

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE

WEDNESDAY 6 NOVEMBER 2019
7.00 PM

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. **Apologies for Absence**
2. **Declarations of Interest and Whipping Declarations**
At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification " that has been disclosed to the Solicitor to the Council.
Members must also declare if they are subject to their party group whip in relation to any items under consideration.
3. **Minutes of Meeting Held on 4 September 2019** 3 - 10
4. **Call In of any Cabinet, Cabinet Member or Key Officer Decisions**
The decision notice for each decision will bear the date on which it is published and will specify that the decision may then be implemented on the expiry of 3 working days after the publication of the decision (not including the date of publication), unless a request for call-in of the decision is received from any two Members of the relevant Scrutiny Committee. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee.
5. **Skanska Annual Report 2018/19** 11 - 58



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13.	Date of Next Meeting	

8 January 2020

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Committee Members:

Councillors: C. Harper (Chairman), K. Aitken, R Brown, C. Burbage, G. Casey (Vice Chairman), A. Ellis, J A Fox, J. Howard, H. Skibsted, C. Wiggin and I. Yasin

Co-opted Member: Parish Councillor Keith Lievesley

Substitutes: Councillors: J. Goodwin, S. Qayyum and N. Sandford

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

**MINUTES OF THE GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY
COMMITTEE MEETING
HELD AT 7PM ON
WEDNESDAY, 4 SEPTEMBER 2019
BOURGES / VIERSEN ROOM, TOWN HALL, PETERBOROUGH**

Committee Members Present: Councillors G. Casey (Vice Chairman), K. Aitken, A. Ali, R. Brown, C. Burbage, Judy Fox, J. Howard, S. Nawaz, N. Sandford, I. Yasin

Officers Present: Dave Anderson – Interim Development Director
David Hemming – Senior Coroner
Any Donovan – Coroner Service Manager
Christine May – Assistant Director, Cultural and Community Services
Lewis Banks – Principal Sustainable Transport Planning Officer
David Beauchamp – Democratic Services Officer

Also Present: Councillor John Fox – Representing the Group Leader of the Werrington First Group

The Chairman requested that agenda item 6. Coroner Service Update Report be considered before item 5. Peterborough City Council's Submission to the Combined Authority's Local Transport Plan Consultation. This was **UNANIMOUSLY** agreed by Committee Members.

12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors:

- C. Harper (Chairman)
- H. Skibsted – S. Nawaz in attendance as a substitute.
- J. Lillis – N. Sandford in attendance as a substitute

13. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS

No declarations of interest were received.

**14. MINUTES OF THE GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY
COMMITTEE MEETING HELD ON 10 JULY 2019**

The minutes of the meeting held on 10 July 2019 were agreed as a true and accurate record. This was proposed by Cllr. Aitken, seconded by Cllr. Brown and agreed **UNANIMOUSLY**.

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

There were no requests for call-in to consider.

16. CORONER SERVICE UPDATE REPORT

The report was introduced by the Coroner Service Manager accompanied by the Senior Coroner and the Assistant Director – Cultural and Community Services. The reported provided members with an update on the Coroner Service and highlighted the issues and challenges facing the Service.

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

- All deaths have been reported for scrutiny by either the medical examiner or a coroner's investigation since the Harold Shipman case.
- Medical examiners were only used in acute trusts. The cost was funded by families as part of cremation fees.
- These requirements had been introduced due to the possibility of incorrect causes of death being recorded in hospitals, e.g. by a junior doctor who had just started practicing.
- A large amount of work was done in collaboration with Addenbrooke's and Papworth hospitals. Key clinicians were Dr. Ellie Makings (Regional Medical Examiner Lead for East Anglia) and Dr. Flora Jessop (Medical Examiner Lead at Addenbrooke's). The work of the Coroner's Office had benefited from the medical input of the medical examiners as coroners today were generally legal professionals rather than clinicians. For example, 8 QCs had been involved in a recent pre-inquest review. There were few medically trained coroners and they had not been appointed since 2013.
- Members noted the increase in workload experienced by the Coroners Service and asked how they had coped with this. Members also requested information on current staffing levels and whether more resources were required. Officers responded that the job could be a challenging one and retaining staff was an issue, with 50% being lost over six months. There was a limited job market for new coroners.
- New coroners were primarily ex-police officers
- The pay structure for medical examiners was superior to that of coroners.
- Medical examiner assistance was not as extensive at Peterborough City Hospital compared with Addenbroke's and Papworth.
- Medical examiners were currently used in Addenbroke's and Papworth hospitals but had yet been fully implemented at Peterborough City Hospital.
- There had been issues with the funding of medical examiner officers in Peterborough. The Department for Health had suggested that a fund was to be made available to provide support staff. All medical examiners at Peterborough and Hinchinbrook hospitals had been appointed but were unable to start. It was not yet known what their start date would be.
- Recruiting medical examiners reduces the pressure on the Coroner's Office by reducing the number of referrals needed. The delay therefore had an impact on the performance of the Coroners Service.
- Members asked if the new medical examiners would be working within the next month. Officers responded that they should have been in place since 1 April 2019. The Senior Coroner had no control over this process. The relevant section of the 2009 Coroners and Justice Act had never come into force and could only be activated with the agreement of the acute trust. This would be the responsibility of appointed clinical leads and medical directors.

- An extensive recruitment process had been undertaken in Peterborough but start dates for new medical examiners had yet to be publicised.
- Members praised the service provided to the Muslim community by the Coroners' Service, noting that there was often a requirement for quick burials in this community. Some concerns were expressed that this quality of service would not be maintained and that delays could prolong the a difficult period for families.
- The Senior Coroner stated that faith deaths and organ donations were dealt with by the Out of Hours Service. There was no link between the provision of these services and the budget pressures.
- The Service was facing difficulties in securing the resources it needed to match the growth rate of Peterborough. There were three prisons in the Cambridgeshire Coronal District, HMP Peterborough, HMP Whitemoor and HMP Littlehey and this posed a challenge for the Service because of the often complex nature of deaths in prisons.
- Members suggested that some people might question the use of significant resources to investigate deaths in prisons.
- There were often high profile inquests at mental health units such as Fulbourn Hospital due to people taking their own lives. All deaths in custody (mental health or prisoners) must be reported to the Coroners with jury inquests required for suicides.
- There were currently 13.5 Full Time Equivalent (FTE) staff in the coroner's office. Recruitment would take this number up to 18 FTE officers.
- 65% of the Service's budget was provided by Cambridgeshire County Council with the remaining 35% (£1.7m) provided by Peterborough City Council. This was agreed when the service had first merged in 2015 and had been subject to appropriate governance processes. The Service Level Agreement was kept under review.
- Members asked if there was anything they could do to encourage the faster uptake of Medical Examiners at Peterborough City Hospital.
- A member stated that she had close contact with the CEO of the City Hospital due to her role as Chairman of the Health Scrutiny Committee and was already working in this area.

ACTIONS AGREED

The Growth, Environment and Resources Scrutiny Committee scrutinised and commented on the services described in this report.

17. PETERBOROUGH CITY COUNCIL'S SUBMISSION TO THE COMBINED AUTHORITY'S LOCAL TRANSPORT PLAN CONSULTATION

The report was introduced by the Principal Sustainable Transport Planning Officer which asked the Committee to scrutinise and comment on the Council's proposed consultation response to the Combined Authority's Local Transport Plan.

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

- The wording of the climate change emergency motion in the response should be corrected to reflect the amendments that were made to it at Full Council
- The reference to the timescales for PCC developing a climate emergency action plan should be corrected from 12 months to 31 March 2020.

- Members noted that the declaration of a climate emergency by Peterborough City Council involved contributions across party lines and demonstrated unity on the issue. It was therefore felt that this should be referenced explicitly within the Local Transport Plan.
- The LTP should be fully aligned with Peterborough City Council's declaration of a Climate Change emergency and contain practical steps for meeting Peterborough City Council's ambitious Environmental targets, such as achieving a zero Carbon City by 2030. Some members expressed scepticism about the chances of achieving this target.
- Officers acknowledged the points raised by members relating to environmental issues. It was noted that the Climate Emergency Action Plan had been under development for some time and may need to be reframed to reflect the passing of the climate change motion. The current Government funding system prioritised time savings over environmental issues. Officers suggested that a covering note could be submitted to the Combined Authority with the Consultation Response, reserving the right to re-frame the response to better reflect environmental issues.
- Suggested improvements to local bus services were overly vague with no detailed financial information. By contrast, there was a long list of highway schemes included within the LTP such as the dualling of the A47.
- Members praised the aspirations and transport hierarchies for Peterborough in the Local Transport Plan but felt there were more proposals for practical schemes in Cambridgeshire such as the Cambridgeshire Autonomous Metro.
- Officers stated that Cambridge and Southern Cambridgeshire had received additional government funding via the Greater Cambridgeshire Partnership. This gave the area greater opportunities to develop its walking and cycling infrastructure. This work was at an earlier stage in Peterborough and was being developed via the Local Cycling and Walking Infrastructure Plans with support from the Department for Transport. Greater assistance had been requested from the Combined Authority to jointly secure new funding opportunities once the infrastructure plans were in place. Officers stated that members could suggest changes if they felt the response needed to be strengthened in this area.
- Members felt that the new walking and cycling infrastructure should be in place by 2025 and felt that the Combined Authority should be a centre of excellence for this infrastructure.
- Members referred to the Local Cycling and Walking on section 4.24 on page 16 of the reports pack and commented that the bridleways were overgrown and unusable and suggested that funding should be used to open them up. Officers responded that Peterborough City Council remained the Highways Authority for the City despite no longer being the Transport Authority. Members were therefore encouraged to contact the Highways team regarding any ward-specific road or path issues.
- Greater emphasis should be placed on developing infrastructure for cycling, walking and public transport in Peterborough.
- Members referred to section 4.27 on page 18 of the reports pack and asked how greater control could be exercised over Stagecoach buses. Anecdotal evidence was raised of five buses scheduled for a service every 10 minutes all arriving within one 10 minute period with many of them being empty. Officers responded that Stagecoach was private company and could therefore operate the service as they saw fit. One of their policies was to operate regular buses so that people did not have to refer to timetables. Peterborough City Council had monthly meetings with Stagecoach and no timekeeping issues had been reported but officers would investigate this further.
- A Bus Review Group had been set up by involving the Combined Authority and Peterborough City and Cambridgeshire City Councils. All services and options

were reviewed. Options being taken forward included the option for bus franchising. This would take at least a year and regular updates and information on this process should be provided.

- Members expressed a general concern that Cambridge was being given priority over Peterborough in the Local Transport Plan. It was noted that Peterborough was a growing city that deserved appropriate attention.
- Officers acknowledged that many of the transport schemes in the plan were road building projects. Walking, cycling and electric vehicle infrastructure had also been discussed however.
- Members expressed concern over the limited discussion of rural transport in the LTP response. Members referred to the Executive Summary of the Local Transport Plan itself and felt that some of the points, such as local rail connections, were not relevant to Peterborough. Members felt that the policies proposed for rural areas had been proven not to work, with the exception of community transport. Members felt that the provision of public transport had failed to encourage a modal shift away from car use in rural areas. More frequent services would be required if public transport was to be attractive to rural residents, necessitating greater expenditure from the Mayor's budget if there was to be any improvement. Officers responded that the Local Transport Plan discussed possible rural bus improvements without a commitment to fund them. Provision of bus services in the future would be determined by the Bus Service Review.
- Members responded with concerns that the main issue was that service provision was determined by the individual bus operator. Officers responded that the Combined Authority would soon take a decision on whether to introduce bus franchising and stated that there would be a high cost for subsidised services if attempting to provide universal public transport service provision.
- Members updated the Committee on the progress of the Task and Finish Group to Review Air Quality and stated that the outcomes of this should be incorporated into the Local Transport Plan. This was noted by officers.
- Members felt that there were a number of actions that could be undertaken to meet air quality targets in the city.
- Consideration should again be given to an orbital bus route for Peterborough in collaboration with Stagecoach. Members stated that despite the city having a ring road, all buses currently travelled via the City Centre increasing the cost of mileage of journeys for residents.
- Officers responded that they had previously discussed the possibility of introducing an orbital bus service with Stagecoach who had concluded there was insufficient profit to operate such a service. Officers would raise the issue again with Stagecoach.
- The LTP should take into account the total cost of journeys made using different modes of transport and how this impacts travel choices. For example, it may be cheaper for two people to use a taxi than take a bus for a short journey in Peterborough. Officers responded that they understood the issues relating to group bus travel but that buses were operated under a private sector model and could therefore set their own fares with the council having little influence.
- Members wished for the importance of the Bus Review, the Bus Quality Partnership and consideration of Franchising to be emphasised. If franchising was not introduced, an alternative model of 'quality partnerships' could be considered.
- Members raised specific issues relating to the No. 1 bus route, noting that the problem was not the frequency of services but traffic congestion near the hospital.
- Officers stated that they were exploring links between transport and technology e.g. 'big data', congestion charging and price mechanisms in the market to encourage people to switch modes of transport.
- Consideration should be given to introducing financial measures to encourage modal shift, e.g. congestion charging or workplace parking charges.

- The Combined Authority should note that Peterborough City Council intends to produce detailed proposals regarding rapid transit once the Mass Transit Study has been completed. Some members felt that the introduction of trams, elevated railways and monorails should be considered for Peterborough.
- The Council also needs to fully evaluate its response in light of its declaration of a Climate Emergency. This response to the consultation should therefore be considered a provisional one.
- Work should be undertaken to improve capacity on the Birmingham - Stansted Airport rail route and increase the frequency of the Peterborough to Ipswich train service to hourly.
- Recognise and address the impact of traffic congestion on bus performance. Particular issues were noted around the City Hospital.
- Recognition that current models of bus provision will not encourage a modal shift towards increased public transport use in rural areas.
- Investigate the possibility of building a second railway station for Peterborough in Hampton and Werrington if the line is improved to have four tracks to Huntingdon. Officers responded that this had been omitted from the LTP response because these stations were no longer in the local plan but could consider including this in the submission.
- Members felt that an additional station could also be considered on the Spalding line to serve new housing developments.
- General concern that the LTP had a disproportionate focus on Cambridge.
- It was noted that the Scrutiny Committee's comments would be included in report to Cabinet who would be responsible for preparing Peterborough City Council's final submission to the Combined Authority.

ACTIONS AGREED:

The Growth, Environment and Resources Scrutiny Committee considered and made comments in respect of the Council's proposed consultation response to the Combined Authority's Local Transport Plan (LTP) as follows:

- The wording of the climate change emergency motion in the response should be corrected to reflect the amendments that were made to it at Full Council
- The reference to the timescales for PCC developing a climate emergency action plan should be corrected from 12 months to 31 March 2020.
- The LTP should be fully aligned with Peterborough City Council's declaration of a Climate Change emergency and contain practical steps for meeting Peterborough City Council's ambitious Environmental targets, such as achieving a zero Carbon City by 2030.
- Greater emphasis should be placed on developing infrastructure for cycling, walking and public transport in Peterborough.
- Consideration should again be given to an orbital bus route for Peterborough in collaboration with Stagecoach.
- The LTP should take into account the total cost of journeys made using different modes of transport and how this impacts travel choices. For example, it may be cheaper for two people to use a taxi than take a bus for a short journey in Peterborough.
- Consideration should be given to introducing financial measures to encourage modal shift, e.g. congestion charging or workplace parking charges.
- The Combined Authority should note that Peterborough City Council intends to produce detailed proposals regarding rapid transit once the Mass Transit Study has been completed. The Council also needs to fully evaluate its response in light

of its declaration of a Climate Emergency. This response to the consultation should therefore be considered a provisional one.

- Work should be undertaken to improve capacity on the Birmingham - Stansted Airport rail route and increase the frequency of the Peterborough to Ipswich train service to hourly.
- Recognise and address the impact of traffic congestion on bus performance. Particular issues were noted around the City Hospital.
- Recognition that current models of bus provision will not encourage a modal shift towards increased public transport use in rural areas.
- Investigate the possibility of building a second railway station for Peterborough in Hampton and Werrington if the line is improved to have four tracks to Huntingdon.
- Network rail / bus quality partnership.
- General concern was expressed that the LTP had a disproportionate focus on Cambridge and should not be endorsed by Peterborough City Council.

18. MONITORING SCRUTINY RECOMMENDATIONS

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

There were no comments by Members.

ACTIONS AGREED

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

19. FORWARD PLAN OF EXECUTIVE DECISIONS

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

There were no comments by Members

ACTIONS AGREED:

The Growth, Environment and Resources Scrutiny Committee **RESOLVED** to consider the current Forward Plan of Executive decisions.

20. WORK PROGRAMME 2019/20

The Democratic Services Officer introduced the item which gave members the opportunity to consider the Committee's Work Programme for 2018/19 and discuss possible items for inclusion.

There were no comments by members.

ACTIONS AGREED

The committee noted the work programme for 2019/20.

21. DATE OF NEXT MEETING

6 November 2019 – Growth, Environment and Resources Scrutiny Committee

27 November 2019 – Joint Scrutiny of the Budget

Chairman
7pm– 8.17pm

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 5
6 NOVEMBER 2019	PUBLIC REPORT

Report of:	Steve Cox - Executive Director Place & Economy, Cambridgeshire and Peterborough	
Cabinet Member(s) responsible:	Cllr Peter Hiller, Cabinet Member for Strategic Planning, Commercial Strategy and Investment	
Contact Officer(s):	Andy Tatt - Head of Peterborough Highway Services	Tel. 01733 453469

SKANSKA ANNUAL REPORT 2018/19

R E C O M M E N D A T I O N S	
FROM: Steve Cox - Executive Director Place & Economy, Cambridgeshire and Peterborough	Deadline date: N/A
<p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <p>1. Review and comment on the report.</p>	

1. ORIGIN OF REPORT

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

2. PURPOSE AND REASON FOR REPORT

- 2.1 This is the opportunity for the committee to review the contractual performance and Key Performance Indicators (KPI's) for the Peterborough Highway Services contract with Skanska.
- 2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions determined by Council -
5. Transport, Highways and Road Traffic and
9. Partnerships and Shared Services.
- 2.3 The Peterborough Highway Services contract with Skanska directly contributes to all of the priorities in the Sustainable Community Strategy:
- Creating opportunities – tackling inequalities;
 - Creating strong and supportive communities;
 - Creating the UK's environmental capital;

- Delivering substantial and truly sustainable growth.

3. TIMESCALES

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

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

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

4.3 The report contained at Appendix A covers the 12 month period from April 2018 to March 2019. Key highlights include:

- PHS has continued to deliver high levels of performance having achieved an overall annual performance score of 99.51%.
- PHS is unusual in that environmental considerations feature so prominently in the performance of the contract. Headline achievements include: 1.03 tonnes of carbon per £100,000 spend was emitted, well below the target of 2.63; 20,851 litres of potable water were saved by using a rainwater harvesting systems installed in the depot; and, 98.3% of waste produced by the contract was diverted from landfill, which remains above the 95% target.
- In March 2019 the contract achieved a major health and safety milestone with 1,000,000 man hours of work having been undertaken without a LTI. This is an exceptional achievement for a highway services contract.
- The National Highways and Transport (NHT) annual survey captures public satisfaction on services delivered by local authorities. In 2018 a total of 112 Highway Authorities took part in the survey, covering themes such as accessibility, public transport, walking and cycling, tackling congestion, road safety and highway maintenance. Peterborough was ranked 22nd nationally and first within the Eastern Region for the second year running.
- Delivering efficiencies in an integral part of the contract. A total of £1,754,774 savings (Cashable £737,596 & Cost Avoidance £1,017,178) were delivered in year, which was above the forecast set of £1,517,897 (Cashable £771,836 & Cost Avoidance £746,061). Cost Avoidance exceeds the original forecast and Cashable Savings falls £34,240 short of the original forecast due to slippage in the LED Upgrade Programme and the Supply of IT equipment. These efficiencies have not been lost but will occur during 2019/20.
- The partnership has also received much recognition for the good work that it does. Nene Bridge was awarded 'Project of the Year' at the regional Chartered Institute of Highways and Transportation awards, has been shortlisted for the prestigious British Construction Industry Awards under the 'Operations and Maintenance Project of the Year' category, and was shortlisted under 'Team of the Year' at the Skanska UK Awards.

4.4 In addition to the annual report the following section provides an overview of the work undertaken by City Fibre following a specific request by members of the group.

City Fibre are undertaking a program of "fibre to the home" which involves them laying services in each street across the city. CityFibre are a registered statutory undertaker (Utility). They therefore have statutory powers to install plant in the highway and are required to submit permit applications to the Council in the same way as any other Utility. The Council review the permit applications and can specify certain conditions on the permits e.g. regarding the timing of the works etc but we can not prohibit the works from being undertaken.

