programme.

Transport Delivery – Appointment of Inner Circle

Concerns were raised by the members around the cost and use of interim consultants.

The Committee agreed to raise the following questions to the Board on Wednesday:

Item 2.1 Budget Monitor Update

- 1) The Committee wanted to raise their concerns around the monitoring report as they did not feel that it was a helpful document; the committee would be considering the monitoring report at their April meeting.
- 2) The Committee wanted to express their concern around the Arup report regarding the CAM and ask for more detail on the brief that was given to Arup to discern whether there had been sufficient work done on that report to justify the change in decision from the Mayor regarding the route options?

Item 2.2 19/20 Budget and Medium Term Financial Plan 2019-2023

- 1) The Committee were pleased with the positive nature of the budget but felt that there was still some way to go and raised some concerns around the way cash flow and spending was outlined in the report.
- 2) The Committee expressed some concern around the passporting of funds and asked for there to be greater clarity around this.
- 3) The Committee expressed concern around the lack of prioritisation of the schemes.

Item 2.4 Budget 2019/20 (Mayors Budget)

- 1) The Committee wanted to understand the reasons for retaining the Mayor's office in Ely? Why wasn't the office based in Alconbury where the Combined Authority operates from?

Item 3.1 Strategic Bus Review

- 1) The Committee welcomed the report and were pleased that the Combined Authority were taking bus services seriously; the members hoped that the report would be approved by the Board to show a commitment to provide a better bus services for the area.
- 2) The Committee had serious concerns around the lack of detail around the availability of bus services for people getting to and from work; and also around the cost of high bus fares in the area.
- 3) To ensure a decent rural bus service there would be a need for the service to operate with a subsidy and the committee would want further clarity on where this would come from.

		<p>4) The Committee expressed their concern at the proposed pace for the bus strategy and wanted to highlight to the Board that although it may take a while to get a full business case developed some discussions and work especially with bus operators could start sooner to ensure the services were improved.</p> <p>5) The Committee requested that the task force being set up to develop the bus strategy had member involvement.</p> <p><u>Item 3.2 Transport Delivery – Appointment of Inner Circle</u></p> <p>1) The Committee wanted to express their concern around the use and subsequent costs of consultants being used by the Combined Authority and suggested that this should be managed differently in future.</p>
8.	Member Update on Activity of Combined Authority	<p>Cllr Sargeant the Chair for the Task and Finish Group on the CAM Project advised that the report from CFPS was completed and that they had suggested a range of questions and early engagement with the Director for Transport.</p> <p>The report would come to the O&S meeting in February.</p>
9.	Combined Authority Forward Plan	<p>The Committee received and considered the Combined Authority Forward Plan and had no comments or suggestions at this time.</p>
10.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2018/19.</p> <p>The Committee requested that a briefing on transport arrangements between local authorities and the combined authority be provided at their next meeting.</p> <p>The Committee requested that the Monitoring budget report be considered at their April meeting.</p>

		The Committee requested that the Chair for the Business Board be invited to attend the O&S March meeting to provide an update on how the Business Board was operating.
11.	Date of Next Meeting	The Committee agreed that the next meeting would be held at South Cambs District Council with a start time of 11am and a pre-meeting starting at 10:15am on the 25th February 2019.

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CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

Decision Statement

Meeting: 30th January 2019

Minutes: [Cambridgeshire & Peterborough Combined Authority Decision Statement](#)

Summary of decisions taken at this meeting.

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from Councillor S Count (Substituted by Councillor I Bates), Councillor C Roberts, Jason Ablewhite and Jess Bawden.
1.2	Minutes- 28 November 2018	It was resolved to: Approve the minutes of the meeting of 28th November 2018 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	Three questions were received. A summary of the questions and responses is published at the following link - Combined Authority: Public Questions

1.5	Forward Plan	<p>It was resolved to:</p> <p>Note the Forward Plan.</p>
1.6	Housing and Communities Committee: Change of Membership	<p>The Combined Authority Board was asked to approve a change in membership of the Housing and Communities Committee.</p> <p>It was resolved to:</p> <p>Approve the change of Member on the Housing and Communities Committee for Fenland District Council from Councillor Seaton to Councillor Denise Laws.</p>
1.7	Appointment of Interim Chief Finance Officer (s73 Officer)	<p>The Combined Authority Board was asked to appoint Noel O'Neill as interim s73 Chief Finance Officer.</p> <p>It was resolved to:</p> <p>Appoint Noel O'Neill as interim s73 Chief Finance Officer to the Combined Authority</p>

1.8	Audit and Governance Committee - Recommendations	<p>Following the Audit and Governance Committee meeting on the 30th November. The Committee members agreed that they would like to recommend to the Combined Authority that a review be undertaken on the procedures in place for the termination of the employment of senior officers.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Instruct the Chief Executive to carry out a review of procedures for termination of the employment of senior officers and report the outcome of that review to the Audit and Governance Committee</p>
PART 2- Finance		
2.1	Budget Monitor Update	<p>The Combined Authority Board considered a report providing an update of income and expenditure for the year to the end of November 2018 against the forecast for the year as approved by the Board on 28 November 2018.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Note the financial position of the Combined Authority for the year to date</p>
2.2	2019/20 Budget and Medium Term Financial Plan 2019-2023	<p>The Combined Authority Board considered a report outlining the 2019/20 Budget and Medium Term Financial Plan 2019 to 2023. The Board were asked to approve the revenue and capital budgets.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the revenue budget for 2019/20 and Medium Term Financial Plan 2019 to 2023 b) Approve the capital programme 2019 to 2022