For works undertaken by Utilities the Council inspect a sample of works. However, because City Fibre are paying for an inspector due to the high volume of works being undertaken, we are inspecting a much greater proportion of their works. Regular meetings are held between the Council and City Fibre where any issues that arise are discussed.

There is often a misunderstanding that the Council are paying for these works and therefore have direct control over the works, which is not the case.

In terms of reinstatements etc these are governed by a national specification - and if the works meet the specification there is no obligation on CityFibre, or power for the Council, to deliver the works to a higher standard. This can often lead to complaints from the public who often may have greater expectations than the specification.

5. CONSULTATION

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

6. ANTICIPATED OUTCOMES OR IMPACT

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

7. REASON FOR THE RECOMMENDATION

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

8. ALTERNATIVE OPTIONS CONSIDERED

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

9. IMPLICATIONS

Financial Implications

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

Legal Implications

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

Equalities Implications

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

Rural Implications

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

10. BACKGROUND DOCUMENTS

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

- 10.1 N/A

11. APPENDICES

- 11.1 Appendix A - Peterborough Highway Services annual report.

Peterborough Highway Services

Delivered by

SKANSKA



PETERBOROUGH HIGHWAY SERVICES 2018/19 ANNUAL REPORT

July 2019



Lower Bridge Street Public Realm Improvements

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Executive Summary

Peterborough Highway Services (PHS) is a partnership between Peterborough City Council and Skanska, responsible for improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges. This report provides a summary of the performance of the contract between April 2018 and March 2019.

During this period, PHS has continued to deliver high levels of performance having achieved an overall annual performance score of 99.51%. This score is built up from 27 individually weighted KPI's covering four domains – Operations, Customer Service, Commercial and Finance, and Added Value. Some of the key operational metrics are set out below:

- 99.8% of the 926 emergencies call outs were attended within the agreed timescale
- 100% of the 387 Category 1 (CAT1) defects were responded to within the agreed timescales
- 91.1% of the 5,942 Category 2 (CAT2) highway defects were responded to within the agreed timescales
- 42 winter service gritting runs were undertaken with 100% completed within the agreed timescale

PHS is unusual in that environmental considerations feature so prominently in the performance of the contract. Headline environmental KPIs include:

- Carbon – 1.03 tonnes per £100,000 spend were emitted, well below the target of 2.63
- Water – 20,851 litres of potable water was saved by using the rainwater harvesting systems installed in the depot
- Waste – 98.3% of waste produced by the contract was diverted from landfill, which remains above the 95% target.

A positive health and safety culture is promoted within the partnership with no RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) or Lost Time Injuries (LTI) recorded during the reporting period. In March 2019 the contract achieved a major health and safety milestone with 1,000,000 man hours of work having been undertaken without a LTI. This is an exceptional achievement for a highway services contract.

In response to a new code of practice, 'Well-Managed Highway Infrastructure', PHS has updated its Highway Maintenance Plan and created a Highway Infrastructure Asset Management Plan. In March 2019 the Council's insurance provider, Zurich Insurance, undertook an audit of the service's asset management approach concluding that its overall performance was 'excellent'.

The National Highways and Transport (NHT) annual survey captures public satisfaction on services delivered by local authorities. In 2018 a total of 112 Highway Authorities took part in the survey, covering themes such as accessibility, public transport, walking and cycling, tackling congestion, road safety and highway

maintenance. Peterborough was ranked 22nd nationally and first within the Eastern Region for the second year running.

Delivering efficiencies in an integral part of the contract. A total of £1,754,774 savings (Cashable £737,596 & Cost Avoidance £1,017,178) were delivered in year, which was above the forecast set of £1,517,897 (Cashable £771,836 & Cost Avoidance £746,061). Cost Avoidance exceeded the original forecast and Cashable Savings fell £34,240 short of the original forecast due to slippage in the LED Upgrade Programme and the Supply of IT equipment. These efficiencies have not been lost but will be secured during 2019/20.

During 2018/19, PHS continued to develop and deliver a number of improvement projects across the City. Key projects that have been completed or are under construction include the bearing replacement to Nene Bridge, the upgrade to the roundabout at Junction 18, the LED replacement programme, Parkway resurfacing, Westgate public realm improvements, Eastfield Road regeneration scheme, and Dodson House north access. There were also a large number of schemes that continue to progress through planning and design phases.

The partnership has also received much recognition for the good work that it does. Nene Bridge was awarded 'Project of the Year' at the regional Chartered Institute of Highways and Transportation awards, has been shortlisted for the prestigious British Construction Industry Awards under the 'Operations and Maintenance Project of the Year' category, and was shortlisted under 'Team of the Year' at the Skanska UK Awards.

Werrington Brook Improvement Project won an Institution of Civil Engineers Award and Fleetwood Crescent was commended at the Susdrain Awards. Skanska's environmental management system has achieved 'Green Level' accreditation (the top level) with Investors in the Environment and also picked up the award for 'Best Overall Achiever' for the Large Business Category. Two Green Apple Awards were also picked up for work on Glamis Gardens and resurfacing of Nene Parkway.

There have also been individual successes. Jason Webb, Skanska's Street Lighting Supervisor, won the 'Care for Life' award at the Skanska UK Awards. Ross Percy-Jones was shortlisted for 'Young Professional of the Year' at the regional CIHT awards. David Boddy (Transport Planning Technical Lead), who retired in December 2018, was awarded a Civic Award by the Council in recognition for his many years' service to the city.

PHS also plays an active role in the local community supporting a wide range of activities. This included the Peterborough STEM Festival, the ECO Awards which are organised by Peterborough Environment City Trust, 'Lend a Hand' days with Nene Park Trust, and other school events throughout the year organised by the Skills Service.

Introduction

Peterborough Highway Services (PHS) is a partnership between Peterborough City Council and Skanska. The contract was awarded on 15th August 2013 and the contract started on 1st October 2013. PHS is responsible for planning, improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges. A major projects team was added in 2016, and a LED street lighting projects team was added to the contract in 2017.

The PHS contract is now into its sixth year, and the partnership between Peterborough City Council and Skanska is well embedded. The contract operates from two shared office facilities including Sand Martin House and Dodson House, of which the latter accommodates the PHS depot which became operational in May 2016.

The partnership operates a simple governance structure comprising the Peterborough Highways Strategic Board and the Peterborough Highways Operations Team. The purpose of the Strategic Board is to provide strategic direction and monitor the performance of the contract. The Operations Team is responsible for leading and managing all aspects of service delivery and performance, and implementing the strategic direction set by the Strategic Board.

This report covers the 12 month period from April 2018 to March 2019.

Maintenance Activities

Highway Maintenance

During the 2018/19 year, PHS responded to:

- 926 emergency call outs, whereby 99.8% were attended on time
- 387 Category 1 highway defects, all of which were repaired on time
- 5,942 Category 2 highway defects, whereby 91.1% were repaired on time. These repairs need to be undertaken within 7, 14, 28 days or 3 months depending on the nature of the defect and timescale given on the order raised
- Repaired 1,823 7-day street lighting faults and responded to 37,345 street lighting orders including routine maintenance, column removal and installation, survey works, cable faults and non routine works.

Winter Service

PHS has the responsibility to provide the Winter Service for the City Council area. The Winter Service is provided by six purpose-built gritters which operate on six different routes across the city area including car parks. However, Aragon Services provides the Winter Service to the pedestrian areas of the city centre on behalf of the Council.

Between April 2018 and March 2019, 42 precautionary treatment runs were undertaken, which is less than half of the 106 gritting runs undertaken during the previous year. All runs were completed within the three-hour target.

The PHS winter fleet consists of:

- 2 x 26t dedicated Mercedes Econ Gritters
- 3 x 18t Quick Change Body Gritters and Tippers
- 1 x 7.5t Multispread Gritter for the car parks within Peterborough.

The benefit of the changeable 18t bodies is that the vehicles are used all year round rather than for just the Winter Service. This enables more efficient use of the fleet.



PHS Vehicle Fleet

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



Winter Service Social Media Communication

Dragon Patcher

Building upon the success from previous years, the Swedish pothole repair machine, nicknamed 'The Dragon', continues to be an integral part of PHS's highway maintenance offering. The Council is part of a Memorandum of Understanding with Cambridgeshire County Council and Oxfordshire County Council that enables PHS to share the use of the Dragon Patcher.

The Dragon Patcher was in Peterborough for six weeks in 2018/19, and was used on all types of roads (with the exception the Parkways). The use of this machine has resulted in faster and more efficient repairs of potholes and supports the Council's approach to asset management and preventative maintenance. In 2018/19, it was also trialled on surface dressing pre-patching works. The trial was successful and cost-effective, and early indications show that the repairs are withstanding traffic and weather conditions.

The Dragon will return to Peterborough for another 6 weeks during 2019/20.

DfT Pothole Action Fund

The Department for Transport awarded the Council £1.535m as part of its Pothole Action Fund. This was awarded to Council in October 2018, and needed to be spent by the end of the financial year. Council Officers, Highway Inspectors and the Operations Team worked closely to ensure that this work was effectively planned and delivered to budget by the end of March 2019. The funding was allocated to 37 roads ranging from smaller areas of resurfacing through to large areas, including resurfacing approximately 50% of Eyebury Road and a re-tread scheme for the whole of Black and Green Drive.

Surfacing Programme

As part of the Major Surfacing Programme, the A1139 Orton Parkway, between Junction 1 in the south to Oundle Road in the north, was resurfaced. The works also included replacement of sections of the vehicle restraint system. The scheme was delivered to programme in September 2018.

Member of the public – 'Orton Parkway works. Just wanted to say congratulations. There has been no disruption and looks like good work so far. I just felt you probably get a load of grief with traffic issues most of the time so deserve a pat on the back when job well done.'

Extensive surfacing works were also delivered on the A1139 Frank Perkins Parkway. The works were undertaken during the night time hours in October and November 2018 and was completed to programme. Crack sealing, safety fence inspections, road marking, street lighting replacement and bridge maintenance works were all carried out using the same traffic management, creating efficiencies within the contract.



Surface Dressing of Parkway Network

Schemes Delivery

Since the commencement of the contract in October 2013, PHS has been actively involved in the planning, design and delivery of transport improvement schemes across the city. Beneath are a few examples of the major improvement works and schemes delivered across the year.

Nene Bridge

Nene Bridge is one of only three road crossings of the River Nene in Peterborough. It plays an important role in the city's transport network as part of the A1139 Frank Perkins Parkway, linking the A1 to the A47. Nene Bridge was constructed in the 1980s as part of Peterborough's New Town development phase.

Inspections of the bridge had identified signs of structural distress to the bearings and piers that were likely to exacerbate over time.

A £4.2m scheme to address these concerns commenced in April 2018. This involved constructing concrete 'jackets' around six of the eight V-shaped piers and replacing the bearings. A key consideration was preserving the distinct appearance of the bridge.

The project presented a number of key challenges that were overcome by the development of an innovative temporary works solution (see below) and a bespoke concrete mix design. The team worked closely with the concrete producer to develop a material that needed to be high-strength to carry the required loads; low-density to avoid imposing excessive forces on the foundations; and with good flow properties to ensure adequate coverage of the reinforcement. To date, six piers have been fully encased with concrete 'jackets'.



Construction of Concrete Jacket on Nene Bridge Piers

The final phase of the project is to lift the bridge deck using a series of jacks that will rest on the concrete 'jackets'. This will be carried out under 'live' traffic conditions with each jack carrying approximately 500t in load. Once the deck is lifted, the bearings will be replaced and the deck returned to its original position.

The scheme is due to be completed by autumn 2019. As discussed later in the report, the scheme has attracted a number of awards and has also been featured on the front cover of New Civil Engineer, one of the industry's largest publications.

Junction 18

Junction 18 is a key junction within the parkway network. It is a grade-separated, signalised interchange that provides access to the City Centre via A15 Bourges Boulevard, the north of Peterborough via A15 Lincoln Road, and the A47. The junction is approaching capacity in peak periods and queuing occurs on many of the approaches.

The £3.0m upgrade, which started in January 2019, will increase the capacity of the junction, provide signalised pedestrian crossings and ground-level footpaths across the roundabout, and structural repairs to the existing footbridge. Upgrades to the traffic signals and street lighting will also be delivered. The scheme is due to be completed during Winter 2019/20.

Westgate Public Realm

The Westgate Public Realm project is the latest phase of the Public Realm improvements to transform the look and feel of Peterborough City Centre. Work was undertaken in the area between Broadway and Park Road and is viewed as a vital link between the city centre and new developments to the west, including North Westgate and the Station Quarter.

The project has helped support a more pedestrian-friendly, vibrant shopping street through the creation of a new traffic layout, a wider pavement along one side and upgraded lighting. The existing tegula paved road was replaced with a fully reconstructed tarmac road.

This £963K scheme was completed in December 2018.



Press Coverage of Nene Bridge



Junction 18 Improvements

Eastfield Road Regeneration Scheme

A new community car park was constructed on Norman Road to help alleviate the school parking problems. The car park has been built next to Lime Academy Abbottsmede School, where pupils had campaigned for road safety improvements in the area. This project was undertaken for PCC's Education Department.

The car park has 28 parking spaces including four disabled bays, and will act as a 'park and stride' site, providing a secure drop off point for pupils. Students designed speed awareness signs and 'park and stride' signs that were placed next to the car park entrance.

The scheme included the installation of sustainable drainage as an environmental alternative to conventional water management. Access routes to the existing multi-use area and new children's play area were also completed as part of the project. The pavements were constructed using a product called KBI Flexi Pave, which is produced using recycled car tyres.



New Park and Stride Site, Eastfield

Dodson House North Access

The Council's new Household Waste Recycling Centre has relocated to the rear of Dodson House. To facilitate access to the new site, PHS designed and delivered a new junction and access road to the north of Dodson House.

Despite the challenging programme constraints, the scheme was completed before the opening of the Household Waste Recycling Centre on 18th February 2019.



Dodson House North Access

LED Replacement Project

In October 2016, PHS commenced a project to convert the remainder of the city's street lanterns to energy efficient LED units. This included the LED conversion of circa 13,751 lighting and sign units along with the changing out of approximately 3,301 illuminated bollards and lighting columns. This also included the changing of 501 subway lights and 262 wall-mounted lights with new LED fittings.

This project will deliver a 73% reduction in carbon and significant energy savings over 20 years. The project includes a Central Management System that links all the lighting units and an updated asset inventory. These will enable the Council to monitor and manage the performance of the asset more effectively in the future.

At the time of writing this report the upgrade programme had been significantly completed and is due to be completed by the end of the summer, ahead of programme and budget.



LED Improvement Project

Planning and Design

PHS is actively involved in the planning and design of the future schemes within the city. Beneath are a few examples of the schemes being developed. Some of these projects will be dependent upon external funding sources if they are to progress further.

Junction 15

Junction 15 (A1260 Nene Parkway / A47 Soke Parkway) is heavily congested during peak hours, with extensive queue lengths on the A1260 Nene Parkway northbound approach as well as queuing on Thorpe Wood.

In 2018/19, a series of options were assessed as part of an Options Assessment Report and Strategic Outline Business Case. A preferred option was selected comprising the widening of the A1260 Nene Parkway northbound to three lanes from Junction 33 (Longthorpe Parkway) and associated widening of the Junction 15 circulatory between A1260 Nene Parkway and Bretton Way.

The piers of the existing Longthorpe Footbridge lie within the envelope of the proposed additional lane. As result, a new footbridge is proposed as part of the scheme.

This project is being progressed in partnership with the Cambridgeshire and Peterborough Combined Authority (CPCA) and will need to progress to a Full Business Case demonstrating a number of benefits before scheme funding for construction is considered.

Fengate Access Study

The Fengate area is approaching capacity with access from the Parkway network at Junction 5, Junction 7 and Junction 8 increasingly suffering from queuing and delays in the peak period. In addition, there is internal congestion at a number of junctions. Traffic conditions could also worsen if the significant commercial development proposed within Fengate (Red Brick Farm) progresses.

Following a Strategic Outline Business Case and Options Appraisal Report, a preferred package of schemes has been developed to help mitigate the proposed development. This includes a new roundabout at the Oxney Road / Edgerley Drain Road Junction, junction improvements to Edgerley Drain Road / Storey's Bar Road / Vicarage Farm Road Junction, and an additional lane on the A15 Paston Parkway between Junction 20 and Junction 8.

This project is being progressed in partnership with the CPCA and will need to progress to a Full Business Case demonstrating a number of benefits before scheme funding for construction is considered.

Junction 3

Junction 3 is heavily congested during peak hours, which creates extensive queues on the A1260 Nene Parkway (southbound) and on the A1260 The Serpentine approach. Preliminary work was undertaken in 2018/19 to better understand the issues and to generate potential solutions. During 2019/20 this will be followed by an Options Appraisal Report and Strategic Outline Business Case.

This project is being progressed in partnership with the CPCA and will need to progress to a Full Business Case before scheme funding for construction is considered.

A605/B1095 Milk and Water Drove Junction Improvements

The need for improvements to A605/B1095 Milk and Water Drove junction has arisen due to the high volumes of traffic travelling eastward out of Peterborough during the evening peak period. Traffic turning right from the A605 onto the B1095 blocks traffic heading straight ahead (towards Whittlesey and beyond). This blockage subsequently causes long queues on the A605 Stanground Bypass.

The PHS design team has been developing a number of designs to this junction that will enable traffic to turn right without blocking the straight ahead movement. This should alleviate the congestion currently occurring.

£2.8m funding for this scheme has been secured from the National Productivity Fund (NPIF), with a further £1.2m of local contribution.

A605 Alwalton

The A605/Alwalton junction suffers from congestion and queuing in the morning peak period. Congestion often extends back from the junction through Alwalton to the A1 off-slip. Queuing also occurs on the A605 eastbound towards the junction. However, once traffic is past the junction, traffic speeds improve and fewer delays are experienced on the approach to the Lynchwood junction.

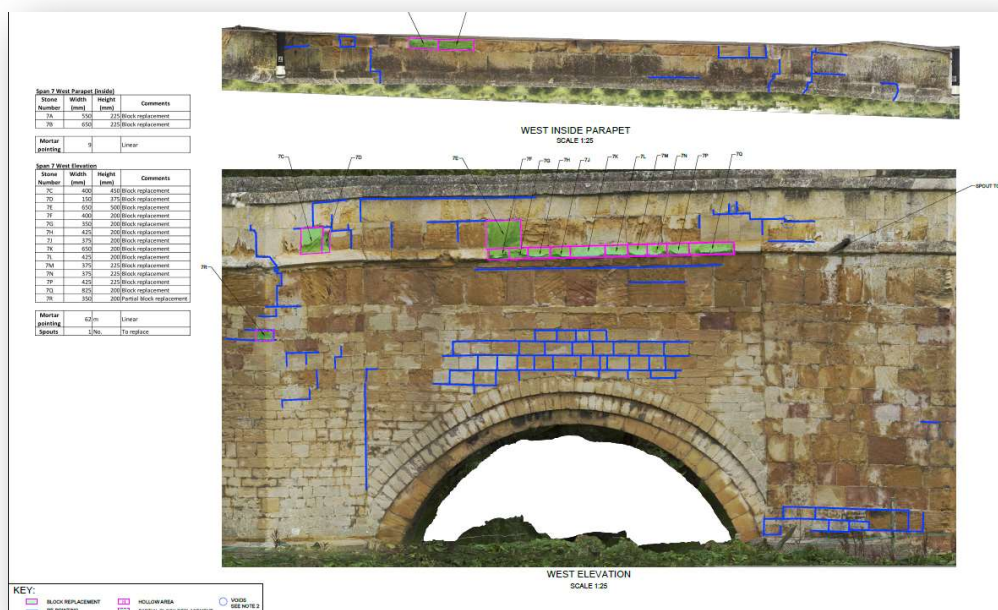
The eastbound section of A605 between the Alwalton junction and the Lynchwood junction is over capacity in the morning peak, caused by the volume of traffic joining from the A1 and travelling through Alwalton.

The proposed scheme is to undertake carriageway widening to the A605 between the village of Alwalton and Lynchwood Business Park. The design, which also includes a new footway and cycleway and improved pedestrian crossing facilities, was commenced in 2018/19 with construction due to commence in winter 2019/20.

Wansford Bridge

The structures design team undertook the design for the restoration of an historic structure, Wansford Old Bridge, in partnership with Historic England and the Environment Agency. The scheme included replacing sections of the sandstone blocks and meticulous repointing of the weather-damaged areas.

An innovative approach to bridge investigations and surveys were undertaken due to Wansford Old Bridge being an Ancient Monument. Traditional methods to undertake surveys, including erecting scaffolding adjacent to the bridge, were not permitted. Instead, the team made use of drone surveys and high resolution photogrammetry to agree the repairs of the bridge with Historic England. The repairs have since been completed.