2.3	Combined Authority Business Plan 2019/20	<p>The Combined Authority Board was asked to adopt a recommended 2019-20 Business Plan.</p> <p>It was resolved to:</p> <p style="text-align: center;">Adopt the 2019-20 Business Plan</p>
2.4	Budget 2019/20 (Mayor's Budget)	<p>The Combined Authority Board was asked to approve the Mayor's draft budget for 2019/20.</p> <p>It was resolved to:</p> <p style="text-align: center;">Approve the Mayor's draft budget for 2019/20</p>
2.5	11&12 Wisbech High Street	<p>At the last meeting, the Combined Authority delegated authority to the interim Section 73 Officer and the interim Chief Executive to formalise the potential arrangements to support Fenland District Council in the event that step in is required. The Combined Authority Board was asked to approve this potential support to Fenland District Council.</p> <p>It was resolved to:</p> <p style="text-align: center;">Approve the arrangements to support Fenland District Council if required to see successful conclusion of the project.</p>

	PART 3- Combined Authority Matters	
3.1	Strategic Bus Review	<p>In November 2017 the Combined Authority commissioned a strategic review of the regional bus network. This report presents the outcomes of that review and proposes recommendations for consideration.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the recommendations of the Strategic Bus Review b) Approve to develop and deliver a Business case assessment of the benefits of operational models open to the Combined Authority including Enhanced Partnerships and franchising opportunities in line with DfT Guidelines and as set out in the Bus Service Act. The business case will be completed in Q1 2021 c) Approve the establishment of a cross-organisational group “Bus Reform Group” to build up the implementation strategy based on the recommendations of the Strategic Bus Review for short and medium term improvements.

3.2	Transport Delivery- Appointment of Inner Circle	<p>The Combined Authority Board considered a report providing a briefing relating to the appointment of Inner Circle LTD as transport consultants to the Authority under delegated powers.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the arrangement with Inner Circle to date b) Authorise the Chief Executive, in consultation with the Chair of the Transport Committee, to take whatever steps are necessary to secure appropriate consultancy arrangements after the end of March 2019 and until the appointment of the permanent transport team.
PART 4- Business Board Recommendations to Combined Authority		
<p>All of the following Business Board recommendations are conditional pending confirmation from Government that local growth funds have been released for allocation by the Business Board.</p>		
4.1	Growth Deal Projects Proposals January 2019	<p>The Business Board was responsible for allocating the Growth Fund subject to ratification by the Combined Authority (CA) Board with the objective of creating new jobs and boosting productivity. The Combined Authority Board was asked to approve the recommendations set out in the report.</p> <p>It was resolved to approve upon the recommendation of the Business Board:</p> <ul style="list-style-type: none"> a) Consider the reports by external assessors of projects submitted for Growth Deal Funds b) Recommend those schemes which are suitable to the Combined Authority Board for approval

		<p>c) Note the summary of Small Grants approved under delegated powers.</p> <p>a) Bid A</p> <p>b) Bid B subject to there being recognition of the source of the funds from the Business Board by the recipient and that the following conditions precedent are satisfied before any funds are released.</p> <p style="padding-left: 40px;">i) Confirmation that 50% of the £30m follow up funding had been secured</p> <p style="padding-left: 40px;">ii) There be a professional assessment of the 3.5% equity figure in terms of risk</p>
4.2	Draft Annual Delivery Plan for Business and Skills	<p>On the 28th January 2019, the Business Board considered a report bringing forward the first draft of the Business and Skills Annual Delivery Plan. The Combined Authority Board was asked to approve the recommendations set out in the report.</p> <p>It was resolved to:</p> <p>a) Consider the content of the draft Annual Delivery Plan</p> <p>b) Identify any areas for further development by officers</p> <p>c) Note the draft Annual Delivery Plan for Business and Skills</p>

4.3	Rural Community Energy Fund- Management and Administration	<p>The Cambridgeshire and Peterborough Combined Authority (CPCA) was the Accountable Body for the Greater South East Energy Hub that covers fifteen counties and Greater London. The Energy Hub had been set up to unlock current restrictions and blockages relating to local energy infrastructure. By aligning the Rural Community Energy Fund (RCEF) with the Energy Hub it enabled greater connectivity and maximises the resultant opportunities to create, initiate and deliver projects locally. The Combined Authority Board was asked to approve the recommendations set out in the report.</p> <p>It was resolved to:</p> <p>Agree that the Greater South East Energy Hub assumes the RCEF management role, administers the fund and employs the Community Energy Advisor.</p>
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4.4	Growth Programme Update (from November 2018 Business Board)	<p>The Greater Cambridge and Greater Peterborough Local Enterprise Partnership (GCGP LEP) negotiated three successive Growth Deals with Government between 2014 and 2017, securing £146.7m to deliver new homes, jobs and skills across the LEP area. In addition to the Growth Deal, GCGP secured £16.1m from the Growing Places Fund to establish a recyclable pot of grants and loans for projects delivering economic benefit across the region. The Combined Authority Board was asked to approve the recommendation set out in the report.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the accumulative and in-year programme position to 31 October 2019 for Growth Deal and Growing Places Fund b) Note and agree the submission of the Growth Deal monitoring report to Government to end Q2 2018/19; and c) Approve an extension to the funding period for the Lancaster Way Phase 2 (grant). See section 3.8 to 3.11)
Part 5- Date of next meeting		
5.1	10.30am Wednesday 27 February 2019, Council Chamber, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge CB23 6EA	

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COUNCIL	AGENDA ITEM No. 14
6 MARCH 2019	PUBLIC REPORT

MOTIONS ON NOTICE

The following notice of motion has been received in accordance with the Council's Standing Orders:

1. Motion from Councillor Shaz Nawaz

"This council notes:

- The closure of HMRC's office in Peterborough will result in a significant number of job losses.
- The people made redundant will suffer major personal and career losses including potential financial hardship.

This council believes:

- We should support the staff of HMRC in their campaign to stop the closure of a local office in the City.
- The closure of the Peterborough office will mean a loss of over 200 quality jobs, 63% of which are carried out by female workers.
- The loss of these quality jobs will have a significant adverse impact on the City's economy.
- That action needs to be taken to address the closure of HMRC's office.
- Unless the move is stopped, the closure will mean no HMRC office, or presence, in the whole of the East of England.

This council resolves:

- For the Leader of the Council to write a letter to the appropriate minister of state for HMRC and request that they halt this proposed closure. Unless stopped, the closure will mean no HMRC office, or presence, in the whole of the East of England."

2. Motion from Councillor Joseph

"The emotive issue of verge parking continues as increasing numbers of households becoming multiple car owners, the pressure on limited parking spaces grows. Those against parking on verges cite the displeasing sight of churned up verges, the cyclical and spiralling costs for repair and the deterrent to wildlife of ruined habitat. Those for argue that narrow roads makes parking dangerous, as the roads become impassable to residents but more importantly emergency vehicles. The introduction of the TRO is a step welcomed by many but realistically, with little or no additional resources available to enforce, how much of a deterrent will these prove to be?"

The Council recognises that:

- The preservation of our verges is an important factor aesthetically, environmentally and in the interests of public safety
- Whilst the Council must take measures to avoid abuse, penalising residents with little alternative if they are to park near to their own homes, should be a final resort
- With no additional enforcement resources available to police the policy, it needs to look to other means to protect the verges across the city

- This is a particular problem at schools with parents dropping and collecting their children from school and parking of verges.
- Penalising residents for parking near their homes and parents for parking near schools will be unpopular with those affected

We have a duty to protect the environment, the wellbeing of the residents and the safety of all when making our decisions, and I would argue that a long-term replanting and protection policy is more in keeping with those aims than enforcement.

The Council therefore resolves to:

- Implement a scheme of replanting verges and covering them with a protective matting, specially designed to protect grass from damage by cars parking on it. This will:
 - Provide long term, cost effective protection from damage to the grass and soil underneath
 - Vastly reduce the costs of repairing verges on a regular basis therefore recouping the initial outlay and making annual savings on the costs of repairing the verges going forward
 - Allow the grass to grow through the netting, visually enhancing the roadsides.
 - Protect the habitat of the fauna and flora native to our verges and in accordance with the Council's claim of being an Environmental Capital
 - Allow residents to park near their homes without causing obstruction to other road users."

3. Motion from Councillor Sandford

"This Council:

1. welcomes the Government's current consultation entitled: "Consistency in household and business recycling collections in England "(February 2019) and in particular its proposals to require multi stream recycling of dry waste, weekly food waste collections and possibly also free collection of garden waste.
2. notes that in the consultation paper from DEFRA, at page 12, there is a cost benefit analysis, where it states that the net effect of introducing all these measures (including free garden waste collections) would be a reduction in total local authority waste management costs of £967 million over the period 2023 to 2035 and an increase in the local authority recycling rate from the 2018 figure of 44% to 55.5% by 2025.
3. Also notes that this Council has a target for household recycling and composting of at least 65% by 2020 but it is currently on track to miss this target by a significant margin.
4. Therefore calls upon the Cabinet to take the opportunity of waste management moving to the new Peterborough Limited company to review all current waste collection and processing practices and in particular to consider restoring the free fortnightly collections of garden waste that Peterborough residents enjoyed for a number of years."

4. Motion from Councillor Lillis

"Full Council notes that due to huge cuts by Central Government of the Council's Revenue Support Grant (of about 80% over the last 7 years) that the Council has been forced to reduce the range and level of services it offers - which in turn has materially impacted on the lives of Peterborough residents.

We welcome the efforts by the Council before the 2018 local elections to argue that the Government is not giving Peterborough City Council a fair deal.

We also note that:

- according to Freedom of Information Act request number CRN1811589828 submitted on 14 November 2018, the number of emails or other communications sent out by PCC cabinet members and directors in the previous 4 months referring to the Stand Up For Peterborough Campaign was 0.
- and that according to Freedom of Information Act request number CRN1811590503 submitted on 14 November 2018 the total cost for the Stand Up For Peterborough campaign was £21,650 including on banners which are still proudly hanging across the city, giving the impression that the campaign is still active and ongoing.

This council acknowledges that residents from every corner of the city are rightly demanding better of both the political leadership of Peterborough City Council and the Government, and that this council will no longer tolerate tax payer money being wasted on promotional materials without action being taken to back up the rhetoric.

However we also acknowledge that the funding crisis local government faces is set to get worse, with Peterborough City Council needing to find an additional £18 million of budget savings in the year 2020-21, and there is still an urgent need to fight for a better funding deal from the Government.

Therefore this council recommends that:

- The council formally ends its "Stand up for Peterborough" campaign and ensures that all banners and other promotional material are removed as soon as possible.
- The Cabinet set up a cross party campaign group, which regularly meets in public, to involve Peterborough residents, businesses and others in making the urgent case that Peterborough City Council needs to be better funded.
- This group actively supports the Local Government Association #councilscan Campaign to help secure a fairer deal from Central Government for Councils.
- No public money should be spent on promotional materials - such as agency hire, banners and flyers - by the new cross-party led campaign so that we don't repeat the waste of the Stand-up for Peterborough Campaign."

5. Motion from Councillor Hogg

"Council notes that:

At the last full council meeting there was a debate following the submission by a Conservative councillor of a petition of over 500 signatures relating to a potential development of the Gloucester Centre.

Council further notes that:

At the last full council meeting a petition was submitted by a Liberal Democrat councillor of a petition of over 3000 signatures relating to a proposed development of the area know locally as Tenter Hill Meadow.

This petition has been refused the right to a debate on the grounds that it relates to a current planning application.

This situation does not reflect the interests of the residents of Peterborough and effectively removes their rights to have a debate on the way forward.

Council resolves to:

Ask the Constitution and Ethics Committee to review the petition procedures so that the residents of Peterborough are able to get a voice on decisions being made by Peterborough Council regarding the selling off of Council owned land for development.”