Wansford Bridge Photogrammetry

Nene Bridge Handrail Lighting

Following the upgrade to the A1139 Frank Perkins Parkway street lighting, it was recognised that an area of footway along Nene Bridge was insufficiently lit and raised potential safety concerns. Due to difficulties in affixing new lighting columns to the bridge, PHS street lighting design team developed an innovative LED lighting proposal that was integrated into a new handrail. The installation was completed during 2018/19.

Electric Vehicle Infrastructure

The Council was awarded £90,000 from the Department for Transport as part of the government's 'Road to Zero' initiative to equip towns and cities for more electric vehicles. With match funding from the Council,

four rapid chargers will be installed in the city centre for electric taxis. In the last year, Peterborough's first electric hackney carriage was unveiled and the city saw the biggest increase in electric vehicles anywhere in the country between September 2016 and September 2017 (rising by 52 per cent from 5,425 to 8,249).

There are currently seven electric charging points in the City that are managed by the Council, with plans in the pipeline to increase this to 15 over the next year.

Smart Cities Transport Strategy

PHS has been developing a Smart Cities Transport Strategy for Peterborough. The purpose of the strategy is to provide an efficient, optimised and dynamic highway network that is able to adjust to conditions and collaborate with users. It is intended to achieve the specific objectives of maximising existing capacity, prioritising the movement of public transport vehicles on key corridors, improve network resilience, and improve the efficiency of the network. A three-tier strategy has been developed to meet the specific transport needs of Peterborough:

- 1) City Wide Monitoring – An aspiration to collect real time traffic flow and journey time information on a city-wide basis using discrete roadside sensors
- 2) Route-Based Management – The use of data collected from the city-wide monitoring to implement route based management strategies. These strategies will be used to influence vehicle routing through responsive ITS plans, information dissemination (initially through VMS) and public transport prioritisation
- 3) Location Specific Interventions – Specific interventions will be determined for localised parts of the network

Trial

A Phase 1 trial is underway on Oundle Road and Nene Parkway. These roads attract a significant number of peak hour vehicle trips with Lynchwood Park a key destination. The use of real time data collection, co-ordinated with traffic signals along the Oundle Road corridor, will:

- Prioritise the Oundle Road westbound throughput during the morning peak hour as queuing along the A1260 Nene Parkway southbound off slip (Junction 32) approaches safety critical levels. The signals will then provide additional green time to remove queuing vehicles from the Parkway.
- Otherwise slow the progression of westbound traffic along Oundle Road to deter trips from using this route that could otherwise be using the Parkway route.

Results of the trial will be monitored during 2019/20 and, subject to its success and funding considerations, further sites will be assessed for implementation in future years.

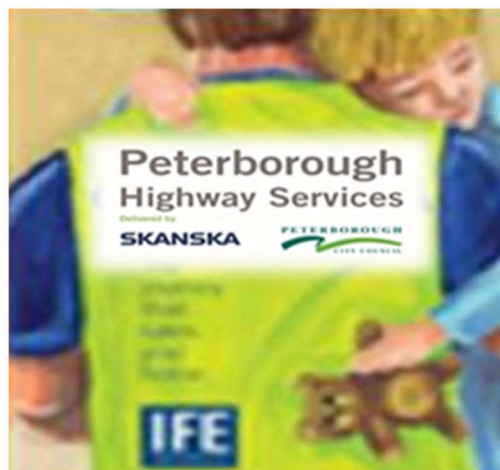
Health and Safety

Injury-Free Environment

PHS has adopted Skanska's Injury Free Environment (IFE) culture, which provides the behaviours and values through which health, safety and wellbeing are managed within the contract. IFE is defined as being:

"More than safety, a culture of care and concern for people, which encourages everybody to accept responsibility for their own and their colleague's well-being...The aim is to engage with the entire workforce and extend all of our behaviours such that we look out for one another to ensure that everyone returns home from work safely to their family and friends."

The IFE culture empowers staff to take personal responsibility for their own safety, and that of their colleagues, both in work and at home. The Values are shown below.



PHS participates in an active regional IFE team that includes representation from both the Council and Skanska. The IFE team had three key themes to focus on in 2018/19:

- IFE Orientations up to date – In April 2018 there were 107 people who needed to undergo the IFE orientation training. This has now been completed.
- Supervising IFE training to be delivered – In April 2018 there were no supervising IFE leaders, PHS now has 2 leaders who can deliver IFE across the contract
- Health and Wellbeing – engage with staff through Health and Well-being events and information

IFE Innovation Competition

Peterborough Highways and Cambridgeshire Highways have taken an innovative approach to stepping up safety efforts by holding an IFE competition. The teams submitted their ideas for safer working. After careful deliberation by the IFE team and senior leadership team, the top three submissions were announced at an

awards ceremony in Huntingdon. These ideas are now being taken forward. Jason Webb, Street Lighting Supervisor for Peterborough, received 2nd place for his entry.

Jason created and trialled a near-miss reporting app. The app captures the exact time and location of the report and allows the user to add photos. The app was aimed at those individuals who do not feel confident reporting near misses via phone. The initial trial has proven successful and the IFE team is working with the Skanska IT team to develop this further.

Mental Health Ambassadors

Skanska has an ongoing commitment to addressing mental health, with nearly 350 mental health ambassadors and over 25% of UK employees have been trained in mental health or suicide awareness.

PHS has its own dedicated mental health ambassadors who have been active on the contract. There has been an annual IFE stand up on mental health, as well as dedicated mental health and well-being pages on OneSkanska (Skanska's intranet site for employees). A 'Time to Talk' day was held on 7th February 2019 with a number of activities taking place in support of good mental health. Staff were encouraged to take a short break away from their desks and participate in short but fun team building exercises with colleagues they do not regularly interact with.

PHS recognised Suicide Awareness Day, by identifying two bridges in Peterborough that have seen a number of suicide attempts in recent year. Messages of hope were affixed to the bridge parapets in partnership with the Council. This was featured in the local press.

Health and Safety Workshops

In February 2019, operational staff and supply chain from across Peterborough and Cambridgeshire were brought together in a number of workshops to discuss and promote health and safety leadership. The workshop, titled 'It starts with me', discussed health and safety performance at the local, national and international level, the importance of effective safety inspection on our performance, expectations for the year ahead and the need for visible health and safety leadership.

Health and Safety Performance

PHS continued to demonstrate a strong health and safety performance throughout 2018/19. During this period there were no Lost Time Injuries (defined as an incident resulting in a person being unable to work) or RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) incidents that required reporting to the Health and Safety Executive. In March 2019, PHS also achieved a major health and safety milestone by celebrating 1 million man-hours without a lost time incident. This is a tremendous achievement, demonstrating a positive health and safety culture and industry-leading levels of performance. The milestone was celebrated with an awards presentation from Skanska's Managing Director, Adrian Cooke.



One Million Man Hours Celebration

Service strikes occur when a member of the workforce strikes underground utilities such as gas, water, electricity and telecommunications supplies. Although safe working practices are in operation, this remains a constant challenge as telecommunication cables, gas supplies to residential property and LV street lighting cables are often uncharted and/or installed at a substandard depth. During 2018/19 there were a total of nine service strikes, none of which caused harm.

Near miss reporting is encouraged as it enables trends to be identified and allows corrective actions to be undertaken to reduce the risk of future incidents occurring. 31 near misses were reported. These cover a range of activities but two key areas remain an ongoing concern – members of the public placing themselves and the workforce at risk by entering traffic management (often in vehicles), and verbal abuse directed at the workforce from members of the public.

Asset Management

Highway Maintenance Plan

The Highway Maintenance Plan has been updated in line with the new national code of practice, 'Well-Managed Highway Infrastructure'. The new code was implemented on the contract on the 1st October 2018 with a number of procedural changes having already been introduced. This included ongoing hierarchy reviews which have already identified a number of required changes. The highway inspectors now also have an additional inspection process for managing risk whilst waiting for large works to take place.

Highway Infrastructure Asset Management Plan

A Highway Infrastructure Asset Management Plan (HIAMP) has also been created during the reporting period. This was produced as an overarching document to further meet the requirements of the new code of practice. The HIAMP provides the link between the various highway policies and processes, setting out the Council's approach to the management of its highway infrastructure assets. Good asset management principles and a risk-based approach to decision-making have been adopted, helping to ensure that investment is prioritised and utilised in the most effective manner. Securing the long-term performance of the highway infrastructure assets is increasingly challenging with the budgetary pressures being experienced by all Local Authorities. However, with a value in excess of £5.6 billion (2015), it is important to recognise that the highway network is one of the Council's most important assets.

Incentive Fund

In 2014, the Secretary of State for Transport announced that £6 billion would be made available between 2015/16 and 2020/21 for local highways maintenance capital improvements. Of this, £578 million has been set aside for an Incentive Fund Scheme that rewards councils who can demonstrate they are delivering value for money by adopting good asset management principles. Each Authority is rated on a score of 1 through to 3. Those achieving the highest banding secure their full allocation of funding, whereas those banded 1 and 2 see a reduced annual budget allocation that increase over time. In 2018/19, PHS achieved Band 3 ensuring that it received the maximum Incentive Fund budget allocation.

Zurich Insurance Audit

In March 2019 the Council's insurance provider, Zurich Insurance, visited and assessed Peterborough Highway Services. The purpose was to make an "assessment of PHS's current highway asset management process and its adoption of the guidance contained within 'Well Managed Highway Infrastructure' (the new code of practice) in the context of reducing the risk of personal injury and property damage to road users and for defending public liability claims". The findings of Zurich were that our overall performance was 'Excellent'. An extract from the report is found below:

Key Findings – PHS are managing an effective and robust highway asset management system. The data held in the AM databases appeared to be reliable, accessible and was used to support decision-making at strategic and operational levels. The partnership between PCC and Skanska seemed to work well and staff across both organisations were well qualified and experienced. KPIs were used to monitor both the condition of the highway and the performance of the contract.

It seemed that the HAM Framework had already adopted some aspects of a risk-based approach prior to 2018 and had been delivering both an effective forward programme of highway improvements and an inspection and responsive maintenance system. This could be quantified by the overall road condition data, KPIs and intended level of service for all road classes. As such PHS had not made many changes in response to the new Code and it was difficult to argue otherwise.

Overview of Risk Improvement Actions – Overall, the performance of the HAM Framework was Excellent. Risk Improvement Actions were discussed with the customer and are contained in this report. These focus on aligning the HAM Framework more closely with the Code, but in most cases are simply a recommendation to document or record what is already being done. The only 'Important' RIA is to revise the 2016 HAM Policy and Strategy so that is consistent with practice and the other documents: the HIAMP and HMP 2018.

Improving the Way we Work

From the first year of the contract, PHS has actively sought to introduce a culture of business improvement, where employees are empowered and promote improvements to daily activities. Since 2014, we have implemented a Systems Thinking approach to a number of projects/processes within PHS. The Systems Thinking approach helps to create efficiencies within the contract by improving processes and removing waste whilst also creating a culture of innovation and continuous improvements.

Systems Thinking is a discipline that concerns an understanding of a process by examining the linkages and interactions between the components of that defined process. Systems Thinking has been defined as an approach to problem solving by viewing problems as part of an overall system rather than reacting to a specific part or outcomes. A number of the projects being progressed during 2018/19 are outlined below.

Section 38/278 Adoption Process Improvement Project

Section 38/278 agreements relate to the adoption of highway assets constructed by third parties, usually as part of a housing or industrial development. The purpose of the Section 38/278 Adoption process is to ensure that any assets adopted by the Council have been designed and constructed to an acceptable standard, taking into account the authority's design standards, material specifications and future maintenance requirements.

Using Process Behaviour Charts and other data tools, the improvement team were able to gain insight about how predictable and capable the current process is. It was concluded that performance was variable and that the current process was not capable of consistently delivering Technical Approval within a period of time that the improvement team considered desirable.

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

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

The implementation of the Section 278/38 Adoption Process Improvement Project took place in August 2018. At the end of March 2019, the Highways Development Control Team had received zero complaints. Prior to implementation of the improvements, it was usual to receive between 2-3 complaints each week.

In June 2019, PHS were invited by colleagues in Somerset Highways (Somerset County Council and Skanska) to share contract experiences of collaborative working, the generation of commercial opportunities and the delivery of efficiencies. The Highways Development Control Manager and the PHS Business Improvement Manager gave a presentation on the Section 38/278 Adoption Process Improvement Project. The presentation was well received and generated significant discussion.

Scheme Development Process Improvement Project

In 2018, an end-to-end process was developed and implemented for project delivery. This encompassed transport planning, design and construction. It is felt that the whole process, from scheme identification to scheme delivery, would gain benefit from a holistic Systems Thinking Review.

In February 2019, the PHS Business Improvement Manager facilitated a half day workshop with a team of individuals from across the scheme development process to understand where in the process they believed the most significant issues reside. As a result of this exercise two focus areas were identified – scheme identification and brief development, and an improvement project is now underway.

Efficiency Savings

Efficiency Road Map

One of a number of Performance Groups that report to the Peterborough Highways Operations Team is the Efficiency Group. This group comprises representatives from across the partnership and meets monthly. Every quarter this is expanded to a wider group to encourage greater participation and help embed a culture of efficiencies generation. The group focuses on four areas:

- Capturing and validating efficiencies that have been generated
- Identifying and exploring new opportunities for the future generation of efficiencies
- Setting efficiencies targets for the year ahead
- Maintaining and developing the Efficiency Route Map (which records efficiencies that have been achieved and monitors these against targets)

The route map is owned by the Peterborough Highways Operations Team and reported to the Peterborough Highways Strategic Board.

A total of £1,754,774 savings (Cashable £737,596 & Cost Avoidance £1,017,178) were delivered in the Financial Year 2018/19, which is above the forecast set of £1,517,897 (Cashable £771,836 & Cost Avoidance £746,061). Cost Avoidance exceeded the original forecast and Cashable Savings fell £34,240 short of the original forecast due to slippage in the LED Upgrade Programme and the Supply of IT equipment. These efficiencies have not been lost but will be secured during 2019/20. A breakdown of the efficiencies for 2018/19 is shown in the table below:

Road Map Item	Cashable	Cost Avoidance	Notes
Co-ordination of Programme	-	£569,196.24	Utilising the traffic management of other PCC partners (e.g. Amey & Balfour Beatty) & stakeholders (e.g. Anglian Water) in order to avoid the need to utilise chargeable Skanska traffic management
Integrated contract management	£33,948.00	-	Savings made through sharing Skanska support staff with Cambridgeshire Highways to ensure they are fully utilised.
3rd party works	£52,361.62	-	Completing work for other customers – be it public or private

			sector customers - percentage fee returned to PCC.
Increase in turnover	£163,243.35	-	1% rebate for every additional million through the contract above the £10M threshold annually.
Systems thinking projects	-	£20,897.00	Systems thinking - project and business process improvement approach. Delivered efficiencies in the way the emergency response process is delivered.
Infrastructure renewals - new products	-	£5,388.00	The use of new products to extend the life of gully grating.
Abnormal load management	£1,224.00	-	Savings made through sharing Skanska support staff with Cambridgeshire Highways to ensure they are fully utilised.
Delivery of Major Schemes 1%	£109,865.44	-	1% management fee
Winter Maintenance	-	£92,000.00	Agreement to make Winter Maintenance lump sum rather than a target cost.
Incident Response	-	£58,000.00	Agreement to make incident response a lump sum rather than a target cost.
New Depot Relocation	£61,992.00	-	Annual saving on rent and rates
Major Schemes Management Fee	£90,000.00	-	
50K saving annually on structures	-	£50,000.00	PCC has reduced their budget by this figure
Green Claims	-	£221,683.43	This is the amount of cash Skanska has received and hence PCC have not had to fund these repairs

Procurement of lighting columns from another part of Skanska	£2,211.55	-	
LED Major Schemes 1%	£147,750.27	-	LED 1% rebate
North Somerset	£75,000	-	
Total	£737,596.23	£1,017,164.67	

The total forecast efficiencies for 2019/20 is set at £1,696,588 (Cashable £775,915 & Cost Avoidance £920,673).

Delivering to other Authorities/Third Party Work

PHS has continued to generate efficiencies by using the contract as a mechanism for undertaking additional work for other parties. This includes other service areas within the Council, other local authorities who have contracts with Skanska, and third parties. Successes include:

- Delivering a number of highway schemes for the Council's Education team, such as carriageway construction and widening works on Celta Road as part of improvements for Woodston Primary School
- Street lighting design work for Gloucestershire County Council, Oxfordshire County Council and Surrey County Council
- Transport planning studies for Oxfordshire County Council
- Delivering a highway maintenance service for North Somerset Council

Co-ordination of Programme

When implementing a scheme or undertaking inspections, traffic management is often needed to enable the work to be undertaken and protect the workforce. Traffic management can be expensive, and often forms a significant part of the costs for a scheme.

A number of efficiency savings realised are due to the co-ordination of our delivery programme to ensure any schemes requiring traffic management in the same area are undertaken at the same time. Co-ordination of our delivery programme has also been undertaken with other contractors so we are able to deliver schemes using traffic management provided by them, which in turn results in an efficiency saving.

Contract Performance

Key Performance Indicators

The performance of the PHS Contract is monitored through an extensive suite of Key Performance Indicators (KPI's), as set out in the table below. 27 KPI's are in operation across four domains – Operations, Customer Service, Commercial and Finance, and Added Value. Performance is reported monthly to the Peterborough Highways Operations Team in order monitor progress, capture lessons learnt and support continuous improvement. The Peterborough Highways Strategic Board also plays a critical role in overseeing the performance of the contract.

Domain	Score card	KPI ref.	KPI description
Operations	Programme Delivery	OP1	Number of cyclic maintenance activities completed against programme
		OP12	Number of schemes completed against programme
		OP13	Defined cost within +/- 10% of target cost per scheme
	Operational Delivery	OP2	Percentage of emergency work instructions attended to within agreed timescales
		OP3 [a]	Percentage of Highways CAT 1 work instructions completed within agreed timescale
		OP3 [b]	Percentage of Street Lighting CAT 1 work instructions completed within agreed timescale
		OP4 [a]	Percentage of Highways CAT 2 work instructions completed within agreed timescales
		OP4 [b]	Percentage of Street Lighting CAT 2 work instructions completed within agreed timescale
		OP5	Winter Maintenance - precautionary treatment runs completed within the agreed timescale
		OP10	Percentage of work passing inspection
	Health and Safety	OP6	Lost Time Injury Frequency Rate (LTIFR)
		OP7	Accident Frequency Rate (AFR)
		OP8	Number of Near Misses reported
OP9		Number of Service Strikes	
Customer Service	Customer Service	CS3	Number of satisfaction surveys completed for [a] Client, [b] Members and [c] Public (returned)
		CS4 [b] & [c]	Satisfaction scores for [b] Members & [c] Public
		CS5	Number of commendations received minus number of complaints received
Commercial & Financial	Commercial & Financial	CF1	Percentage of accounts approved and paid within agreed period

		CF3	Percentage of cashable efficiencies compared to turnover (in current Financial Year)
		CF5	Value from other revenue streams
Added Value	Carbon	AV1	Reduction in Carbon Emissions arising through energy and fuel use in buildings and vehicles against target
	Water	AV2	Reduction in mains Water consumption through use of a rainwater harvesting system
	Waste	AV3	Diversion of waste from landfill: as a percentage of total waste produced over a rolling twelve month period
	Procurement	AV4	Percentage of material procurement spend within the LEP area
	Suppliers	AV5	Percentage of SME contractors procurement spend within the LEP area
	Sustainable transport	AV6	Reduction in single occupancy car travel through application of transport hierarchy
	Economy & CSR	AV7	Support development of local skills provision directly and indirectly (supply chain)

Each KPI, score card and domain is weighted and contributes to an overall annual performance score for the contract. For 2018/19, PHS achieved an impressive annual score of 99.51%. A summary of this score is provided below with a more detailed breakdown provided in **Appendix 1**.

Domain	Weighting	Score
Operations	70%	69.69%
Customer Service	10%	10.00%
Commercial & Finance	0% (report only)	0%
Added Value	20%	19.82%
Total	100%	99.51%

Monthly performance against each of the KPI's between April 2018 and March 2019 is detailed in **Appendix**

1. The KPI dashboard operates a Green / Amber / Red system, which represents:

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

Whilst the overall performance was very high, the performance of the category 2 defects (OP4a) dropped below the desired performance levels between April and June. This was largely due to the exceptionally severe winter of 2018/19 which resulted in an increased number of defects occurring on the network and an unusually high number of emergency and category 1 work instructions being raised.