6. Motion from Councillor Hogg

“Council notes that:

1. Medesham Homes is a joint venture between Peterborough City Council and Cross Keys Homes, to work towards reducing the number of homeless families having to use temporary accommodation by increasing the number of affordable homes available in the City.
2. Medesham Homes failed to get planning permission approved on a proposed development at Bretton Court. It has now decided to scale back the plans and continue on under the rules of permitted development, where planning permission is not required.
3. Medesham Homes failed to get planning permission approved on a proposed development at Tenter Hill Meadow. It has now decided to appeal this decision with the planning inspectorate

Council believes that:

This shows that Medesham Homes is not listening to the democratic process of listening to residents of Peterborough and their elected representatives and is looking to find ways of pushing through their agenda regardless of the cost to the local taxpayers.

Council resolves to:

Establish a cross party working group to look at the council's relationship with Medesham Homes with a view to the following:

1. Look at the current strategy of Medesham Homes and see if it is in the best interest of the residents of Peterborough
2. Look at the procedures in place at Medesham Homes that have led to two high profile planning refusals and review if lessons can be learned going forward.
3. Present proposals to full council as to any changes to the current relationship with Medesham Homes.”

COUNCIL	AGENDA ITEM No. 15
6 MARCH 2019	PUBLIC REPORT

Report of:	Gillian Beasley, Chief Executive	
Cabinet Member(s) responsible:	Cllr Seaton - Resources	
Contact Officer(s):	Mandy Pullen, Assistant Director HR & Development	Tel. 01733 863628

PAY POLICY 2019/20

R E C O M M E N D A T I O N S	
FROM: Chief Executive	Deadline date: <i>N.A.</i>
It is recommended that Council agree the 2019/20 Pay Policy.	

1. PURPOSE AND REASON FOR REPORT

- 1.1 Council is required by the Localism Act 2011 to pass a resolution approving the Pay Policy Statement for each financial year. This report asks council to approve the Pay Policy Statement for 2019/20.

2. BACKGROUND AND KEY ISSUES

- 2.1 The Localism Act (the Act) requires that the council approves a Pay Policy Statement that sets out the authority's policies for the financial year, relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 2.2 The Act contains specific items that must be included in the Pay Policy, and the statement recommended to council is compliant with those requirements. It has also been drafted having regard to the guidance provided by the Department of Communities and Local Government (now known as Ministry of Housing, Communities & Local Government) "Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act" and supplementary guidance.
- 2.3 The requirement to approve, publish and comply with a Pay Policy Statement builds on the Code of Recommended Practice for Local Authorities on Data Transparency that has led to the council publishing data on senior salaries and the structure of the council's workforce. The requirement in the Act is based on the premise that elected members should have a significant input into how decisions on pay are made, particularly decisions on senior pay, and that they are open about policies that determine those decisions, to enable local taxpayers to take an informed view of whether local decisions on remuneration are fair and make the best use of public funds.
- 2.4 The Act and government guidance recognises that each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The Act does not impose policies, and only requires that authorities are open about how their own policies and local decisions are made.

- 2.5 Should the pay policy be amended during the financial year the Council would be required to approve such amendments and publish the amended policy accordingly.
- 2.6 The pay policy statement at appendix 1 demonstrates that between January 2018 - January 2019 the median salary in the council increased from £29,323 to £30,756. This is determined where the full time equivalent salaries of every employee are listed in order of value, and the value of the employee in the middle is used. The mean salary increased from £31,794 to £32,653. This is where the full time equivalent salary packages of every employee are added together and then divided by the total number of employees (in this case 1292). It should be noted that adding the salaries together is not the same as calculating the total pay bill. This is because full time equivalent salaries are used for these figures, but in the council a significant number of staff have part time contracts.

The Localism Act requires the council to state the relationship between the remuneration of its chief officers and those who are not chief officers, this was considered in the Hutton report on fair pay, which was asked to explore the case for a fixed limit on pay dispersion in the public sector through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The council would not expect that the remuneration of its highest paid officer would exceed 20 times the remuneration paid to its lowest paid employees, except in exceptional circumstances, which must be specifically authorised by the Employment Committee and reviewed annually.

The Chief Executive's remuneration is currently 9.76 times the remuneration of the lowest paid employees. Our lowest paid staff have seen an increase of 18.4% in six years, a much more significant rise than the chief executive whose salary has increased by 2.01%. Reasons for this are:-

- (a) there was no pay award for the Chief Executive role for four years,
- (b) the Chief Executive did not accept the national pay award in April 2018, and
- (c) the lower paid staff were awarded a pay award in April 2017 and 2018 that was higher than the rest of the workforce.

The lowest salary* increased from £17,043 to £17,775 which meant that the ratio of the highest salary to the lowest salary decreased from 10.18:1 to 9.76:1.

**The lowest paid employees are defined as those in the bottom 10% of employees by remuneration.*

3. CONSULTATION

- 3.1 The main information within this report has been shared with the joint Trade Unions.

4. IMPLICATIONS

Financial Implications

- 4.1 The pay policy has been checked and approved by the Corporate Director Finance.

Legal Implications

- 4.2 The pay policy sets out clearly the expectations detailed in the Localism Act.

Equalities Implications

- 4.3 An initial equality impact assessment (IEQIA) has not been carried out on the pay policy itself. However, IEQIA's are carried out on any changes that are proposed that impact on pay. One was undertaken for the revised pay scales effective from 1 April 2019.

5. BACKGROUND DOCUMENTS

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

- 5.1 Openness and accountability in local pay under section 40 of the Localism Act and supplementary guidance.
 - Hutton review of fair pay in the public sector 2011
 - Section 38 (1) of the Localism Act
 - Section 40 (1) of the Localism Act
 - Repayment of Public Sector Exit Payments Regulations 2015

6. APPENDICES

- 6.1 Appendix 1 – Pay Policy 2019-20

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PAY POLICY STATEMENT FOR 2019/2020

1. Purpose of the Policy

1.1 The council is required by ss38 to 43 of the Localism Act 2011 to produce an annual pay policy statement. It must be approved by Full Council each year, and must then be published on the council's website.

1.2 The statement sets out the council's policy with regard to:

- The remuneration of chief officers (as defined in 4.1);
- The remuneration of the lowest paid employees (as defined in 6.2); and
- The relationship between chief officers' remuneration and that of officers' (who are not chief officers).

1.3 Remuneration includes salary or payment under a contract for services, bonuses, performance related pay and severance payments.

1.4 The objectives of this policy are:

- 1.4.1 To set remuneration at a level sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the council's priorities,
- 1.4.2 To reflect fairness and equality of opportunity, and
- 1.4.3 To set out the council's approach to remuneration in a fair and transparent manner.

2. Pay Framework

2.1 The Council's main pay framework was implemented in April 2007 in line with national joint council (NJC) guidance, with the grade for each role being determined by a job evaluation process. This followed a national requirement for all local authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer. As part of this the council determined a local pay framework for NJC posts, up to spinal column point 60. Changes to the grading structure have been required from 1 April 2019 to take account of the revised pay points agreed nationally.

2.2 In exceptional circumstances, basic pay for any officer may be supplemented by a market supplement if market evidence on demand for these skills supports it. The process and terms of these payments is clearly detailed within the council's Market Supplement policy.

2.3 This pay policy statement does not relate to:

- staff of local authority schools
- contractors
- companies wholly or partially owned by the council
- The receipt or distribution of any payments received by the Chief Executive in her role as Returning Officer.

3. Pay Awards

3.1 The council's policy on pay awards for all employees, including chief officers, has been to follow national negotiations. During 2018-2019 the following pay awards were implemented:

Table One - Pay Awards made during the year

Terms and Conditions type	Increase awarded	Date effective
Joint Negotiating Committee for Chief Executives of Local Authorities	Increase of 2.0% with effect from 1 April 2018. <i>The JNC negotiated a 2% award but the Chief Executive declined to accept it and therefore <u>no increase was paid.</u></i>	This would have been the first year of a pay agreement that covers the period 1 April 2018 to 31 March 2020.
Joint Negotiating Committee for Chief Officers	Increase of 2.0% with effect from 1 April 2018.	This was the first year of a pay agreement that covers the period 1 April 2018 to 31 March 2020.
National Joint Council Single Status	With effect from 1 April 2018: Increase of between 3.7% & 9.1% for staff on points 6-19. Increase of 2% for staff on points 20 and above.	This was the first year of a pay agreement that covers the period 1 April 2018 to 31 March 2019.
NHS	Spinal column point increase to those who had not reached the top of their grade only. The NHS pay award was not paid.	Variable dates depending on anniversary date of job holder.
Youth & Community JNC	With effect from 1 April 2018: An additional sum from £950 down to £550 per annum for staff on Point 2 to Point 5. Increase of 2% per year for staff on points 6 and above.	This was the first year of a pay agreement that covers the period 1 April 2018 to 31 March 2020.
Soulbury	Increase of 2.0% with effect from 1 April 2018.	This was the first year of a pay agreement that covers the period 1 September 2018 to 31 August 2020.
Centrally employed Teachers	Increase of 3.5% on every point of Teachers' Main Pay Range including M6 Excellent and Unqualified Teacher. Increase of 2% on every point of the Upper Teachers pay scales and all allowances. Increase of 1.5% on every point of the Leadership pay scales.	1 September 2018

3.2 Where staff have been transferred into the council their contractual terms and conditions will be static at the point of transfer. This will apply in all cases excluding those where the council has the possibility of participating in the negotiation process of such collective agreements concluded after the date of the transfer. This will mean that any pay award negotiated after transfer will not be paid (providing the council had no possibility of participating in the negotiation

process).

3.3 There is incremental progression for NJC evaluated posts where increments are paid in accordance with agreed council policy, usually on an annual basis. Incremental progression for NJC evaluated jobs is automatic within the pay range for the job, and takes place until the maximum incremental point within the pay range is achieved. Thereafter the employee is only eligible for any annual cost of living award negotiated by the appropriate bodies. Centrally employed Teachers incremental pay progression is governed by the national performance related pay scheme and is not automatic.

3.4 Since the 2017/18 budget negotiations the council has continued to pay the 'Peterborough Living Wage' at the rate published by the Living Wage Foundation in November 2016. This meant that a non-consolidated allowance was paid on top of the hourly rate to all employees who were earning below £8.45 per hour. This rate has continued to be in place for 2018/19 and 2019/20.

4. Definition of Chief Officer

4.1 As is required by the Localism Act, for the purpose of this policy, chief officers are defined as:

- Head of Paid Service (Chief Executive)
- Monitoring Officer (Director of Governance)
- s151 Officer
- Statutory Chief Officers Corporate Director: People & Communities and Director of Public Health
- Non-Statutory Chief Officers: Corporate Director: Growth and Regeneration. Any post that reports directly to the Chief Executive (other than administrative posts)
- Deputy Chief Officers: anyone who reports directly to a statutory or non-statutory chief officer (other than administrative posts)

A list of posts and officers is attached at Appendix A. The Deputy Chief Officers included are as defined by the council's constitution.

5. Policy relating to remuneration of Chief Officers

5.1 Local government has changed radically; this council is no exception and many of our services are now provided externally. During 2013/14 senior manager pay scales were reviewed and the following parameters agreed by Employment Committee:-

- Senior manager role profiles should be evaluated independently under Hay, which is the council's chosen job evaluation system for senior managers.
- It was agreed that there should be seven pay bands which are anchored at the 50th percentile (market median) and range between 10% below or 10% above this market anchor point. Application of the council's Market Supplement policy will be considered in cases where the market dictates a rate that is above the 50th percentile and evidence is provided to support this.
- Pay protection would be applied to those who saw a reduction in their salary in accordance with the council's existing Redundancy Policy pay protection arrangements.
- Salary upon appointment will be set in accordance with the Guidance Document on Setting Senior Manager Pay.

5.2 Full Council is responsible for approving the appointment of the Head of Paid Service (Chief Executive). Full Council is responsible for confirming the dismissal of the Chief Executive and for confirming the dismissal of the Solicitor to the Council (Director of Governance) or the Chief Finance Officer (Corporate Director of Resources) following the recommendation of such a

dismissal by Employment Committee. All cabinet members have a right to object to the appointment or dismissal before the recommendation is implemented.