In a similar manner to the Efficiency Group, a KPI Performance Group is established and is responsible for reviewing, maintaining and developing the suite of KPI's. This includes the annual review of KPI targets and making recommendations to the Peterborough Highways Operations Team. The group is made up of members from across the partnership and meets monthly.

Environmental Performance

PHS is unusual in that environmental considerations features so prominently in the overall performance of the contract. The Added Value KPI's cover many environmental aspects from carbon, waste and water through to supporting local businesses. Overall performance is good with some key headlines provided below:

- AV1 – Carbon (tonnes emitted per £100,000 spend) is currently at an average of 1.03 for the year, which is well below the 2.63 target for the last financial year.
- AV2 – 20,851 litres of potable water were saved by using the rainwater harvesting system installed in the depot. Potable water taken to sites has been replaced by filling containers from rainwater harvesting leading to this saving.
- AV3 – 98.3% of waste produced by the contract was diverted from landfill (based on a 12 month rolling period) which remains above the 95% target.

Environmental compliance and added value is not only a priority for PHS but also Skanska as a whole. This is embedded through the partnership leadership team, the support of Skanska's Environment team and through training. All Skanska staff are required to complete Site Environmental Awareness Training. Compliance currently sits at 92% with the remaining three employees due to receive the training.

This positive approach to environment is also evident in scheme delivery. On Glamis Gardens, 80 tonnes of asphalt containing coal tar was recycled on site and used back in the network. This was achieved by planing out the contaminated asphalt and encapsulating it within a structural Hydraulically Bound Material (cementitious powder). This method was also used on French Drove, achieving time and carbon savings by reducing plant movement whilst also lessening the impact on the local community.

The Street Lighting design team has also be involved in a bat friendly lighting scheme for a new access and car park at **Fletton Quays**, a redevelopment site to the south of the city centre. An initial bat survey had indicated that bats were present in the area and would be greatly impacted by the proposed lighting. Following an investigation into bat feeding habits and flight routines, a revised design was developed that proposed the use of new 1m high lighting bollards with 0% upward light out ratio. This would enable the car park to be lit to a suitable level for safe use whilst mitigating the impact on the bats.

The **Nene Bridge Bearing Project** has also been a great success in demonstrating environmental best practice and innovation. Design innovations include the use of the Portadam system to allow work on the bridge piers in the River Nene. This non-intrusive method negated the need for intrusive piling into the river bed. Another innovation was the use of an Air Skid System which reduced plant movements on-site when moving the heavy panels. This system saved 90% of time and 70% of cost when compared to the original plan, in addition to eliminating plant movements on this particular work operation. The team also used recycled content within the concrete mix for the bridge piers. This mix contained recycled fly-ash which is a by-product from coal power stations.

Customer Feedback

Customer Feedback Surveys

The performance of PHS is also measured through a series of feedback surveys which contribute towards two KPI's – CS3 and CS4. These are undertaken on selected schemes with the following groups:

- The Client – Feedback surveys are conducted with Council staff to gauge satisfaction and identify opportunities for improvement
- Council Members – Feedback cards are left with local Members following the completion of schemes. These cards provide Members with the opportunity to comment on all aspects of the scheme, including the standard of the work, the safety of the site and the way in which the staff conducted themselves.
- Members of the Public – As for Council Members, feedback cards are left with local residents following the completion of schemes.

Compliments & Complaints

Compliments and complaints from the public are raised either through the Customer Contact Centre or directly with staff. These are logged, actioned and subsequently reported at the Peterborough Highways Operations Team. This data contributes directly to the KPI CS5.

The National Highways & Transport (NHT) surveys

The NHT annual survey captures public satisfaction on services delivered by local authorities. The Council has participated in the survey in the years of 2012, 2015, 2016, 2017, 2018 and will be again in 2019. It is the Council's intention to continue to do these surveys annually.

In 2018 a total of 112 Highway Authorities took part in the survey, with the survey across Peterborough having a response rate of 22.4% (963 responses out of 4300 sent questionnaires). As per previous year's, six highways themes were assessed, including accessibility, public transport, walking and cycling, tackling congestion, road safety and highway maintenance.

At a national level, Peterborough was found to have a satisfaction score of 55%, which exceeds the national average. In comparison to other highway authorities which participated within the survey, Peterborough

was ranked 22 out of 112 overall for the six themes explored, and ranked first within the Eastern Region for the second year running.

Performance Management Framework

The Performance Management Framework (PMF) originated from the Incentive Fund requirements. Whereas the KPIs focuses more on supplier performance, the PMF takes a more holistic view of the service and the highway network. Full details are provided within Appendix 2 but the key measures include:

- Sustainability (carbon emissions, street lighting energy consumption, congestion and travel choice)
- Serviceability (condition of the network)
- Safety (accident statistics and network defects)
- Stakeholder satisfaction (NHT survey and direct customer feedback)

In the case of road condition data, the table below demonstrates how the Council compares both regionally and nationally with other Local Authorities. (Note: the latest figures released in January 2019 relates to data from 2017/18).

'Red' Carriageway Classification (Percentage of roads where maintenance should be considered)			
	A Roads (%)	B & C Roads (%)	Unclassified Roads (%)
Peterborough	1	5	15
Cambridgeshire	3	6	27
Regional Average	3	6	16
National Average	3	6	17

Good News Stories

Awards & Recognition

The Skanska UK Awards celebrate outstanding achievements by individuals and project or contract teams. The award categories are aligned with the Skanska Purpose, Vision and 2020 Business Plan. **Jason Webb** won the 'Care for Life' award, which recognises Jason's proactive approach to health and safety as well as the care and wellbeing of his colleagues. **Nene Bridge** was shortlisted under the 'Team of the Year' category.



Jason Webb at Skanska UK Awards



CIHT Awards

The contract had success at the regional

Chartered Institute of Highways and Transportation (CIHT) Awards with **Nene Bridge** securing 'Project of the Year' and Ross Percy-Jones being shortlisted for 'Young Professional of the Year'. Nene Bridge has also been shortlisted for the prestigious British Construction Industry Awards under the 'Operations and

Maintenance Project of the Year' category.

The **Werrington Brook Improvement Project** won the Physical Achievement award from the Institution of Civil Engineers Merit Awards 2018. The Werrington Brook Improvement Project is a 5-year project to address the physical and chemical characteristics of Werrington Brook, a sub-catchment of the River Welland, thereby improving water quality. Partnership has been at the heart of this project's success. Working together, those involved have been able to think bigger and deliver more for the environment and people. The project team re-engineered the channel building features, typically found in more naturalised water, ensuring sustainability and resilience. This project's legacy is community involvement, increased amenity value and reduced maintenance, while providing safer access for operational staff and the public.



Susdrain Award

Fleetwood Crescent was commended at the Susdrain awards. Fleetwood Crescent is a brownfield phased residential development in the Eastfield area of Peterborough. The first phase consists of 28 plots for Cross Keys Homes properties and utilises permeable paving in order to manage surface water runoff from the site.

The contract **Environmental Management System** and the management of environmental KPIs was audited by Investors in Environment – the national environmental accreditation scheme. This audit was successfully passed and the contract has been accredited with their 'Green Level' accreditation (the top level) – with a 93% success rate against the criteria. The award was collected at a ceremony in April 2019 and also picked up the award for 'Best Overall Achiever' for the Large Business Category.



Investors in Environment Award

The **Schemes Team** and **Major Projects Team** have picked up two Green Apple Awards in November 2018 for in-situ recycling on Glamis Gardens and the use of Low Temperature Asphalt (LTA) on Nene Parkway. The award for in-situ recycling was a collaborative innovation between the Council, Skanska and key supply chain partner, Stabilised Pavements Ltd.

In addition to carbon, waste and financial savings, the use of in-situ recycling instead of full carriageway reconstruction halved the programme, minimising the disturbance to local residents.

The award for LTA was a collaboration between Skanska and Aggregate Industries. Through early project involvement, LTA was explored for use on the northbound A1260 Nene Parkway, a resurfacing project delivered as part of the wider city infrastructure improvements. The application of LTA involved reducing the accepted temperature of virgin asphalt by 40 degrees Celsius. The total asphalt production using SuperLow Technology in July to August 2017 was 3,238 tonnes which produced an overall CO2e saving of 12.6% or 20.8 tonnes.

David Boddy (Transport Planning Technical Lead), who retired in December 2018, was awarded a Civic Award by the Council in recognition of his many years of service to the city.

Steve Biggs has been appointed Vice President of the Institution of Lighting Professionals. In this new national role, Steve will be promoting links and engagement between the lighting design and lighting contracting communities. This aligns well with Steve's current responsibilities as Principal Design Engineer and Technical Street Lighting Lead for Skanska.



Civic Award

Keith McWilliams (Contract Manager) has been elected Chair of CIHT East of England Branch. This region covers Essex, Hertfordshire, Northamptonshire, Cambridgeshire, Suffolk, Norfolk, and a number of other unitary authorities including Peterborough.

Working with the Local Community

Skanska continue to support the Skills Service by providing staff to assist students at local secondary schools, aiming to raise aspirations of students and helping to build employability skills. This academic year Skanska has supported eight school events, with fourteen members of staff attending events such as Mock Interviews and multiple Careers Fairs.

Peterborough STEM Festival

The Peterborough STEM Festival took place on Saturday 13th October 2018 and was aimed at children from ages 4 to 16. A considerable number of local staff participated in the event, demonstrating the good work that is undertaken by the PHS team and the wider Skanska team. A bridge building activity proved very popular with the children.

The local team commented that 'it was wonderful to see so many families participating and enjoying our stand, with a healthy interest from girls as well as boys.'

'The young people at the festival are the next generation of professionals and if we can motivate and inspire one of them to study the STEM subjects and progress into a related career then the whole day was worth it.

More people should get involved in these STEM activities, as the whole day was great fun and very rewarding. It is also a great way to demonstrate to our younger generation the vast opportunities within construction.'



Peterborough STEM Festival

Eco Awards

PHS took part in the annual Eco Awards to show their support for schools going the extra mile to be green, presenting the 'Skanska Special Award' to children from the winning primary school.

The awards, organised by Peterborough Environment City Trust (PECT), focus on supporting primary schools and celebrating the efforts they are making with green innovations, environmental awareness, and health and happiness. The children presented their work on environmental initiatives and the awards were presented, with the Skanska team choosing a winning school based on the pupils' enthusiasm and knowledge.

This year's winner was St Augustine's C of E Junior School, for their focus on creating a zero-waste and zero-carbon environment. Pupils and staff have been working together to reduce the school's waste and energy use, sorting waste to increase recycling, keeping litter to a minimum, learning about energy use and the effects of burning fossil fuels, and understanding the benefits of renewable energy.

Lend a Hand Day

As part of Skanska's 'Living our Values' week, a team of 42 office staff and operatives dedicated their Lend a Hand days to sprucing up a local green space over the course of five days.

Throughout the week the team took part in activities for Nene Park Trust who celebrated their 40th anniversary in 2018. At the beginning of the week the team removed fencing, replaced steps and carried out landscaping. The team then moved on to clearing vegetation to make footpaths more accessible, replacing steps to create better access to a raised seating area with a view of the river and the lakes at Ferry Meadows, before resurfacing pedestrian bridges and paths. Gravel footpaths were also laid to improve access to a newly created wooded area for people to enjoy.



Lend a Hand Day

Later in the week, the team carried out a tree species survey to identify different species of native trees and help the Nene Park Trust maintain them, tracking tree disease and helping them decide what trees to plant in the future. They ended the week with conservation and maintenance tasks, such as weeding and hedge trimming.

Moments with Trees is a two-year project funded by the Heritage Lottery Fund (HLF) focused on the trees and woodland of Nene Park. The 'Moments with Trees' newsletter published by Nene Park Trust, thanked the team.

Nene Park Trust – 'It was marvellous to have teams from Skanska attend for a full week of tasks! A massive thank you for all your hard work!'

Appendix A – Annual Performance Scorecard

v1.1	Financial Year: 2018/19					Scorecard		
Domain	Scorecard	KPI ref.	KPI description	Target		Scorecard weighting	KPI weighting	Scorecard totals
Operations	Programme Delivery	OP1	Number of cyclic maintenance activities completed against programme	95%	year	70%	10%	69.69% (71.75%)
		OP12	Number of schemes completed against programme	95%	year		5%	
		OP13	Defined cost within +/- 10% of target cost per scheme	95%	Financial year		5%	
	Operational Delivery	OP2	Percentage of emergency work instructions attended to within agreed timescales	100%	month		15%	
		OP3 [a]	Percentage of Highways CAT 1 work instructions completed within agreed timescale	100%	month		15%	
		OP3 [b]	Percentage of Street Lighting CAT 1 work instructions completed within agreed timescale	100%	month		15%	
		OP4 [a]	Percentage of Highways CAT 2 work instructions completed within agreed timescales	95%	month		10%	
		OP4 [b]	Percentage of Street Lighting CAT 2 work instructions completed within agreed timescale	95%	month		10%	
		OP5	Winter Maintenance - precautionary treatment runs completed within the agreed timescale	98%	month		10%	
		OP10	Percentage of work passing inspection	95%	month		5%	
	Health and Safety	OP6	Lost Time Injury Frequency Rate (LTIFR)	Report only			0%	
		OP7	Accident Frequency Rate (AFR)	Report only			0%	
		OP8	Number of Near Misses reported	Report only			0%	
		OP9	Number of Service Strikes	Report only			0%	
Customer Service	Customer Service	CS3	Number of satisfaction surveys completed for [a] Client, [b] Members and [c] Public (returned)	Report only		10%	0%	10.00% (10.59%)
		CS4 [b] & [c]	Satisfaction scores for [b] Members & [c] Public	85%	month		75%	
		CS5	Number of commendations received minus number of complaints received	Positive score	rolling 12 months		25%	
Commercial and Financial	Commercial & Financial	CF1	Percentage of accounts approved and paid within agreed period	Report only		0% (report only)	0%	0.00%
		CF3	Percentage of cashable efficiencies compared to turnover (in current Financial Year)	Report only			0%	
		CF5	Value from other revenue streams	Report only			0%	
Added Value	Carbon	AV1	Reduction in Carbon Emissions arising through energy and fuel use in buildings and vehicles against target	35%	reduction by 2022/23	20%	40.83%	19.82% (20.14%)
	Water	AV2	Reduction in Potable Water consumption through use of a rainwater harvesting system	2%	reduction in 2018/19		15.83%	
	Waste	AV3	Diversion of waste from landfill: as a percentage of total waste produced over a rolling twelve month period	95%	rolling 12 months		15.83%	
	Procurement	AV4	Percentage of material procurement spend within the LEP area	80%	Financial year		10.83%	
	Suppliers	AV5	Percentage of SME contractors procurement spend within the LEP area	50%	Financial year		10.83%	
	Sustainable transport	AV6	Reduction in single occupancy car travel through application of transport hierarchy	10%	reduction in 2018/19		0%	
	Economy & CSR	AV7	Support development of local skills provision directly and indirectly (supply chain)	250 hours	Financial year		5.83%	

2018/19 total score **99.51%**
(102.48%)

Issue/ change log

Date	Version No.	Measure	Details of issue/ change
30/05/2019	1.0	All	First issue
31/07/2019	1.1	AV4 and AV5	Values finalised further to completion of annual review. Added Value Scorecard total and 2018/19 total score updated to reflect finalised values for these measures.

Financial Year: 2018/19					2018/19 performance													Notes	Scorecard calculations							
Domain	Score card	KPI ref.	KPI description	Target	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Average or final score		Target multiplier	Multiplied score	Scorecard weighting	KPI weighting	Overall weighting	KPI score	Scorecard totals	
Operations	Programme Delivery	OP1	Number of cyclic maintenance activities completed against programme	95% year	1/0	2/1	2/1	4/2	5/2	8/5	10/8	10/8	10/8	10/8	10/8	13/13	100.00%	105.26%	105.26%	70%	10%	7.00%	7.00%			
		OP12	Number of schemes completed against programme	95% year	0/0	1/1	3/3	5/5	5/5	10/10	11/11	12/12	15/15	15/15	19/16	22/18	122.22%	105.26%	128.65%	70%	5%	3.50%	3.50%			
		OP13	Defined cost within +/- 10% of target cost per scheme	95% Financial year	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.97%	96.97%	97.37%	97.37%	105.26%	102.49%	70%	5%	3.50%	3.50%	
	Operational Delivery	OP2	Percentage of emergency work instructions attended to within agreed timescales	100% month	100.00%	100.00%	100.00%	100.00%	99.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	98.68%	99.81%	100.00%	99.81%	70%	15%	10.50%	10.48%		
		OP3 [a]	Percentage of Highways CAT 1 work instructions completed within agreed timescale	100% month	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	70%	15%	10.50%	10.50%		
		OP3 [b]	Percentage of Street Lighting CAT 1 work instructions completed within agreed timescale	100% month	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	70%	15%	10.50%	10.50%		
		OP4 [a]	Percentage of Highways CAT 2 work instructions completed within agreed timescales	95% month	67.01%	82.73%	92.42%	94.73%	95.42%	95.00%	94.64%	93.33%	95.24%	96.25%	95.64%	90.60%	91.08%	105.26%	95.88%	70%	10%	7.00%	6.71%			
		OP4 [b]	Percentage of Street Lighting CAT 2 work instructions completed within agreed timescale	95% month	98.56%	100.00%	98.18%	99.13%	100.00%	100.00%	100.00%	99.50%	98.66%	100.00%	100.00%	97.37%	99.28%	105.26%	104.51%	70%	10%	7.00%	7.00%			
		OP5	Winter Maintenance - precautionary treatment runs completed within the agreed timescale	98% month	No runs	N/A	N/A	N/A	N/A	N/A	N/A	100.00%	100.00%	97.50%	100.00%	100.00%	100.00%	99.58%	102.04%	101.62%	70%	10%	7.00%	7.00%		
		OP10	Percentage of work passing inspection	95% month	100.00%	98.72%	98.01%	100.00%	98.99%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.48%	100.00%	99.57%	99.56%	105.26%	104.80%	70%	5%	3.50%	3.50%	
	Health and Safety	OP6	Lost Time Injury Frequency Rate (LTIFR)	Report only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				70%	0%	0.00%			
		OP7	Accident Frequency Rate (AFR)	Report only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				70%	0%	0.00%			
		OP8	Number of Near Misses reported	Report only	2	1	1	4	0	5	3	6	1	4	2	0				70%	0%	0.00%				
		OP9	Number of Service Strikes	Report only	1	2	3	0	1	0	1	1	0	1	0	0				70%	0%	0.00%			69.69% (71.75%)	
Customer Service	Customer Service	CS3	Number of satisfaction surveys completed for [a] Client, [b] Members and [c] Public (returned)	Report only	167	38	69	10	51	13	5	0	0	0	0	0				10%	0%	0.00%				
		CS4 [a]	Satisfaction scores for [a] Client	Report only	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				10%	0%	0.00%			
		CS4 [b] & [c]	Satisfaction scores for [b] Members & [c] Public	85% month	92.44%	96.86%	93.29%	82.09%	88.00%	94.51%	94.29%	Nil returns	Nil returns	Nil returns	Nil returns	Nil returns	KPI weighting combined (75%) as no scores for [a] and [b]	91.64%	117.65%	107.81%	10%	75%	7.50%	7.50%		
		CS5	Number of commendations received minus number of complaints received	Positive score rolling 12 months	3	3	7	3	1	2	1	2	0	1	4	0	100.00%	100.00%	100.00%	10%	25%	2.50%	2.50%	10.00% (10.59%)		
Commercial and Financial	Commercial & Financial	CF1	Percentage of accounts approved and paid within agreed period	Report only	95.12%	93.86%	100.00%	95.98%	94.53%	99.02%	92.51%	100.00%	100.00%	96.64%	98.18%	95.48%				0%	0%	0.00%				
		CF3	Percentage of cashable efficiencies compared to turnover (in current Financial Year)	Report only	15.20%	6.31%	4.33%	4.41%	4.67%	4.00%	3.73%	4.66%	4.49%	4.50%	5.04%	4.71%				0%	0%	0.00%				
		CF5	Value from other revenue streams	Report only	£77,304	£82,663	£114,491	£82,256	£103,609	£140,199	£98,803	£62,225	£217,903	£146,896	£339,444	£61,264				0%	0%	0.00%			0.00%	
Added Value	Carbon	AV1	Reduction in Carbon Emissions arising through energy and fuel use in buildings and vehicles against target	35% reduction by 2022/23	93.51%	56.60%	36.69%	33.21%	29.73%	25.62%	27.98%	29.33%	32.67%	35.02%	36.77%	34.91% of target	Counted as pass (100%)	100.00%	100.00%	100.00%	20%	40.83%	8.17%	8.17%		
	Water	AV2	Reduction in Potable Water consumption through use of a rainwater harvesting system	2% reduction in 2018/19	4.38%	4.38%	7.59%	20.11%	54.77%	60.37%	72.38%	84.73%	94.46%	103.53%	114.10%	130.43% of target	Counted as pass (100%)	100.00%	100.00%	100.00%	20%	15.83%	3.17%	3.17%		
	Waste	AV3	Diversion of waste from landfill: as a percentage of total waste produced over a rolling twelve month period	95% rolling 12 months	97.90%	98.32%	98.36%	98.26%	98.12%	98.16%	98.32%	98.42%	98.32%	98.26%	98.00%	98.32%				98.23%	105.26%	103.40%	20%	15.83%	3.17%	3.17%
	Procurement	AV4	Percentage of material procurement spend within the LEP area	80% Financial year	71.75%	74.78%	77.29%	74.88%	75.01%	73.89%	73.81%	74.48%	75.04%	74.00%	73.81%	72.97%	Finalised values for 2018/19	72.97%	125.00%	91.21%	20%	10.83%	2.17%	1.98%		
	Suppliers	AV5	Percentage of SME contractors procurement spend within the LEP area	50% Financial year	83.76%	71.03%	70.54%	69.19%	72.44%	69.14%	62.71%	59.76%	57.61%	54.52%	55.54%	54.80%	Finalised values for 2018/19	54.80%	200.00%	109.60%	20%	10.83%	2.17%	2.17%		
	Sustainable transport	AV6	Reduction in single occupancy car travel through application of transport hierarchy	10% reduction in 2018/19	19.70%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	KPI weighting (5%) distributed 6 ways (0.83% additional weighting to all other AV measures)				20%	0%	0.00%			
	Economy & CSR	AV7	Support development of local skills provision directly and indirectly (supply chain)	250 hours Financial year	0	0	10	346	346	346	379	384	386	388	388	388	Counted as pass (100%)	100.00%	100.00%	100.00%	20%	5.83%	1.17%	1.17%	19.82% (20.14%)	
																							2018/19 total score			99.51% (102.48%)

Appendix B – Performance Management Framework

Peterborough Highway Services
Asset Management Performance Management Framework - Dashboard

v1.0		Quarter 4 2018/19 (published 30/05/2019)				Previous	2018/ 19					
Key area	Measure	Ref.	Description	Available/ reported	Target	Q or Yr	Q1	Q2	Q3	Q4	Notes	
Sustainability	Carbon emissions from maintenance activities	SU1	Tonnes of Carbon emitted for every £100,000 spent	Quarterly	<= annual KPI reduction	1.24 (2.63)	0.96	0.45	1.24	1.11	Value in Green represents target.	
	Street Lighting energy consumption	SU2	Amount of electricity consumed across the City for the lighting asset (incl. lit signs and bollards). (Avg Kwh per light per month)	Quarterly	<= average usage from qtr for prev year	24.67	17.65	18.97 (21.14)	24.67 (31.75)	25.31	This year's results each quarter to be targets for 2018/19 Value in Green represents target.	
	Congestion	SU3	Average delay on locally managed 'A' roads (DfT measure CGN0502b) spvpm (seconds per vehicle per mile)	Annually	24 spvpm	24.9				25.40	Data from DfT CGN0502b return (due Feb each year)	
	Travel choice	SU4a	Public Transport - Public satisfaction (%) of local bus services	Annually	>= national average	65% (62%)			63% 61%			Data from Annual NHT public satisfaction survey KBI 07 Value in Green represents national average.
		SU4b	Walking - Public satisfaction (%) of pavements and footpaths	Annually	>= national average	57% (56%)			57% 54%			Data from Annual NHT public satisfaction survey KBI 11 Value in Green represents national average.
		SU4c	Cycling - Public satisfaction (%) of cycle routes and facilities	Annually	>= national average	61% (52%)			57% 52%			Data from Annual NHT public satisfaction survey KBI 13 Value in Green represents national average.
Serviceability	BSCI Score	SE1	Annual Average Bridge Stock Condition Indicator.	Bi-annually	>= 70.00	76.14					Average BSCI score calculated in March 2018 for Bridge Inspections conducted during the preceding 2 year rolling programme.	
	% of A Road Network That is Red	SE2	% of A Road Network from the scanner data marked red, that should have been considered for maintenance	Annually	<= national average	1% (3%)				1% (3%)	Value in Green represents national average.	
	% of B & C Road Network That is Red	SE3	% of B & C Road Network from the scanner data marked red, that should have been considered for maintenance	Annually	<= national average	6% (6%)				5% (6%)	Value in Green represents national average.	
	% of Unclassified Road Network That is Red	SE4	% of Unclassified Road Network from the scanner data marked red, that should have been considered for maintenance	Annually	<= national average	16% (17%)				15% (17%)	Value in Green represents national average.	
Safety	Emergency response on the Network	SA1	Percentage of emergencies responded to within agreed timescales.	Quarterly	100%	100.0%	100%	99.6%	100.0%	99.6%		
	Urgent Defect repair on the Network	SA2	Percentage of Highways CAT 1 defects completed within agreed timescales	Quarterly	100%	100%	100%	100.0%	100.0%	100.0%		
	Defect repair on the Network	SA3	Percentage of Highways CAT 2 defects completed within agreed timescales.	Quarterly	95%	94.4%	78.9%	94.9%	94.4%	93.5%		
	Delivery of planned safety inspections	SA4	Percentage of safety inspections delivered to programme.	Quarterly	100%	100.0%	100%	99.6%	100%	99.80%		
	Accident statistics	SA5	Annual KSI (Killed or Seriously Injured) figure.	Annually	n/a	K-7 SI-98			K-4 SI-77			
Stakeholder Satisfaction	Customer Feedback Cards	SH1	Positive feedback from members of the public.	Quarterly	85%	94.3%	93.3%	88.4%	94.3%	Nil returns		
	NHT Survey	SH2	Overall results for Theme #03: Walking/ Cycling.	Annually	>= national average	59% (55%)			56% 55%		Value in Green represents national average.	
		SH3	Overall results for Theme #04: Tackling Congestion.	Annually	>= national average	51% (51%)			52% 50%		Value in Green represents national average.	
		SH4	Overall results for Theme #05: Road Safety.	Annually	>= national average	56% (55%)			55% 55%		Value in Green represents national average.	
		SH5	Overall results for Theme #06: Highway Maintenance/ Enforcement.	Annually	>= national average	54% (51%)			52% 49%		Value in Green represents national average.	

Issue/ change log

Date	Version No.	Measure	Details of issue/ change
30/05/2019	1.0	All	First issue (Q4 2018/19)

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 6
6 NOVEMBER 2019	PUBLIC REPORT

Report of:	Steve Cox, Executive Director – Place and Economy	
Cabinet Member(s) responsible:	Cllr Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments	
Contact Officer(s):	Steve Cox, Executive Director Place and Economy	Tel. 01733 453492

PORTFOLIO PROGRESS REPORT FROM THE CABINET MEMBER FOR STRATEGIC PLANNING AND COMMERCIAL STRATEGY AND INVESTMENTS

R E C O M M E N D A T I O N S	
FROM: Cabinet Member for Strategic Planning and Commercial Strategy and Investments	Deadline date: <i>Nil</i>
It is recommended that the Growth, Environment and Resources Scrutiny Committee notes the contents of the report.	

1. ORIGIN OF REPORT

- 1.1 This report is provided to update the Scrutiny Committee on the progress of items under the responsibility of the Cabinet Member for Strategic Planning and Commercial Strategy and Investments.

2. PURPOSE AND REASON FOR REPORT

- 2.1 This report is being presented by Cllr Peter Hiller at the request of the Growth, Environment and Resources Scrutiny Committee.

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

- 4. Economic Development and Regeneration including Strategic Housing and Strategic Planning
- 5. Transport, Highways and Road Traffic
- 6. Flood Risk Management

2.3 How does this report link to the Corporate Priorities?

This report forms the annual progress report of the Cabinet Member. The responsibilities of this Portfolio Holder are clearly linked to the Council's stated vision:

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

and visit, famous as the environment capital of the UK.

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**

The Report is structured around the service areas which primarily fall under the responsibilities of the Portfolio Holder.

4.1 **Nick Harding - Head of Planning Peterborough and Fenland**

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

Homes (sites with more than 50 units)

- 327 Hampton Leys
- 350 Hampton Heights
- 130 Showground
- 104 Ex Perkins land, Newark Road
- 676 Guilsborough Road, Eye Green
- 98 Bridge St City Centre
- 152 Oakdale Avenue Stanground
- 77 Ex Peterborough City Hospital
- 91 Sandpit Road, Thorney

Leisure

- Hotel Bridge Ex Bridge Street Police Station, City Centre
- Refurbishment of fire damaged Toys R Us building Bourges Boulevard
- North Westgate mixed use scheme (note that this scheme includes housing, office and leisure uses)

Employment

- 13,000 sq m distribution centre, Alwalton Hill
- 21,000 sq m distribution centre, Alwalton Hill
- 8,000 sq m office space, Lynchwood

Building Control/Planning

Building Control successfully transferred to a new quality assurance system maintaining recognition for the provision of a high standard of service. External recognition of the quality of service we provide helps give our customers confidence in what we do, and positive customer feedback helps us retain good market share (70%) in Building Control (which competes with private sector providers) and the creation of mutually beneficial working relationships.

A number of developments in Peterborough were submitted to the Regional Local Authority Building Control Building Excellence Awards 2019 and Thorpe Wood Care Home won the Inclusive Development category and will go through to the National Finals later in the year.

The planning service continues to exceed national performance targets for the speed of determination of applications and quality of decision making.

4.2 **Richard Kay - Head of Sustainable Growth Strategy**

Peterborough Local Plan 2016 to 2036

In July 2019, after three years of intensive work and considerable consultation with a wide range of people and organisations (as well as this Scrutiny Committee), Full Council adopted a new Local Plan for Peterborough. The new Local Plan sets new housing targets for the district and allocates sufficient land to meet our growth needs. It also sets clear and up to date policy on a wide range of matters, including infrastructure, affordable housing, nature conservation and protecting the amenities of residents.

Supporting Supplementary Planning Documents and Strategies

A range of other documents were also adopted by the council in the past 12 months, linked to the adoption of the new Local Plan. All such documents had been consulted upon thoroughly with the public, and again this Committee took opportunities to review such emerging documents. The documents are:

1. **The Tree and Woodland Strategy** which updated the strategy that was adopted in 2012. The revised strategy provides a clear strategic direction for the management of the council's tree resource and setting targets with which the progress of the strategy would be measured. It was approved by Cabinet on 24th September and because this strategy is a 'major policy item', it was adopted by Full Council on 17th October 2018.
2. **The Biodiversity Strategy** which updated the strategy that was adopted in 2010. The new document sets out a clear strategy to ensure biodiversity is considered in all Council strategies, plans, programmes and practices. In exercising its functions, the Council had a statutory duty to have regard, so far as was consistent with the proper exercise of those functions, to the purpose of conserving biodiversity. It was approved by Cabinet on 15th October and because this strategy is a 'major policy item' it was adopted by Full Council on 12th December 2018.
3. **The Flood and Water Management SPD** which updated the version adopted in 2012. This SPD supports existing policy and provides guidance to developers and decision makers on how to manage surface water and main river flood risk. This was approved for adoption by Cabinet on 17th June subject to the adoption of the Local Plan by Full Council in July, and therefore was adopted on 24th July 2019.
4. **The Developer Contribution SPD** which updated the version adopted in April 2015, which was prepared to coincide with the introduction of the Community Infrastructure Levy in Peterborough. It sets out the detail of what contributions would be expected by the council from development schemes coming forward in the area. This was approved for adoption by Cabinet on 17th June subject to the adoption of the Local Plan by Full Council in July, and therefore was adopted on 24th July 2019.
5. **The Green Infrastructure and Biodiversity SPD** which is a new document. This SPD explains how the relevant policies in the Local Plan should be implemented, and act as a 'one stop shop' source of information and advice to developers, planning officers, environmental organisations and community groups. This was approved for adoption by Cabinet on 17th June subject to the adoption of the Local Plan by Full Council in July, and therefore was adopted on 24th July 2019.

Peterborough and Cambridgeshire Joint Minerals and Waste Local Plan

In July 2017, Cabinet agreed to the preparation of a joint Peterborough City Council and Cambridgeshire County Council Minerals and Waste Development Plan. The current Core Strategy Development Plan Document (DPD) was adopted in 2011 and the Site-Specific Proposals DPD was adopted in 2012. These two plans are being reviewed and merged to form a single joint Minerals and Waste Local Plan (MWLP) covering the two Council areas. The preparation of the Plan includes three rounds of consultation.

From 16 May 2018 the Councils carried out a 6-week public consultation on the Preliminary Draft version of the Plan. This stage of the Plan put forward various issues and options regarding mineral and waste management development up to 2036 and gave the opportunity to submit sites for future mineral management development. It also asked if existing allocations should be carried forward.

Between March - May 2019 the Council consulted (following presentation to Scrutiny on 9 January and Cabinet approval on 4 February 2019) on a Further Draft version of the Plan, which included an updated Plan and identified the preferred locations for new minerals allocations. All comments received during the consultation period were assessed and taken into consideration during the production of the Proposed Submission version of the Plan and appropriate changes made where necessary, as well as the evidence base updated where required.

The Proposed Submission document was approved by Cabinet on 23 September for the third and final round of public consultation. A briefing note, as requested, was sent to Members of this Scrutiny Committee in early September. In terms of allocations, and as was the case at the Further Draft stage, the Plan is proposing to allocate mineral sites but not waste management sites. It also allocates certain areas to be 'safeguarded' from development, or areas where consultation with the minerals and waste authorities will be necessary. The consultation is due to commence in November 2019 and conclude in January 2020. The timetable thereafter is for 'submission' of Local Plan to the Secretary of State in March 2020 in order to commence its independent examination and final adoption of the new Plan by November 2020.

Neighbourhood Planning

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

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

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

The Peterborough Housing Strategy 2016 to 2021

In April 2017 Council adopted the Council's Housing Strategy for the period 2016 to 2021. This

overarching document co-ordinates a number of other housing related strategies and documents that enable the council to address housing needs in Peterborough. The development of a new housing related document which will serve as the council's affordable housing implementation plan is now underway following on from decision by Cabinet on 23rd September to approve the launch of a Housing Revenue Account. This document will particularly focus on delivering the priority identified in the Housing Strategy 'to increase the supply of homes which people can afford'. The aim of setting up an HRA is to accelerate the delivery of affordable homes in the city for use as both temporary and long-term accommodation and the implementation plan will set out the council's approach to achieving this aim.

Combined Authority Affordable Housing Funding

In March 2017, the Combined Authority Board agreed the business case for £100m to enable an additional 2,000 new affordable homes to start on site in the Combined Authority area during the five-year period commencing 1 April 2017. The £100m fund will be deployed in Peterborough and the local authority districts excluding Cambridge City, which has received a separate ring-fenced grant fund. The CA has set aside £60m of the affordable housing funding for grant allocations and £40m for other forms of investment which will be loaned on a revolving basis. The Housing Strategy team are working with the CA to ensure that appropriate schemes are identified or this funding to enable affordable homes that would have otherwise not come forward, to be delivered in Peterborough.

In terms of the grant funding stream, a total of £13,508,206 of the £60m funds available had been allocated as of the end of August. This is 22.5% of the available pot. Of this sum, £8,585,754 (63.5%) has been allocated to 5 Peterborough schemes to deliver 221 affordable homes, all for rented tenure. It is important to note that two of the Peterborough schemes have yet to be granted planning permission, so there is still some uncertainty attached to their delivery at this stage.

In terms of the other investment tools funding stream, a total of £37,007,335 has been allocated up until the end of August. This is 92.5% of the available pot. This money is allocated on the basis that it is a loan and so should be reimbursed to the pot for re-use. Of this sum £1,557,335 (7.5%) has been allocated to one Peterborough scheme which the CA Development Company is hoping to deliver. This scheme is still a working project for the CA and so again, there is still some uncertainty attached to its delivery. The Housing Strategy team continue to deliver a Housing Strategy and Enabling service to Fenland District Council, helping to raise our profile, and bring in a valuable income to the Council.

4.3 Andy Tatt - Head of Peterborough Highway Services

Peterborough Highway Services (PHS), a partnership between Peterborough City Council and Skanska, commenced in October 2013. The partnership continues to perform well and the Skanska Annual Report detailing progress from April 2018 to March 2019 will be presented at this meeting and as such is not duplicated here.

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

Environment and Transport team, led by Charlotte Palmer, is responsible for the Council's Transport Planning activity and developing the resultant programme of capital improvement works. This team is also responsible for seeking external funding to deliver highway schemes, delivering the Council's sustainable transport initiative Travelchoice alongside passenger transport services including Concessionary Fares and road safety. Highlights for the last year include:

- € Funding totalling £7.850m has been secured from the Cambridgeshire and Peterborough Combined Authority (CPCA) for a number of capital and revenue highway schemes including promoting sustainable travel and major infrastructure development including schemes funded by the DfT.
- € Bikeability, the modern-day cycle proficiency, continues to be delivered across the city. We have received funding from the DfT to train 1978 pupils this financial year 2018/19, covering the school terms from April to March.
- € The team have supported the CPCA in their development of the new Local Transport Plan for Cambridgeshire and Peterborough. The public consultation for this policy closed at the end of September with the final document due to be adopted later in 2019.

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

- Since implementation of the process improvements in August 2018 on our S38/278 Highway Adoptions process, we have reduced the number of complaints from at least 2 a week to zero.
- We have formally adopted 1044m of carriageway, 109m of shared surface roads, 1081m of footways, 1197m of verge, 97 gullies and 40 streetlights.
- Following implementation of the Small Scale S278 application process the previous year, the number of applications continue to rise, and are exceptionally successful, offering a streamlined option for S278's.
- We continue to build very positive working relationships with developer's on new sites as well as making significant improvements bringing forward adoption of older development sites. By taking a pragmatic view and offering a Deed of Dedication route, this has encouraged many developers to engage and complete the adoption process.

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

- € The Permit Scheme for Road Works and Street Works went live on 1 April 2019.
- € Major construction works to extend the life by 50 years of 6 out of 8 piers on Nene Bridge on A1139 Frank Perkins Parkway over the River Nene successfully completed.
- € Installation of further solar powered Real Time Passenger Information (RTPI) displays in Lynchwood following a successful trial.

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

- € The Street Lighting LED Replacement project has now completed ahead of schedule and budget.
- € Major scheme works on Junction 18 of the A47/A15 has progressed well and is on track to complete Winter 2019/20. The site will close down early for the Christmas Period from mid-November until mid-January to aid the business's and travelling public.
- € The safety barrier repair works on the A1260 Nene Parkway are now complete and we are assessing other areas that require works.

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

include:

- € January 2019 saw PCC continue to achieve Band 3 (highest level) on the Department for Transport Incentive Fund.
- € The Street and Address gazetteer each achieved a Gold Performance award.
- € Street Naming and Numbering have entered 1948 new addresses into the gazetteer increasing our income.
- € The Highway Maintenance Plan has been updated in line with the new national code of practice, 'Well-Managed Highway Infrastructure'. The Highway Infrastructure Asset Management Plan (HIAMP) was also written bringing together all of the strategies and policies for Peterborough Highway Services. These documents show how we manage and maintain the assets following both an asset management and risk-based approach.
- € In March 2019 Zurich Insurance visited and assessed Peterborough Highway Services. The purpose was to make an "assessment of PHS's current highway asset management process and its adoption of the guidance contained within 'Well Managed Highway Infrastructure' (the new code of practice) in the context of reducing the risk of personal injury and property damage to road users and for defending public liability claims". The findings of Zurich were that our overall performance was Excellent.