5.3 Employment Committee is responsible for approving the appointment (including remuneration) or dismissal of all other Chief Officers and Deputy Chief Officers. All Cabinet members have a right to object to the appointment or dismissal.

5.4 Full Council is responsible for approving salary grades of £100,000 or more in respect of a new appointment. The Employment Committee, under its delegated powers will determine the salary to be paid within the grade approved by Council. Full Council is responsible for approving severance packages beyond £100,000 for staff leaving the organisation.

5.5 In November 2016, the Council introduced a performance related progression scheme for senior officers. This scheme provides for those employees to progress within their existing pay grade based upon their performance. In order to progress within the scheme an employee must demonstrate key success factors and achieve a minimum of a level 4 score on their Personal Development Review (Frequently Exceeds Agreed Expectations).

5.6 Information relating to the remuneration of senior officers is published annually in the statement of accounts, and also in accordance with the Department of Communities and Local Government (DCLG) Transparency Code. The Council will continue to follow these requirements when determining disclosure for Chief Officers. Information in relation to payments made under a contract for services (for example if a Chief Officer is paid through a third party) will be published in accordance with the Transparency Code requirements.

5.7 The council commenced sharing its senior management team with Cambridgeshire County Council in 2015. The first role to be shared was the Chief Executive. This was to give Peterborough and the county a stronger voice nationally to promote economic development and to create greater opportunities for jointly commissioned services and sharing of best practice between the two councils. The Corporate Director: People & Communities moved to a shared role in 2016. Peterborough City Council remains the employer of both job holders. A similar arrangement applies to the Director of Public Health who is employed by Cambridgeshire but shared with Peterborough.

Since June 2017, as further opportunities have arisen, more joint appointments have been confirmed with the aim of building a whole system approach around shared priorities and community outcomes; cost efficiencies is a crucial part of the programme and requires a greater degree of collaboration between local public services, their partners, providers and with the public than has ever previously been experienced in local government. The salary costs (including on costs) of all roles are shared by both authorities and this practice also applies when sharing additional posts which are not chief officer or deputy chief officer roles. Peterborough also provides the deputy monitoring officer role for Fenland District Council.

6. Policy relating to remuneration of the council's lowest paid employees

6.1 The Localism Act requires the council to determine who its lowest paid employees are. It may adopt any definition which most appropriately fits local circumstances, providing it explains in the policy why that definition has been adopted.

6.2 For the purpose of this policy, the Council defines its lowest paid employees as those in the bottom 10% of employees by remuneration. As of 31 January 2019 the 10% is based on a total of 1292 staff (i.e 129) with a full time equivalent salary between £16,495 and £19,020. The average remuneration package for those 129 employees is in the region of £17,775. For employees who work part-time, their salary is calculated pro rata to the full-time equivalent rate. These figures have all increased since last year which will be as a result of the 2018 pay award.

6.3 The definition used to define the lowest paid workers is the same as the definition applied in the 2014/15 Pay Policy. This definition has been selected because it captures a meaningful number of employees and avoids the distortions that might occur with a very small group, or the excessive averaging that would be required if a larger group was used, such as the lowest

quartile. This definition was previously agreed with the relevant trade unions.

6.4 Former council employees who have transferred to external contractors with whom the authority has contracted to perform services are excluded from this policy.

7. Policy relating to remuneration of all employees

7.1 The council's policy is to differentiate between remuneration of its employees by setting different levels of basic pay to reflect differences in responsibility, and in respect of certain allowances that are only paid to the lower grades, but not to differentiate on other allowances, benefits and payments it makes. The council has separate policies relating to travel and subsistence, redundancy, relocation, and other entitlements, and does not differentiate between chief officers and those who are not chief officers in respect of entitlement to these benefits. Similarly, all officers who work on elections are entitled to payment for specific roles such as count supervisor or count assistant, at rates agreed each year by the Returning Officer, and the rates agreed relate specifically to the election role undertaken, and not to the grade or employment status of the officer undertaking the role.

7.2 Equipment

Officers (including chief officers) are entitled to be provided with a mobile telephone, a Chromebook, and/or other personal data device if it is necessary to carry out their duties. Personal use is permitted, but must be reimbursed in accordance with council policies, so this is not classified as a benefit in kind for tax purposes. The ability to work in an 'agile' way necessitates the need for the majority of officers to be supplied with a mobile telephone. This supports the council's new ways of working.

7.3 Policy on receipt of salary & pension

The Local Government Pension Scheme (LGPS) does not allow current employees to receive their pension at the same time as their salary unless it is under a flexible retirement arrangement. New starters may join who are already in receipt of a pension from previous service in the LGPS or another pension provider. It is also the council's policy not to re-engage within twelve months officers who have left the council on a redundancy basis, (except in exceptional circumstances where the Chief Executive considers it necessary for continuity of an essential service).

7.4 Enhancement of pension benefits

Most employees are eligible to join the Local Government Pension Scheme, which in certain circumstances provides for the exercise of discretion that allows retirement benefits to be enhanced. Pension regulations require the council to issue a written policy statement on how it will exercise the various discretions provided within the scheme, and this is published as a separate document entitled "Local Government Pension Scheme Discretionary Policy". That policy was approved by Employment Committee in March 2010. Under the policy, the council will consider each case on its merits, but its usual policy is not to enhance benefits for any of its employees, with no distinction made between chief officers and those who are not chief officers. Different rules apply to those in the Teacher's Pension Scheme and the NHS Pension Scheme.

7.5 Termination of employment

In relation to the termination of employment, the council will have due regard to the making of any appropriate payments where it is in the council's best interests. Any such payments will be in accordance with contractual or statutory requirements and take into account the potential risk and liabilities to the council, including any legal costs, disruption to services, impact on employee relations and management time. The council will have specific regard to the legal requirements which apply to the termination of employment of the Head of Paid Service (Chief Executive), the s151 Officer (Executive Director of Resources), and the Monitoring Officer (Director of Governance).