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

- € In September, Water Resilient Cities came to Peterborough for their 'Retrofitting SuDS' conference. They visited Fletton Quays where they were shown how SuDS work and the obstacles that we had to get over to achieve such a great site for SuDS. More information can be found at: <https://waterresilientcities.eu/retrofitting-suds-from-design-to-delivery-thursday-12th-september-2019/>
- € Recently the North Level Internal Drainage Board (IDB) completed a survey on the condition of culverts in their area. As a result, we are reviewing a number of assets and agreements have been reached in relation to their maintenance and a need for further dialogue on culverts where the responsibility is less clear.
- € Over the last year our joint working with Cambridgeshire County Council has increased, we now share duties to attend the Regional Flood and Coastal Committee and have combined our Flood Risk Partnerships. We are also investigating how we may find efficiencies in delivering joint training events.
- € The team are trialling a new method for managing silt levels at Cuckoos Hollow, by applying an environmentally friendly calcium carbonate powder to the lake we can encourage natural processes to break down the organic silt. If this proves successful, then we have a long-term maintenance solution which is less intrusive and more economic than traditional dredging.
- € Our Yellow Fish and DrainArt Campaigns continued in the Gunthorpe, Walton and Paston areas of the Peterborough with Anglian Water's Educational Team carrying out classroom sessions in Discovery Primary School. New artwork has been installed on the pavement outside the school to allow passers-by to make the connection that the majority of road drains lead to local brooks and rivers. More information can be found at: <https://www.peterborough.gov.uk/council/campaigns/water-environment-campaign-yellow-fish/>

4.4 Howard Bright - Head of Growth

Peterborough Investment Partnership (PIP) led the development of Fletton Quays. This has been the Partnership's first major mixed-use scheme and Fletton Quays continues to progress positively. The recent announcement that a new government hub will take a landmark office on part of the gateway to the site secures the passport office in the city and strengthens the area

and is the culmination of work between the Council, PIP and the developer to ensure this important development came forward. For the first time people now live on Fletton Quays, with the first apartments in the Weston Homes' scheme having been handed over to their owners. Work will begin imminently on the landmark Hilton Garden Inn hotel and a new c100-unit apartment block at the front of the scheme, and planning is expected to be submitted for the refurbishment of the remaining Grade II listed railway shed by the end of the 19/20 FY. As Fletton Quays draws towards successful completion, PIP has begun to explore with the Council other schemes it might work to deliver in the city, building on its experience.

Medesham Homes continues to expand its development activities. The first development of 29 homes completed last year, and building is well advanced on the Crowland Road and Belle Vue schemes, which will deliver their first units before the end of 2019 and add over 60 units to the city's affordable stock when complete. Medesham Homes will continue to expand its development pipeline in the coming year, subject to funding constraints, making a significant contribution to expanding the city's affordable housing stock and supporting the Council with its activities to alleviate temporary accommodation pressures.

4.5 **Dave Anderson - Interim Project Director**

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

University of Peterborough

Work is underway with the Cambridgeshire and Peterborough Combined Authority to prepare for the development of the first phase of the University of Peterborough campus. CPCA appointed project managers MACE in July 2019 to manage the completion of the outline business case (OBC) for the University and the process of procuring a preferred Higher Education partner organisation. It is anticipated that £20m will be invested in the first phase building for the University with a view to accommodating around 2000 students. It is intended that construction tenders will be issued in January 2020 with the preferred bidder in place by April 2020 and a site start in summer 2020 with a two-year construction programme. Preplanning discussions have commenced and an application for a site on the Wirrina Car Park will shortly be submitted. The aim is to ensure the first campus building will be completed in time for the first cohort of students to enter the University by the start of the 2022/23 academic year.

The curriculum for the University has been subject to consultation with the local business community. As a result, there will be a focus on technical and vocational degrees as well as degree level apprenticeships for students who are in the employed workforce locally. Over time the ambition remains to grow the University Campus to accommodate up to 12,500 students by the mid 2030's

North Westgate redevelopment

Hawksworth Securities submitted a planning application for the mixed-use redevelopment of the first phase the North Westgate site on 30 November 2018. Council officers have been working with Hawksworth to facilitate land assembly plans ensuring that properties not already in the ownership or control of Hawksworth can be brought into the scheme over the next two years. The Heads of Terms of a draft development agreement have been reached with Hawksworth under which the Council will appoint a land referencing agent to carry out title checks on the remaining parcels of land to be acquired for the scheme. These will be subject to independent valuation and private treaty negotiations backed up if required by a Council resolution to pursue a compulsory

purchase order. The Council has already purchased 9 properties on Cromwell Road. Once Hawksworth has assembled the remaining land interests the Council will transfer these properties to Hawksworth at open market value. In the meantime, they are being used for temporary accommodation of households at risk of homelessness.

Council Officers have also worked closely with Invesco the other major landowner at North Westgate. Invesco's first priority is the completion of the proposed 10 screen cinema and restaurant offer at the Queensgate Shopping Centre. The initial phase of this work which involves the reconfiguration and refurbishment of the John Lewis store got underway in early summer this year. Plans are in place to commence the construction of the multi-screen cinema in March 2020 with a build programme of around two years. During the construction programme it will be necessary to create a temporary bus station at Acland Street to the rear of the Brewery Tap to ensure that part of the existing Bus Station can be used as a construction site compound for the multi-screen cinema.

Station Quarter

Work has commenced on a masterplan and feasibility study for Peterborough Station Quarter funded by CPCA, Network Rail, LNER and the Council. The study will look at opening up railway operational land for the development of multi storey car parking, residential and commercial development. It will also explore the feasibility of creating a west side entrance to the Station. Land around the Station is likely to increase in value once the reduction of rail journey times into London to 39 minutes are introduced on the fastest services using the new Azuma trains.

Business Improvement District

Work has been progressing to support city centre businesses to set up a Business Improvement District to help fund improvements and services in the city centre. This would involve businesses agreeing a 1.5% levy supplement to their business rates. A BID steering group has been set up under the chairmanship of Mark Broadhead Centre Director of the Queensgate Shopping Centre. A business plan and prospectus document are being prepared and a ballot of businesses to vote on the BID proposals will be held in March 2020. If the vote succeeds the BID will be operational by July 2020 with an annual budget of around £430,000.

Temporary Accommodation

During the year work has been undertaken to tackle the city's homelessness challenges by procuring temporary accommodation for families and individuals at risk of homelessness. Following the approval of a £10m invest to save project 59 homes have been purchased on the open market in locations with good access to schools and other amenities. In addition, a scheme for 5-year leasing of accommodation from private landlords has been revamped to ensure quality standards are further improved. 15 new homes have now been leased in this way. Work has also continued on the development of new homes for affordable rent through Medesham Homes, the Council's JV housing company with Cross Keys Homes which uses Right to Buy receipts to build new homes for affordable rent. Medesham delivered their first 29 homes at Midland Road in December 2018 and have a further 58 units in the development pipeline for delivery over the next two years.

As result of these actions – despite a 53% increase in homelessness presentations in the past year the Council has reduced its use of B&B accommodation by 64% and removed the need for out of area temporary accommodation. Further action is needed to tackle the demand for affordable housing in the city and plans are in progress to reintroduce a housing revenue account

that would enable the Council to borrow money that could fund the provision of new affordable homes working in partnership with RPs and private developers.

Economic Development Delivery

Opportunity Peterborough has secured CPCA funding to finance its core operations and role in attracting inward investment, delivering skills development and careers advice and promoting new business start-ups and small companies. OP has played an important role in helping 1200 employees affected by the closure of Thomas Cook's HQ in Peterborough supporting a Jobs Fair and organising skills and training support for affected employees as well as connecting them to job opportunities with other local employers.

4.6 Elliot Smith - Commercial Manager, Smart Energy, Infrastructure and Regeneration

Elliot Smith, under the guidance of Dave Anderson, is leading on both the University and North Westgate programmes. In addition, Elliot is leading on Low Carbon, Renewable Energy and Infrastructure projects. Highlights for last year include:

- Creation of the Cambridgeshire and Peterborough Corporate Energy Strategy – a joint approach to our energy usage
- A New Energy Procurement for the Council and the formation of a regional working group for future procurement frameworks
- Development of "PIRI" a consortia approach to flexible renewable energy provision across power, heat and mobility
- Completion of a BEIS funded Heating Master planning exercise for low carbon heating in the City
- The Councils IoT [internet of things] partnership with CityFibre and a number of successful pilot projects

5. CONSULTATION

5.1 This document has been produced in collaboration with colleagues across the Place and Economy Directorate and its partners.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 There are no direct outcomes anticipated from this report. It is provided for information and comment.

7. REASON FOR THE RECOMMENDATION

7.1 This report is provided for information and comment.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 Not applicable this report is provided for information and comment.

9. IMPLICATIONS

Financial Implications

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

Legal Implications

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

Equalities Implications

9.3 N/A

Rural Implications

9.4 N/A

10. BACKGROUND DOCUMENTS

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

10.1 None

11. APPENDICES

11.1 None.

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 7.
6 NOVEMBER 2019	PUBLIC REPORT

Report of:	Pete Carpenter, Acting Corporate Director of Resources Mark Bennett, Local Government Partnerships Director, Serco	
Cabinet Member(s) responsible:	Councillor Seaton Cabinet Member for Resources Councillor Farooq	
Contact Officer(s):	Peter Carpenter, Acting Corporate Director Resources - peter.carpenter@peterborough.gov.uk Mark Bennett, Local Government Partnerships Director, Serco - mark.bennett2@serco.com	Tel. 01733 384564

SERCO ANNUAL REPORT 2018-19

R E C O M M E N D A T I O N S	
FROM: Growth, Environment & Resources Scrutiny Committee	Deadline date: N/A
<p>It is recommended that the Growth, Environment & Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> Review and comment on this report. 	

1. ORIGIN OF REPORT

1.1 This report has been requested by the Growth, Environment and Resources Scrutiny Committee.

2. PURPOSE AND REASON FOR REPORT

2.1 This report allows the Committee to scrutinise the performance of Serco during 2018/19 and to question both officers of the Council and the Serco Partnerships Director, Mark Bennett on this subject.

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

- 10. Partnerships and Shared Services
- 11. Digital Services and Information Management

2.3 The Serco Partnership contributes to all the priorities in the Sustainable Community Strategy:-

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

3. TIMESCALES

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

4.1 The Peterborough Serco Strategic Partnership (PSSP) went live on 28 November 2011 and delivers the following services:-

- Shared Transactional Services (e.g. Council Tax, Business Rates, Benefits, Accounts Payable and Receivable and Back-Office Parking Administration);
- Customer Services;
- Procurement;
- Business Transformation and Service Improvement;
- Business Support (including HR admin & Payroll) and
- Financial Systems Support.

The ICT Managed Service has been operated by Serco Limited since 1 October 2009

4.2 The Report in Appendix A sets out Key Performance Indicators (KPIs) for both contracts.

Across the two contracts, Serco employ just under 450 staff including 18 on apprenticeships ranging from NVQ level 2 to degree level.

4.3 The PSSP has 22 key performance indicators across 6 Service areas and delivery for 2018/19 is summarised in the following table. More detail of the data is contained in Appendix B:

Service Area	Jun18 Target	Jun18 Hit	Sep18 Target	Sep18 Hit	Mar19 Target	Mar19 Hit
Shared Transactional Services	9	9	9	9	9	9
Business Support	1	1	1	1	1	1
Customer Services	1	1	2	2	1	1
BTSI	1	1	1	1	1	1
Financial Systems Support	1	1	1	1	1	1
Procurement	5	5	5	5	5	5

There were two KPI's currently suspended:

- a) In Customer Services - % of telephone calls answered due to additional time required to populate the Customer Relationship System
- b) In Business Support - % of tasks completed to deadline due to the work management system no longer being supported following the move to the Google Platform

A further KPI in Financial Systems Support is not reported on as no priority 1 calls have been raised in respect of his service.

As a result, no KPI service failures have been experienced and no service credits applied.

4.4 The ICT contract delivery is based on 19 key performance indicators.

For 2018/19 of the 19 indicators:

Two different indicators were not delivered in the first 3 quarters of 2018 - Fulfilment of priority 4 ICT request due to close down of PCC over the Christmas period and the increased call volume

resulting from the move into Sand Martin House. The second was call abandoned rate > 5% due to some issues we had with our new call system.

Four different indicators were not delivered in the month of March, this was due a new incident logging system being implemented which PCC agreed to mitigate any failures within month as the transition to the new system took place.

Further detail is shown in Appendix B

4.5 A range of major projects and other service delivery detail is outlined in Appendix A.

These include:

- Delivery of major projects;
- Service delivery improvements;
- Introduction of Innovation;
- Recognition, through awards of services that have been delivered.

5. CONSULTATION

5.1 The Financial Services team, as contract owners continues to engage with stakeholders in relation to the services being provided.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 The expected outcomes and associated service impacts are set out in the report.

7. REASON FOR THE RECOMMENDATION

7.1 Service delivery of major partnership contracts should be reviewed annually and outcomes of these reviews should be used to improve service provision.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 This report sets out performance of an operational contract. Alternative options would be considered if service delivery is not being delivered, shown via budget spend and Performance Indicator delivery.

9. IMPLICATIONS

Financial Implications

9.1 The following net figures were reported to members in July 19 as part of the Council's year-end Budget Monitoring Outturn Report:

Department	Council Budget £000	Contributions From Reserve £000	Revised Budget £000	Actual Outturn £000	Variance £000
Peterborough Serco Strategic Partnership	5,952	32	5,984	8,250	2,266
ICT	5,339	314	5,653	6,147	494

Items highlighted in the report were as follows:

Peterborough Serco Strategic Partnership (PSSP)

The overspend in this service is from a combination of three key areas:

- There was a £0.990m pressure due to the Annual Delivery Plan (ADP) and business transformation (strategic improvement core cost). All items on the ADP should be linked to funding streams (Revenue and Capital schemes) as core funding was reduced to nil in last

year's budget. Offsetting this is £0.100m of contract income brought forward, and £0.145m of favourable variances on the costs of changes in the contract.

- Overall variable spend with Serco has not yet reduced by the targeted £1m, due to ongoing programmes of work. This initial work was related to spending on ICT equipment which has been reduced, however it has not been possible to remove budget provision as this was generally one off in nature and the business is now using this to fund other items.
- The Serco Business Support saving of £0.100m was not achieved.

ICT - £0.494m overspent

- Savings that were expected to be generated through the implementation of a technology platform across Social Care (PeopleToo) were not achieved as planned, creating a £0.137m pressure. The budgeted return on loans to partners to deliver this project did not materialise as planned creating a £0.131m pressure through loss of interest receipt.
- Savings targets in relation to Digital Roadmap project, including guaranteed resale income and also savings through decommissioning ICT legacy systems and departmental efficiencies were not been fully achieved, causing a £0.792m pressure.
- There was an overspend against the core contract budget in 2018/19, due to one-off costs associated with new change controls being implemented (£0.219m). However, there has been a £0.741m rebate received in year within the core contract budget, following a prior year change control notice reconciliation.
- Savings off £0.100m were achieved against the corporate computer software budget but other minor overspends (£0.056m) partially offset this.

The issues identified above are being addressed in 2019/20 through the Council's budget setting programme and ongoing transformation work.

Legal Implications

9.2 N/A

Equalities Implications

9.3 This contract delivers to a range of PCC Stakeholders.

Rural Implications

9.4 There are no rural implications to this report – although all parts of the Community are affected by these services.

10. BACKGROUND DOCUMENTS

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

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

- Operational Services Agreement with Serco Limited (parts of which are exempt)

11. APPENDICES

11.1 Appendix A - Serco key activities and achievements since April 2018
Appendix B – Serco Performance and KPIs

Appendix A

Serco key activities and achievements since April 2018

Major projects

Sand Martin House programme – Serco continued with managing the Sand Martin House programme, moving from the set-up of the new building last year, to managing the moves into the building. This included more agile working promotion, to ensure that the reduction in desks across the council did not impact any ways of working.

This move project was enhanced with a further change management project ensuring that all staff were aware of the digital ways of working that were available to them to assist them in working from home and at other locations.

Introduction of further technology within Sand Martin House to facilitate meetings to take place within the offices, including the introduction of screen's, camera's and audio facilities within the majority of the meeting rooms.

The customer service teams from Bayard Place - reception/face to face services and the call centre successfully relocated to the new Bridge Street Customer Services unit and the Town Hall respectively. There was no break in service provision and both services have settled in well.

The new Customer Service facility on Bridge Street has been well received by customers and staff alike. There are self-service PC's where customers can access the people's information network and a wide range of council services, either on their own or assisted by staff if required. In addition, there are self-service phones where customers can also speak to staff in other service areas to resolve their queries.

Assisted the council in delivering a programme of improvement within the Children's Social Care arena, following a less than satisfactory Ofsted report.

Commenced the discovery phase of moving the council from the Google suite offering to a Microsoft 365 collaboration platform in preparation for a move in 2019/20.

Carried out a number of ICT system upgrades to key systems used by service departments including IDOX, Civica Flare and Frameworki.

Other service achievements

In the latest customer satisfaction survey undertaken by the customer services team, 97% of the 407 customers surveyed were either satisfied or very satisfied with the service they received.

The reception team successfully produced ID cards that were required for all PCC/Serco staff due to the opening of SMH and continue to deliver this service for new staff and those who need replacement cards, as well as initial cards for Aragon and CITB.

Citizenview online parking appeals system introduced in April 2018. This has streamlined the payments and appeals process for Penalty Charge Notices.

Change to the Council Tax Support Scheme successfully implemented in March 2019 ready for 2019/20, with a forecast saving of £230k.

Additional debt recovery processes in Housing Benefit and Sundry Debt has improved council revenue from aged debt by £360k.

Benefits and Council Tax end of year processes made more efficient and now run during the same weekend. This has resulted in all related correspondence now able to be sent to customers in the same envelope, making this more convenient and easy to understand for those in receipt of benefit.

Cross training of staff between Council Tax and Benefits, enabling more efficient processing and ability to provide better service to customers.

18 staff undertaking apprenticeships including Level 2 up to CMDA courses.

Business Support worked in conjunction with the council to adapt its delivery to those services developing joint working with CCC

Business Support took on the centralised ordering of Stationery for the council in January 2019, running this across six sites. This has ensured improved stock level management and financial control.

Payroll provided services to support Electoral Services with 6 elections between May 2018 and June 2019 and successfully implemented the April 2019 pay award for NJC staff which involved a complete restructure of the grading. Payroll and HR Support also provided services on 2 restructures and 3 TUPE undertakings during 2018/19.

The use of the Council's e-sourcing system SourceDogg continues to be developed and a 3 year deal has been agreed delivering further savings.

During the last 12 months Procurement team has undertaken in excess of 30 Strategic Sourcing Initiatives (OJEU level) across the Council.

Procurement team delivered £1.43m in savings during 2018/19. However, these savings were offset by cost pressures across other areas of the council.

Supported the newly formed Aragon Ltd with the implementation of their IT.

Created in excess of £200k savings from ICT procurement.

Innovation

Texting process undertaken for all customers due council tax reminders, final notices and summons letters during the busier summer months.

Further implementation of agile working in Shared Transactional Services has reduced the desk/person ratio to below 3:10, freeing up accommodation space at Sand Martin House.

Home visit trials undertaken by Council Tax staff for some of the higher debtors, where other collection methods have failed (including enforcement agent action).

Electronic files now being produced for Cross Keys in relation to Housing Benefit awards for individual tenants which has resulted in a significant reduction in paper notifications.

The take on of AWS support (cloud environment) saw a 30% reduction in billing for a like for like environment from April 18 to March 19.

Our implementation of Smartscale for the Citrix environment which enables servers to be automatically switched off during hours of inactivity has demonstrated savings beyond the original business case and has decreased the monthly bill by £15k

Our AskOscer drop-in desk has increased its opening times providing greater flexibility for staff needing to resolve ICT issues.

A new world class IT call logging system has been implemented that enables end users to get more help when needed which is being enhanced to provide further self-help and workflow.

Supporting the joint PCC /CCC IT strategy by:

- >leading the way in implementing Office365
- >supporting CCC colleagues for their move to Alconbury and close down of their data centre with our expertise and lessons learnt from PCC's transformative move into Fletton Quays
- >devising joint working policies and process
- >Putting in place a coherent Cyber Security policy
- >Supporting the upgrade and migration to new Social care environments for both adults and childrens

Awards and recognition

Achieved the national Customer Service Excellence award for the eleventh year running. In addition to being fully compliant the customers services team achieved 15 'compliance plus' areas which was an increase of 3 on the previous year.

Official DWP performance statistics confirm the best ever performance in Peterborough for benefits processing in 2018/19 at 5.7 days, with new claims in the top 10% in the country.

Revenues and Benefits team were finalist in the IRRV's Performance Awards for Excellence in Partnership Working.