7.6 Other adjustments to pay

Various changes were introduced on 1 April 2017 to employee terms and conditions which affected pay. The council gave a commitment to its Trade Unions that there would be no further significant changes to terms and conditions until 2021 unless there are exceptional budget pressures.

Christmas close down - Employees at Grade 12 and above (£38,052) (or equivalent) have three days pay deducted to cover the close down period between Christmas and New Year annually. Those below this level have the choice to take annual leave instead of unpaid leave. These deductions are not included in the figures within this policy.

Car Parking - Employees who wish to park their car at work have to pay for their car parking. The amount is dependant on their salary level. Car parking charges have not been deducted from salaries in this policy.

8. The relationship between the remuneration of the council's chief officers and those who are not chief officers

8.1 The Localism Act requires the council to state the relationship between the remuneration of chief officers and those who are not chief officers, and leaves the council the flexibility to determine how to express this. This was considered in the Hutton report, which was asked to explore the case for a fixed limit on pay dispersion in the public sector through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. Hutton concluded that this was not helpful, and that the most appropriate metric is the top to median earnings.

The council would not expect that the remuneration of its highest paid officer would exceed 20 times the remuneration paid to its lowest paid employees, except in exceptional circumstances, which must be specifically authorised by the Employment Committee and reviewed annually.

The Chief Executive's remuneration is currently 9.76 times the remuneration of the lowest paid employees (for a definition of the comparator see 6.2 above) Our lowest paid staff have seen an increase of 18.4% in six years, a much more significant rise than the chief executive whose salary has increased by 2.01%. Reasons for this are:-

- (a) there was no pay award for the Chief Executive role for four years,
- (b) the Chief Executive did not accept the national pay award in April 2018, and
- (c) the lower paid staff were awarded a pay award in April 2017 and 2018 that was higher than the rest of the workforce.

Table two - Ratio of Chief Executive's salary to lowest salary

	Feb 13	Feb 14	31 Jan 15	31 Jan 16	31 Jan 17	31 Jan 18	31 Jan 19
Chief Executive's salary	£170,175	£170,175	£170,175	£170,175	£171,877	£173,596	£173,596
Lowest salary package (using bottom 10%)	£15,011	£15,779	£16,062	£17,129	£17,202	£17,043	£17,775
Ratio	11.34 to 1	10.78 to 1	10.59 to 1	9.93 to 1	9.99 to 1	10.18 to 1	9.76 to 1

8.2 Hutton considered that the most appropriate metric to track the pay dispersion across the organisation is the multiple of the remuneration of the Chief Executive to the average remuneration of the organisation's workforce. The table below shows both the mean and the median average.

Table three - Ratio of Chief Executive's salary to median and mean average salary

	Jan 18		Jan 19	
	Median	Mean	Median	Mean
Chief Executive's salary	£173,596	£173,596	£173,596	£173,596
Average	£29,323	£31,794	£30,756	£32,653
"pay multiple" ratio	5.92 to 1	5.46 to 1	5.64 to 1	5.31 to 1

8.3 The 'average salary' is calculated as follows:

- Median – where the full time equivalent salaries of every employee are listed in order of value, and the value of the employee in the middle is used. In this case, in January 2019 the council had 1292 employees covered by this pay policy. When all of these salaries are listed in order, the total salary package of the 646th employee is £30,756. An increase of 4.88% since 2018.
- Mean - where the full time equivalent salary packages of every employee are added together, and then divided by the total number of employees (in this case 1292). This rate has risen by 2.7% over the year. It should be noted that adding the salaries together is not the same as calculating the total pay bill. This is because full time equivalent salaries are used for these figures, but in the council a significant number of staff have part time contracts.

8.4 A graph showing pay dispersal across the council as at January 2019 is included at Appendix B. It should be noted that if an employee is seconded to another council or to a role as part of a shared service and the rate of pay is higher, then the council is reimbursed the extra pay. The pay dispersal figures fluctuate as the shape of the council changes, particularly if more services are shared, and/or further services are transferred into, or out of the council's control.

8.5 The median and mean salary in the council, and the salary of the lowest 10% of the workforce have all increased this year. The ratios comparing the Chief Executive's pay to the lowest salaries has also changed. This is explained at para 8.1.

9. Review of the Pay Policy Statement

9.1 This policy will be kept under review in the light of external best practice and legislation, internal data on recruitment and retention, and external pay data. Any changes will be discussed with all stakeholders including recognised trade unions before being presented to council for approval. Council will approve its Pay Policy Statement at least on an annual basis, normally at the council meeting when the council's budget is considered.

9.2 The transfer of further staff into or out of the council is likely to have an impact on salary differentials in the future.

10. Notes

10.1 This pay policy statement is not intended to be a statement of terms and conditions for a chief officer's employment contract;

10.2 Nothing in this pay policy statement is intended to revoke other council policies related to pay, or terms and conditions of employment;