Appendix B – Serco Performance and KPIs

Summary of Performance Measures															
Service Area	Performance Measure Ref	Description	Freq	June Target	June-18	Sept Target	Sept-18	Dec Target	Dec-18	Mar Target	Mar-19	Jun Target	Jun-19	Sept Target	Sep-19
	KPI's														
STS	STS-K-009	Completion of statutory returns	M	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	R&B-K-001	Achievement of the in year Council Tax collection rate target	A	95.80	95.80	95.80	95.80	95.80	95.80	95.80	95.83	95.80	95.80	95.80	95.80
	R&B-K-002	Achievement of the in year business rates collection rate target	A	97.80	97.80	97.80	97.80	97.80	97.80	97.80	97.90	97.80	97.80	97.80	97.80
	R&B-K-007	Council Tax arrears collection	A	14.31	14.31	14.31	14.31	14.31	14.31	14.31	15.76	14.31	14.31	14.31	14.31
	R&B-K-008	Percentage collection of former years arrears to be within agreed annual target agreed with the authority (Business Rates)	A	30.00	30.00	30.00	30.00	30.00	30.00	30.00	33.53	30.00	30.00	30.00	30.00
	R&B-K-009	Debt recovery - Parking	M	14.00	2.96	14.00	3.50	14.00	2.39	14.00	8.00	14.00	6.06	14.00	6.50
	R&B-K-009a	Debt recovery - Housing Benefit Overpayment	A	26.00	26.00	26.00	26.00	26.00	26.00	26.00	28.38	26.00	26.00	26.00	26.00
	R&B-K-009b	Debt recovery - Sundry Debt	A	63.00	63.00	63.00	63.00	63.00	63.00	63.00	45.93	63.00	63.00	63.00	63.00
	R&B-K-011	Average time to process housing benefit claims and changes	A	16.00	16.00	16.00	16.00	16.00	16.00	16.00	6.02	16.00	16.00	16.00	16.00
	9														
BS	PAY-K-001	Ensure all payroll deadlines are met	M	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	BS-K-002	Business support tasks completed to deadline	M	97.00	92.86	97.00	Suspended	97.00	Suspended	97.00	Suspended	97.00	Suspended	97.00	Suspended
	2														
CS	CS-K-001	% of customers satisfied with the service they received	M	95.00	Not Measured in June - no Survey	95.00	98.00	95.00	Not Measured in Dec - no Survey	95.00	Not Measured in Mar - no Survey	95.00	Not Measured in June - no Survey	95.00	97.00
	CS-K-002	% of telephone calls answered	M	83.00	80.00	86.00	81.00	88.00	85.00	87.00	79.00	83.00	76.00	86.00	83.00
	CS-K-006	% of First Call resolution in Call Centre (excluding switch)	M	85.00	89.00	85.00	90.00	85.00	89.00	85.00	92.00	85.00	93.00	85.00	95.00

PRO-K-006	Co-operate with the Authority's Legal Services to provide timely and appropriate documentation and other necessary information to enable the Authority's Legal Services to prepare the contracts for signing.	M	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
PRO-K-007	Provide a monthly compliance report on Purchase Cards	M	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
5														

ICT

KPI	Performance Indicator	Target	Detriment	Failure	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19
1	Resolution of severity 1 incidents (2 hrs)	0 failures	1 failure	2 failures	0	1	0	1	0	0
2	Resolution of severity 2 incidents (1 business day)	0 failures	1 failure	2 failures	0	0	0	1	0	0
3	Resolution of severity 3 incidents (2 business days)	90%	87%	84%	98%	93%	96%	86%	100%	100%
4	Resolution of severity 4 incidents (4 business days)	90%			97%	94%	95%	94%	97%	97%
7	Fulfilment of priority 3 service requests (4 business days)	90%	87%	84%	100%	96%	98%	100%	100%	100%
8	Fulfilment of priority 4 service requests (8 business days)	90%			95%	78%	86%	86%	97%	90%
9	Call answering (within 20 seconds)	80%	77%	74%	85%	85%	84%	80%	81%	85%
10	Call abandoned rate	< 5%			2%	2%	1%	2%	3%	2%
11	First point of contact fix	50%	46%	42%	54%	51%	53%	56%	38%	n/a
12	Key application availability	0 failures	1 failure	2 failures	0	0	0	0.00	0.00	0.00
13	Gold application availability	1 failure	3 failures	4 failures	0	0	0	0.00	0.00	0.00
14	Silver application availability	98%			100%	100%	100%	100%	100%	100%
15	Network availability of individual primary Council Premises	0 failures	1 failure	2 failures	0	0	0	100%	100%	100%
16	Network availability of all resilient Council Premises	99.50%	99.00%	98.50%	99.70%	100%	100.00%	100%	100%	100%
17	Network availability of all non-resilient Council Premises	99.00%			99.20%	99.70%	99.80%	99%	99.30%	99.70%
18	Project success index	1 failure	2 failures	3 failures	0	0	0	0%	0%	0%
19	Measurement of customer satisfaction	>3.5			4.2	4.0	4.4	N/A	4.20	4.00

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 8
6 NOVEMBER 2019	PUBLIC REPORT

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

PORTFOLIO PROGRESS REPORT FOR THE CABINET MEMBER FOR FINANCE

R E C O M M E N D A T I O N S	
FROM: Peter Carpenter, Acting Director Corporate Resources	Deadline date: N/a
<p>It is recommended that Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> Notes the contents of the report. 	

1. ORIGIN OF REPORT

1.1 This report is being presented by the Cabinet Member for Finance at the request of the Growth, Environment and Resources Scrutiny Committee.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to update the Scrutiny Committee on the progress of items under the responsibility of the Cabinet Member for Finance.

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

- 9. Strategic Financial Planning
- 10. Partnerships and Shared Services

2.4 This report sets out delivery in the Finance portfolio over the past year - these link to Corporate Priorities.

3. TIMESCALES

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

4.1 There were significant changes to Portfolio structures at the Council in May 2019. As such, this report now concentrates on those functions under the new Finance Portfolio for the Period 1st

April 2018 through to the 31st July 2019. This ensures that the full impact of financial decisions during the 2018/19 financial year are taken into account including the Audit of Accounts.

This report will cover the following area's:

- Budget Process 2018/19;
- Closure of Accounts 2017/18 and 2018/19;
- Budget Monitoring Process 2018/19;
- Delivery to Treasury Management and Prudential Indicator requirements;
- Delivery of Revenue and Benefits requirements;
- Financial control reports delivered through the Audit Committee;
- Specific Projects.

4.2 Budget Process 2019/20

The Council moved to a quarterly budgeting process for the 2019/20 MTFS process. The move was undertaken to ensure that savings items identified could be moved through the Governance processes as quickly as possible to ensure the maximum possible time for implementation.

The budget was presented to Council in July 2018, December 2018 and then March 2019 for approval. Overall, the Council reduced its planned use of one-off measures from £17m in 2018/19 to £13m in 2019/20. Overall, the final 2019/20 budget report presented to Council in March highlighted that the Council would have invested £11m in its services and delivered £21m of savings and use £3m of reserves to balance its budget. This included almost 90 different investment or savings proposals.

The process also included the Council being challenged by MHCLG on the use of capital receipts for capital repayment. Conversations took place over the spring and summer with MHCLG and in August the Council received a letter saying that MHCLG were closing their examination with no further actions.

4.3 Closure of Accounts 2017/18 and 2018/19

The 2017/18 accounts were closed with a £6.9m underspend on revenue and total Capital spending of £80.1m. This underspend was transferred into reserves. The Council closed its accounts to the new national timetable of the 31st July – with the final statements being signed off by the Chair of the Audit Committee and the Acting Corporate Director of Resources.

The 2018/19 Accounts were closed with a £2.1m overspend position (which was funded from Reserves) and £95m capital Programme expenditure. The closure process was made more complicated by the additional attention of MHCLG on the use of capital receipts. However, despite this, the Council still was one of only 60% of Councils across the Country that closed its accounts and had them properly signed off by its external auditors by the 31st of July. It was the only Council within Cambridgeshire that delivered to this timetable.

4.4 Budget Monitoring Process 2018/19

The Council's monitoring position was reported to Cabinet as each of its meetings. The July meeting highlighted additional pressures of £4.9m – mainly due to Children's Services for which there was an associated report at that meeting. The overspend rose to a potential £6m position in August 2018 before being managed down through the hard work of Officers and Members to £2.1m at year end.

Throughout the year, the Capital programme was scrutinised and managed down from its original £135m level to a final outturn position of £95m at year end.

4.5 Delivery to Treasury Management and Prudential Indicator requirements

As part of the overall Control process, the Council has to produce a Treasury Management Strategy as part of the budget process and then via half yearly and outturn reports ensure that

they have delivered to these strategies. Any adverse changes have to reported to full council. The Treasury Management Strategy sets out how much and where the Council will borrow to fund its capital investment activities and also where it can invest surplus funds. The Treasury Management Strategy is reviewed via the Audit Committee.

4.6 Delivery of Revenue and Benefits requirements

The revenues and Benefits service is delivered through Serco.

In year Council Tax collection at 31 March 2019 was 95.83%, which is 0.06% less than the amount collected by this stage in 2017/18.

The amount of Council Tax arrears collected by the 31 March 2019 was 15.76%, achieved against a target of 14.31%. The arrears performance has benefited from the continuation of stringent recovery action during 2018, including the utilisation of enforcement agents where appropriate and complying with the updated Citizens Advice Bureau protocols.

The in-year collection of Non Domestic Rates as at 31 March 2019 was 97.9%, which is 0.1% above the target set and an increase of 0.09% compared with 2017/18.

During 2018/19 the business rates team also implemented the three new discretionary schemes announced in the Spring Budget which benefited small business, public houses and those rate payers most impacted by the 2017 revaluation.

In terms of Non Domestic rates arrears, the amount achieved was 33.53% during 2018/19 against a target of 30.00%.

In total, as a result of all four targets for Council Tax and Non Domestic Rates being exceeded, income received into the respective collection funds has been £600k higher than anticipated.

As part of the 2019/20 Budget process, the Council has introduced a revised Council Tax Support Scheme. As part of this, the way the overall calculation is made has been changed and a 1% increase of rate has been introduced in each of the next three years.

4.7 Financial control reports delivered through Audit Committee

Significant control reports are reported through the Audit Committee. These include (discounting the Statement of Accounts Reports already mentioned above):

- An updated Consultants and Agency Report which comes to every meeting to monitor levels of use;
- The Internal Audit Plan – which sets out areas of focus for the upcoming year;
- Risk Management Reports – which set out Council delivery risks;
- Write Off Reports – The Council wrote off £1.6m of debt in 2018/9 – the majority of this relating to Non Domestic Rates (companies moving into bankruptcy). Amounts are only written off when the full collection process has been exhausted;
- Fraud and Investigations reports – the Council has relatively low levels of fraud compared to other Councils.

4.8 Specific Projects

A number of specific projects have also been run during the year. These have included:

- Work has continued on exiting from the Councils Empower Loan agreement. This should now be concluded within the next 6 weeks;
- A change of ownership for the Hotel Project at Fletton Quays for which the Council is committed to a 2 year loan to aid regeneration of the area (which was called in by this Committee);
- Ensuring debt is collected (which apart from Health is at a low levels) and that invoices are paid to suppliers within 30 days.

- Grant Thornton were engaged in an initial piece of work on the Council's financial position.

5. CONSULTATION

5.1 Not Applicable - this is an update report for information

6. IMPLICATIONS

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

7. BACKGROUND DOCUMENTS

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

1.1 Cabinet reports, Audit Committee reports and Cabinet Member Decision notices relating to the Cabinet Member for Finance for the Period 1st April 2018 through to the 31st July 2019.

11. APPENDICES

11.1 There are no appendices to this Report

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 9.
6 NOVEMBER 2019	PUBLIC REPORT

Report of:	Fiona McMillan, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Mohammed Farooq, Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	David Beauchamp, Democratic Services Officer	Tel. 01733 384628

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE MEETING START TIME 2020/2021

R E C O M M E N D A T I O N S	
FROM: Fiona McMillan, Director of Law and Governance and Monitoring Officer	Deadline date: N/A
<p>It is recommended that the Growth, Environment and Resources Scrutiny Committee agree the start time for all Growth, Environment and Resources Scrutiny Committee meetings for the Municipal Year 2020-21.</p>	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Growth, Environment and Resources Scrutiny Committee meeting following the Full Council decision on 24 July 2019 to allow Committees to decide their own start times for the Municipal Year 2020-21.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to allow the Growth, Environment and Resources Scrutiny Committee to discuss and agree the start times for meetings from the beginning of the Municipal Year 2020-21. The draft schedule of meetings will be agreed at Full Council on either 22 January or 4 March 2020.

2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under Council Standing Order section 4.4.1

The timings of normal committee meetings will be agreed by the committee for the next municipal year in January of the preceding municipal year (or as near to this time as possible).

3. TIMESCALES

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

4.1 At the Constitution and Ethics Committee on 8 July 2019 the Committee agreed by majority to recommend to Council that all Committees can agree their start times for the Municipal Year 2020-21. This was again agreed by majority at the Full Council meeting on 24 July 2019.

- 4.2 The Council standing orders have been updated to reflect this decision and gives Committees the opportunity to decide their own start time.
- 4.3 In order for the start times to be incorporated into the draft meeting schedule it is important for the Committee to make a decision on this before the January 2020 Full Council meeting.
- 4.4 Council standing orders allow the Committee to agree its start time every Municipal Year, thereby allowing the Committee to change the start times if it is felt that the start time was not suitable.
- 4.5 The Committee will need to decide the best start time and will need to weigh up attendance at meetings and the impact on the Council and members of the public.
- 4.6 The Committee start time in recent years has been 7pm.

5. CONSULTATION

- 5.1 Consultation has already taken place with the Constitution and Ethics Committee and all Councillors at Full Council.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 It is anticipated that the Committee will agree a start time for meetings for the Municipal Year 2020-21 and this will be proposed as part of the draft meeting schedule.

7. REASON FOR THE RECOMMENDATION

- 7.1 The recommendation allows the Growth, Environment and Resources Scrutiny Committee to debate the start time of the meeting and make recommendations following debate.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 N/A

9. IMPLICATIONS

Financial Implications

- 9.1 There are no financial implications.

Legal Implications

- 9.2 There are no legal implications

Equalities Implications

- 9.3 There are no equalities implications

10. BACKGROUND DOCUMENTS

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

- 10.1 Minutes of the Constitution and Ethics Committee 8 July 2019
Report to Full Council 24 July 2019

11. APPENDICES

- 11.1 N/A

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 10
6 NOVEMBER 2019	PUBLIC REPORT

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

MONITORING SCRUTINY RECOMMENDATIONS

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

1. ORIGIN OF REPORT

1.1 The Growth, Environment and Resources Scrutiny Committee agreed at a meeting held on 28 June 2017 that a report be provided at each meeting to note the outcome of any recommendations made at the previous meeting held thereby providing an opportunity for the Committee to request further monitoring of the recommendation should this be required.

2. PURPOSE AND REASON FOR REPORT

2.1 The report enables the Growth, Environment and Resources Scrutiny Committee to monitor and track progress of recommendations made to the Executive or Officers at previous meetings.

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

The Scrutiny Committees will:

- (a) *Review and scrutinise the Executive, Committee and officer decisions and performance in connection with the discharge of any of the Council's functions;*
- (b) *Review and scrutinise the Council's performance in meeting the aims of its policies and performance targets and/or particular service areas;*
- (c) *Question Members of the Executive, Committees and senior officers about their decisions and performance of the Council, both generally and in relation to particular decisions or projects;*
- (d) *Make recommendations to the Executive and the Council as a result of the scrutiny process.*

3. **TIMESCALES**

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

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

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

5. **ANTICIPATED OUTCOMES OR IMPACT**

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

6. **REASON FOR THE RECOMMENDATION**

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

7. **BACKGROUND DOCUMENTS**

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

7.1 Minutes of the Growth, Environment and Resources Scrutiny meetings held 7 November 2018, 9 January 2019, 13 March 2019, 10 July 2019 and 4 September 2019.

8. **APPENDICES**

8.1 Appendix 1 – Recommendation Monitoring Report

RECOMMENDATIONS MONITORING REPORT 2019/20 and 2018/2019

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
2019/20					
10 JULY 2019	Councillor Marco Cereste – Cabinet Member for Waste and Street Scene	6. Report of the Task and Finish Group to Review Fly Tipping and Waste Policy – Phase 2	The Growth, Environment and Resources Scrutiny Committee RESOLVED to endorse the report and recommendations for submission to Cabinet.	July 15 Cabinet Meeting: Cabinet considered the report and RESOLVED: 1. To endorse the Task and Finish Group Review Fly Tipping and Waste Policy report (Appendix 1 to the report) and recommendations for implementation. 2. For recommendations where financial implications have been identified agree that a business case be produced and brought back to Cabinet for approval.	Completed.

2018/19					
7 NOVEMBER 2018	Cllr Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development	AFFORDABLE HOUSING NEED AND DELIVERY	RECOMMENDATION The Growth, Environment and Resources Scrutiny Committee RESOLVED to recommend that Cabinet examines the viability of setting up a Housing Revenue Account (HRA).	Please see below.	Ongoing.

Initial response from Cabinet Member:

“I’d be happy to recommend to Cabinet that we examine the viability of setting up a Housing Revenue Account (HRA)”.

A further update has been provided in June 2019 from the Acting Corporate Director of Resources and may be accessed via the following link:

https://cccandpcc-my.sharepoint.com/:w:/g/personal/paulina_ford_peterborough_gov_uk/EVh0dYTjnBhdEvpX2900Q-EB9kEpaX2e2ywg6Vxd1u6MyQ?e=dGA3Ac

Cabinet Meeting – 23 September 2019

Agenda Item 8. Peterborough Housing Strategy

Cabinet considered the report and RESOLVED to:

1. Note that the Cabinet Member for Housing, Culture and Recreation had commissioned an updated Housing Strategy for Peterborough.
2. Approve an application being immediately sent to the Government to set up a Housing Revenue Account as part of the Council’s Housing Strategy to tackle homelessness in the City.

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
9 JANUARY 2019	Cllr Cereste, Cabinet Member for Waste and Street Scene	TASK AND FINISH GROUP TO REVIEW FLY TIPPING AND WASTE POLICY	RECOMMENDATION The Growth, Environment and Resources Scrutiny Committee endorsed the report and recommendations as interim documents for submission to Cabinet on 4 February 2019.	Please see below.	Completed.
<p>Interim recommendations endorsed by Cabinet on 04/02/19:</p> <p>Cabinet considered the report and RESOLVED to:</p> <ol style="list-style-type: none"> 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). <p>Phase two report completed and due to be presented to the Growth, Environment and Resources Scrutiny Committee on 10 July 2019.</p>					
13 MARCH 2019	Cllr John Holdich – Leader of the Council and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority	5. Corporate Strategy 2019-2021	The Growth, Environment and Resources Scrutiny Committee RESOLVED to endorse the proposed Corporate Strategy 2019-2021 to be approved by Cabinet in June 2019 and Full Council in July 2019.	Recommendations sent to Cllr Holdich, Cllr Fitzgerald and Amanda Askham on 18/03/2019. At the time of publication, the strategy had yet to go to Cabinet.	Ongoing.

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 11.
6 NOVEMBER 2019	PUBLIC REPORT

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

FORWARD PLAN OF EXECUTIVE DECISIONS

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

1. ORIGIN OF REPORT

1.1 The report is presented to the Growth, Environment and Resources Scrutiny Committee in accordance with the Terms of Reference as set out in section 2.2 of the report.

2. PURPOSE AND REASON FOR REPORT

2.1 This is a regular report to the Growth, Environment and Resources Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

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

The Scrutiny Committees will:

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

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

3. TIMESCALES

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

- 4.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The Forward Plan contains those Executive Decisions which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new key decisions to be taken after 25 November 2019.
- 4.2 The information in the Forward Plan of Executive Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these executive decisions, or to request further information.
- 4.3 If the Committee wished to examine any of the executive decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 4.4 As the Forward Plan is published fortnightly any version of the Forward Plan published after dispatch of this agenda will be tabled at the meeting.

5. CONSULTATION

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

6. ANTICIPATED OUTCOMES OR IMPACT

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

7. REASON FOR THE RECOMMENDATION

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

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 N/A

9. IMPLICATIONS

Financial Implications

- 9.1 N/A

Legal Implications

- 9.2 N/A

10. BACKGROUND DOCUMENTS

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

- 10.1 None

11. APPENDICES

- 11.1 Appendix 1 – Forward Plan of Executive Decisions

PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

PUBLISHED: 24 OCTOBER 2019

FORWARD PLAN

PART 1 – KEY DECISIONS

In the period commencing 28 clear days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below in **Part 1**. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual Cabinet Member, the name of the Cabinet Member is shown against the decision, in addition to details of the Councillor's portfolio. If the decision is to be taken by the Cabinet, this too is shown against the decision and its members are as listed below:
Cllr Holdich (Leader); Cllr Fitzgerald (Deputy Leader); Cllr Ayres; Cllr Cereste; Cllr Hiller; Cllr Seaton; Cllr Walsh; Cllr Allen and Cllr Farooq.