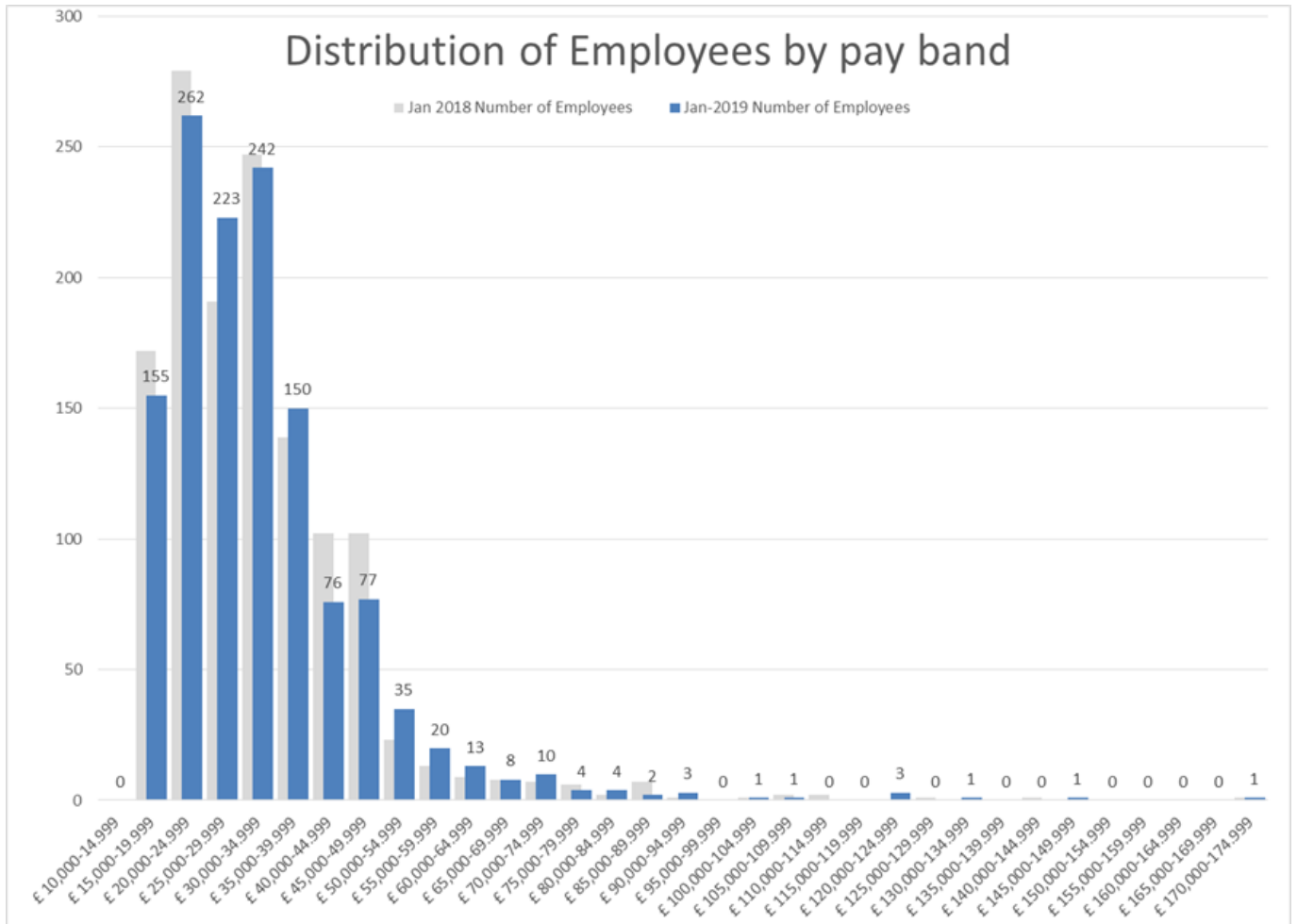
10.3 This pay policy statement has been prepared having regard to the guidance given by the Secretary of State in relation to sections 38 to 43 of the Localism Act 2011.

APPENDIX A: LIST OF CHIEF OFFICERS IN THE COUNCIL

ROLE	OFFICER IN POST	SHARING ARRANGEMENT
Chief Executive (Head of Paid Service)	Gillian Beasley	Shared with Cambridgeshire County Council
Director of Legal & Governance (Monitoring Officer)	Fiona McMillan	Shared from Cambridgeshire County Council
S151 Officer (Corporate Director: Resources)	Peter Carpenter (Acting)	N.A.
<p><u>Statutory Chief Officers:</u> Executive Director: People & Communities (Director of Adults Services and Children's Services)</p> <p>Director of Public Health</p>	<p>Wendi Ogle-Welbourn</p> <p>Dr. Liz Robin</p>	<p>Shared with Cambridgeshire County Council</p> <p>Shared from Cambridgeshire County Council</p>
<p><u>Non-statutory Chief Officers:</u> Executive Director Place & Economy</p> <p>Director of Business Improvement & Development</p> <p>Director of Customer & Digital Services</p>	<p>Simon Machen</p> <p>Amanda Askham</p> <p>Sue Grace</p>	<p>N.A.</p> <p>Shared from Cambridgeshire County Council</p> <p>Shared from Cambridgeshire County Council</p>
<p><u>Deputy Chief Officers</u> (employees who report directly to a Statutory Chief Officer):</p> <p>Service Director Environment & Economy</p> <p>Service Director Financial Services & Deputy S151 Officer</p> <p>Service Director Communities & Safety</p> <p>Service Director Children's & Safeguarding</p> <p>Service Director Adults & Safeguarding</p> <p>Service Director Commissioning</p> <p>Service Director Education</p> <p>Deputy Monitoring Officer</p> <p>Assistant Director Human Resources & Development</p> <p>Consultant in Public Health</p>	<p>Annette Joyce</p> <p>Suzanne Jones (interim)</p> <p>Adrian Chapman</p> <p>Patrick Williams</p> <p>Charlotte Black</p> <p>Will Patten</p> <p>Jonathan Lewis</p> <p>Amy Brown</p> <p>Mandy Pullen</p> <p>Dr Katherine Hartley (part time)</p>	<p>N.A.</p> <p>N.A.</p> <p>Shared with Cambridgeshire County Council</p> <p>Shared with Cambridgeshire County Council</p> <p>Shared from Cambridgeshire County Council</p> <p>Shared from Cambridgeshire County Council</p> <p>Shared from Cambridgeshire County Council</p> <p>N.A.</p> <p>N.A.</p> <p>Shared with Cambridgeshire County Council</p>

	Catherine Johnson Stuart Keeble	Shared with Cambridgeshire County Council Shared with Cambridgeshire County Council
Deputy Chief Officers (reports directly to non-statutory Chief Officer as per constitution): None		

APPENDIX B: DISTRIBUTION OF SALARIES ACROSS THE COUNCIL



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