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

PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE

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

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

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

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

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

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

PART 1 – FORWARD PLAN OF KEY DECISIONS

KEY DECISIONS FROM 25 NOVEMBER 2019

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
Enforcement of the Minimum Levels of Energy Efficiency in Domestic Private Rented Properties - KEY/25NOV19/01 The Energy Performance of Buildings (England and Wales) Regulations 2012 introduced the prohibition on letting privately rented domestic properties that have an Energy Performance Rating of F or G from 1 April 2018. The decision required is to authorise the use of this legislation and the level of fines imposed.	Councillor Irene Walsh, Cabinet Member for Communities	December 2019	Adults and Communities Scrutiny Committee	All Wards.	Relevant internal and external stakeholders.	Jo Bezant, PES Manager - Housing, 01733 863785, jo.bezant@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>15 year Lease of 9 three bedroom properties in Walton - KEY/25NOV19/02 Agreement to lease 9 three bedroom properties to be used for temporary housing in Walton. These properties are yet to be built and subject to developer financing would be completed by January 2021</p>	<p>Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>November 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>Paston and Walton Ward</p>	<p>Relevant internal and external stakeholders</p>	<p>James Price, Estate Surveyor, 07733003178 james.price@nps.co.uk</p>	<p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

PREVIOUSLY ADVERTISED KEY DECISIONS

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>1. Affordable Warmth Strategy 2019 – 2021 - KEY/17APR17/03 Recommendation to approve the Affordable Warmth Strategy 2019 – 2021</p>	<p>Councillor Walsh, Cabinet Member for Communities</p>	<p>October 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p> <p>The draft strategy will be placed on PCC Consultation pages for 3 week consultation period</p>	<p>Sharon Malia, Housing Programmes Manager, Tel: 01733 863764 Email: sharon.malia@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>BRE Integrated Dwelling Level Housing Stock Modelling Report July 2016 Housing Renewals Policy 2017 – 2019</p>

KEY DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
2.	ICT Infrastructure works for Fletton Quays – KEY/13NOV17/02 To agree to the procurement of ICT infrastructure works for Fletton Quays	Councillor Seaton, Cabinet Member for Finance	October 2019	Growth, Environment & Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders	Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).
3.	Expansion and Remodelling of Marshfields School – KEY/11DEC17/03 To approve the proposed expansion and remodelling of Marshfields school	Cabinet Member for Children’s Services and Education, Skills and University	October 2019	Children and Education Scrutiny Committee	Dogsthorpe Ward	Relevant internal and external stakeholders. Public Consultation Meeting	Sharon Bishop, Capital Projects & Assets Officer Tel: 01733 863997 Email: Sharon.bishop@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. School Organisational Plan

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
4.	<p>A605 Whittlesey Access Phase 2 - Stanground Access - KEY/25DEC17/03 To approve the design and construction of the A605 Stanground East Junction Improvements for the financial year of 2017/18 - 2018-19 and authorise the associated package of work to be issued to Skanska Construction UK Limited under the Council's existing agreement with SKANSKA dated 18th September 2013 (the Highways Services Agreement).</p>	<p>Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Stanground South</p>	<p>Relevant internal and external stakeholders.</p> <p>The scheme is included in the fourth Local Transport Plan. Further consultation will be undertaken during the design process, including ward Councillors.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer.</p> <p>Tel: 01733 317465, Email: lewis.banks@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Fourth Local Transport Plan: www.peterborough.gov.uk/ltp National Productivity Investment Fund for the Local Road Network Application Form: https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/residents/transport-and-streets/A605Application.pdf?inline=true</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
5.	<p>Approval of funding allocation for the improvement to open spaces in the CAN Do area of the city as part of the capital regeneration programme for the area - KEY/25DEC17/04</p> <p>Improvement to open spaces in the CAN Do area of the city as part of the capital regeneration programme for the area</p>	<p>Councillor Cereste, Cabinet Member for Waste, Street Scene and Environment</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central, North & Park wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Community engagement with local residents, businesses & partner organisations</p>	<p>Charlotte Palmer, Group Manager – Transport and Environment, charlotte.palmer@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Budget allocation in MTFP 2017/18</p>
6.	<p>Approval of funding allocation for community facility improvements in the CAN Do area of the city as part of the capital Regeneration Programme for the area - KEY/25DEC17/05</p> <p>Community facility improvements in the CAN Do area of the city as part of the capital Regeneration Programme for the area</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central, North & Park wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Community engagement with residents, groups, businesses and partner organisations</p>	<p>Cate Harding, Community Capacity Manager. Tel: 01733 317497. Email: cate.harding@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Budget allocation of £4m in MTFP 2017/8</p>

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7.	<p>Approval of funding allocation for the public realm improvements within the CAN Do area of the city as part of the capital regeneration programme for the area - KEY/25DEC17/06 public realm improvements within the CAN Do area</p>	<p>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central, North & Park wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Community engagement with local residents, groups, businesses and partner agencies</p>	<p>Charlotte Palmer, Group Manager – Transport and Environment, charlotte.palmer@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Budget allocation £3m in MTFP 2017/18</p>
8.	<p>Extension to the Section 75 Agreement for Learning Disabilities Services - KEY/30APR18/01 Extension of the existing staff and commissioned arrangements for a period of 12 months</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>October 2019</p>	<p>Health Scrutiny Committee</p>	<p>All wards</p>	<p>Consultation with key stakeholders to agree this interim approach</p>	<p>Cris Green Tel: 01733 207164 Email: cris.green@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>9. Approval for contract to be awarded to Skanska to deliver widening of the A605 Oundle Road between Alwalton and Lynch Wood Business Park - KEY/11JUN18/03 Approval for contract to be awarded to Skanska to deliver widening of the A605 Oundle Road between Alwalton and Lynch Wood Business Park. The council has received funding (£720k) from the Cambridgeshire and Peterborough Combined Authority to deliver the scheme. In addition the council has also allocated internal funding (£773k) towards the scheme.</p>	<p>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Orton Waterville</p>	<p>Relevant internal and external stakeholders</p> <p>Consultation will take place once the scheme design is completed. This is expected to be later this summer.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer.</p> <p>Tel: 01733 317465, Email: lewis.banks@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Cambridgeshire and Peterborough Combined Authority meeting notes confirming grant funding allocation. Also CMDN for award of contract to Skanska for provision of Professional Services under Peterborough Highway Services partnership.</p>

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105	<p>10. Disposal of freehold in Centre of the City - KEY/12JUN18/01 To delegate authority to the Corporate Director of Growth and Regeneration to sell the property</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central</p>	<p>Relevant internal and external stakeholders</p>	<p>Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

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106	<p>11. To approve the awarding of contracts to external providers following a competitive tender exercise led by Cambridgeshire County Council. - KEY/25JUNE18/02</p> <p>Cambridgeshire County has recently conducted a tendering exercise to establish a Dynamic Purchasing System for the provision Supported Living Services for Adults with a Learning Disability (Reference number: DN311905). Peterborough City Council is the named authority under this arrangement and would want to commission care and support packages (call-off).</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>October 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p> <p>Relevant consultations has been carried out with the service users, family carers, Health colleagues and care and support providers across Cambridgeshire and Peterborough.</p>	<p>Mubarak Darbar, Head of Integrated Commissioning,</p> <p>Tel: 07718654207, Email: mubarak.darbar@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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12.	<p>University Delivery Vehicle – KEY/3SEP18/02 Approval and setting up of an appropriate delivery vehicle with University project partners to move council assets to enable the delivery of the university.</p>	<p>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central</p>	<p>Relevant internal and external stakeholders</p>	<p>Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

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<p>13. Adoption of the “Dynamic Purchasing System” (DPS) procedure for Public Health contracts with Primary Care providers – KEY/10DEC18/01 To seek the approval to adopt the “Dynamic Purchasing System” (DPS) procedure for contracts with Primary Care providers for the duration of up to five years. The proposals have been approved by the Cambridgeshire and Peterborough Joint Commissioning Board.</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>October 2019</p>	<p>Health Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Claire-Adele Mead Commissioning Team Manager- Primary care and Lifestyles Claire-Adele.Mead@cambridgeshire.gov.uk 07884 250909</p> <p>Val Thomas, Consultant in Public Health Val.Thomas@cambridgeshire.gov.uk 01223 703264/ 07884 183374</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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109	<p>14. Clinical Waste Collections - KEY/18FEB19/01 Decision required to approve the new collection method for domestic sharps disposal.</p>	<p>Councillor Cereste, Cabinet Member for Waste, Street Scene and Environment</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Amy Nebel, Senior Waste and Recycling Officer amy.nebel@peterborough.gov.uk 01733 864727</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
	<p>15. Recommissioning of the Unpaid Carers Contract – KEY/01APR19/01 The procurement of the unpaid carers service in collaboration with Cambridgeshire County Council and Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) for the unpaid carers service across Cambridgeshire and Peterborough.</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>November 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Lee McManus, Commissioner, Cambridgeshire County Council & Peterborough City Council. Tel: 07785 721092. Email: lee.mcmanus@cambridgeshire.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 1, Information relating to any individual</p>

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16.	<p>Vehicle removal for Parking contravention – KEY/15APR19/02 To ask the Cabinet Member to approve the policy to implement a scheme to remove vehicles of persistent offenders in breach of parking restrictions in the City and to appoint the Local Authority Trading Company to act as the authorised agent of the policy.</p>	Councillor Walsh, Cabinet Member for Communities	October 2019	Growth, Environment and Resources Scrutiny Committee	All Wards	<p>Details of any consultation to be decided.</p> <p>Relevant internal and external stakeholders.</p>	Adam Payton, PES Senior Officer, Parking Lead, 01733 452314 adam.payton@peterborough.gov.uk	Prevention and Enforcement Service Vehicle Removal For Parking Contraventions Policy and Guidance
17.	<p>Award of contract for the refurbishment of the Town Hall North - KEY/29APR19/04 - Award of construction design and build contract with regard to the refurbishment of the Peterborough Town Hall North</p>	Councillor Seaton, Cabinet Member for Finance	October 2019	Growth, Environment and Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders.	Stuart Macdonald. Head of Property. Email: stuart.macdonald@peterborough.gov.uk Tel: 07715802489.	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p>18. Approval for contract to be awarded to Skanska to deliver design of Eastern Industries Access Phase 1 scheme - KEY/10JUN19/01 Approval for contract to be awarded to Skanska to deliver design of Eastern Industries Access Phase 1 scheme. The council has received funding (£550k) from the Cambridgeshire and Peterborough Combined Authority to deliver the scheme.</p>	<p>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>East Ward</p>	<p>Relevant internal and external stakeholders.</p> <p>Consultation will take place with residents and key stakeholders at the relevant stage of the scheme.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer, 01733 317465, lewis.banks@peterborough.gov.uk</p>	<p>Cambridgeshire and Peterborough Combined Authority meeting notes confirming grant funding allocation. Also CMDN for award of contract to Skanska for provision of Professional Services under Peterborough Highway Services partnership.</p>

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<p>19. Approval for contract to be awarded to Skanska to deliver design of A1260 Nene Parkway Junction 15 Improvement scheme – KEY/10JUN19/02 Approval for contract to be awarded to Skanska to deliver design of A1260 Nene Parkway Junction 15 Improvement scheme. The council has received funding (£500k) from the Cambridgeshire and Peterborough Combined Authority to deliver the scheme.</p>	<p>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>West Ward</p>	<p>Relevant internal and external stakeholders</p> <p>Consultation will take place with residents and key stakeholders at the relevant stage of the scheme.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer, 01733 317465, lewis.banks@peterborough.gov.uk</p>	<p>Cambridgeshire and Peterborough Combined Authority meeting notes confirming grant funding allocation. Also CMDN for award of contract to Skanska for provision of Professional Services under Peterborough Highway Services partnership.</p>

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<p>20. Recommissioning of Integrated Contraception and Sexual Health Services - KEY/24JUN19/03 Seeks approval to undertake a competitive procurement process to re commission sexual health services as one contract across Peterborough City Council and Cambridgeshire County Council.</p> <p style="text-align: right;">113</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>October 2019</p>	<p>Health Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>The procurement process will involve consultation current service users, partner organisations and other stakeholders and a general public online request.</p>	<p>Val Thomas, Consultant in Public Health Email: Val.Thomas@cambridgeshire.gov.uk Tel: 01223 703264/07884 183374</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>21. Recommissioning Integrated Lifestyle Services - KEY/24JUN19/04 To undertake competitive procurement for the recommission of Integrated lifestyles services</p> <p>114</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>October 2019</p>	<p>Health Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>The procurement process will involve consultation current service users, partner organisations and other stakeholders and a general public online request</p>	<p>Val Thomas, Consultant in Public Health Email: Val.Thomas@cambridgeshire.gov.uk Tel: 01223 703264/07884 183374</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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22.	<p>Sign-off on Pseudo Framework - KEY/22JUL19/02 - It is required for the Cabinet member to sign off tender documents prior to Invitation To Tender being published (ITT). The ITT is for Better Care Fund and Hancock-funded services for better integration of health and social care, winter pressures and Prevention services.</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</p>	<p>November 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Equality Impact Assessment</p>	<p>Graeme Hodgson, Commissioner. Tel. 07448 379944 Email: graeme.hodgson@cambridgeshire.gov.uk</p>	<p>Service Specifications, Terms and Conditions of Pseudo Framework ITT.</p>
23.	<p>Approval of invest to save expenditure - KEY/22JUL19/03 - The decision required will enable the Council to purchase suitable homes within the local housing market for use as temporary accommodation for households at risk of homelessness. This proposal is predicated on an invest to save proposition based upon an attached business case.</p>	<p>Councillor Steve Allen, Cabinet Member for Housing, Culture and Recreation</p>	<p>October 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders and Ministry of Housing Communities and Local Government</p>	<p>David Anderson Interim Development Director Tel: 01733 452468 Email: Dave.Anderson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>24. To approve the Sexual and Reproductive Health Prevention retender – KEY/5AUG19/02 – Approval is sought for the recommission of the prevention of sexual ill health services as one contract across Peterborough and Cambridgeshire County Council which will include universal and targeted interventions for high need groups</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</p>	<p>October 2019</p>	<p>Health Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Consultation will be made with current service users, high need groups and partner agencies</p>	<p>Charlene Elliott, Sexual Health Commissioner, 01733863603, charlene.elliott@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>25. Award of 9 Large Tail lift school transport routes to Aragon Direct Services - KEY/19AUG19/02 - Replacement routes due to current operator terminating contract to transport pupils with complex needs to Phoenix, Heltwater and Marshfields School</p>	<p>Councillor Lynne Ayres, Cabinet Member for Children’s Services and Education, Skills and University</p>	<p>October 2019</p>	<p>Children and Education Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Parents of those currently receiving transport advised there will be a change of operator due to current operator terminating routes.</p>	<p>Bryony Wolstenholme - Team Manager, Passenger Transport Operations, Tel: 01733 317453, Email: bryony.wolstenholme@peterborough.gov.uk</p>	<p>Other documentation to follow once final costs confirmed and decision made on external testing of market</p>

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<p>26. Consultancy support to ensure delivery of the 2020/21 Medium Term Financial Strategy - KEY/19AUG19/03 - In order to deliver the 2020/21 budget within the required timescales specialist expertise is required to supplement work being undertaken by Council officers and add expertise in following areas: 1) Detailed data and benchmarking information to check that all services being provided are value for money, 2) complex contractual negotiations, 3) technical accountancy and commercial skills, 4) business case development</p>	<p>Councillor David Seaton, Cabinet Member for Finance</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Consultation will form part of the 2020/21 Medium Term Financial Plan process</p>	<p>Pete Carpenter, Acting Corporate Director Resources, Email: peter.carpenter@peterborough.gov.uk Tel: 01733 452520</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>27. Contract for remedial works by PCC to the Stanground Bypass – KEY/2SEP19/02 To approve works to the Stanground bypass and authorise the associated package of work to be issued to Skanska Construction UK Limited under the Council's existing agreement with SKANSKA dated 18th September 2013 (the Highways Services Agreement).</p>	<p>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Stanground South and Hargate and Hempsted</p>	<p>Relevant internal and external stakeholders</p> <p>Standard consultation for highway schemes.</p>	<p>Charlotte Palmer, Group Manager – Transport and Environment, charlotte.palmer@peterborough.gov.uk</p>	<p>To be determined.</p>
<p>28. Uncollectable Debts in Excess of £10,000 – KEY/16SEPT19/01 To authorise the write-off of uncollectable debts shown as outstanding in respect of non-domestic rates, council tax, housing benefit overpayments and accounts receivable (sundry debt) accounts. All cases requested for write-off follow a lengthy process to recover the outstanding money, sometimes dating back many years. Only once all avenues have been exhausted will the council consider writing off debt.</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>November 2019</p>	<p>Growth, Environment, & Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Peter Carpenter, Acting Corporate Director Of Resources, Tel: 01733 452520, Email: peter.carpenter@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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119	<p>29. Approval of funding for the provision of accommodation to reduce homelessness KEY/14OCT19/01 – Following Cabinet Decision JAN18/CAB/18 this is a new project to increase the supply of housing and address the demand for accommodation resulting from the increase in homelessness.</p>	Councillor Steve Allen, Cabinet Member for Housing, Culture and Recreation	October 2019	Growth, Environment and Resources Scrutiny Committee	All	<p>Relevant internal and external stakeholders.</p> <p>The issues associated with homelessness in Peterborough have been subject to significant discussion in various forums, including the Council's Adults and Communities Scrutiny, Cabinet and Full Council</p>	<p>Peter Carpenter, Acting Corporate Director of Resources Email: peter.carpenter@peterborough.gov.uk Tel: 01733 452520</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published. The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>
	<p>30. Approval to award contracts in relation to children's centre services for the period 1 April 2020 to 1 October 2020 KEY/14OCT19/02 - The decision will seek approval to award contracts to providers delivering children's centre services.</p>	Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University	October 2019	Children and Education Scrutiny Committee	All	<p>Relevant internal and external stakeholders.</p>	<p>Pam Setterfield, Children's Commissioner, Email: pam.setterfield@Peterborough.gov.uk Tel: 01733 863897</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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120	<p>31. Sale of the freehold of the London Road Stadium and the Allia Business Centre - KEY/14OCT19/04 – Delegate the Authority to the Corporate Director of Growth and Regeneration to sell the property (this item is a resubmission of KEY/24JUN19/01).</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>October 2019</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>Fletton and Stanground</p>	<p>Relevant internal and external stakeholders.</p>	<p>Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published. The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

KEY DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER
32.	<p>Manor Drive Schools - New build project - KEY/28OCT19/01</p> <p>This report seeks the Cabinet Member's approval to the recommendations to enable two new free schools to be provided on the Paston Reserve development in Peterborough. The Council will lead the project as the 'self-deliverer' of the DfE processes. The new schools to be known as Manor Drive Primary Academy and Manor Drive Secondary Academy will open to reception children and year 7 children respectively in September 2022.</p>	<p>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University</p>	<p>November 2019</p>	<p>Children and Education Scrutiny Committee</p>	<p>Gunthorpe</p>	<p>Relevant internal and external stakeholders.</p> <p>Consultation will take place with Ward Cllrs and local residents</p>	<p>Emma Everitt, Capital Projects and Assets Officer, emma.everitt@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
33.	<p>Enforcement of householder duty of care – KEY/11NOV19/01</p> <p>To approve enforcement of householder duty of care by issue of Fixed Penalty Notice if an individual failed to comply with their duty of care under Section 34 (2A) of the Environmental Protection Act 1990 in England. To set the fixed penalty amount in line with current fine for environmental crime offences.</p>	<p>Councillor Irene Walsh, Cabinet Member for Communities</p>	<p>November 19</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Clair George - Acting Head of Prevention and Enforcement Service Tel: 01733 453576 Email: clair.george@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Government paper - Guidance for local authorities on household waste duty of care fixed penalty notices</p>

PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE

KEY DECISIONS TO BE TAKEN IN PRIVATE

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
None.							

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

NON-KEY DECISIONS

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
None							

PREVIOUSLY ADVERTISED DECISIONS

<i>DECISION REQUIRED</i>		<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
124	<p>1. A Lengthmans to be deployed on Lincoln Road Millfield - There will be a daily presence along Lincoln Road, the operative will litter pick, empty bins as well as report fly-tips and other environmental issues.</p>	<p>Councillor Cereste, Cabinet Member for Waste, Street Scene and Environment</p>	<p>October 2019</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>Central Ward</p>	<p>Relevant internal and external stakeholders.</p> <p>Cross party task and finish group report which went to the Growth, Environment and Resources Scrutiny Committee and it was also approved at Full Council as part of the 2017-18 Budget.</p>	<p>James Collingridge, Head of Environmental Partnerships, Tel: 01733 864736 Email: james.collingridge@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
2.	<p>Inclusion of Investment Acquisition Strategy in the Council's Medium Term Financial Strategy (MTFS) - To recommend to Council that the Investment Acquisition Strategy be included in the Medium Term Financial Strategy to enable the Council to acquire investment properties</p>	Cabinet	13 January 2020	Growth, Environment and Resources	N/A	Relevant internal and external stakeholders	Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
125								
3.	<p>Approval of Additional Powers to the Combined Authority (Transfer of Powers) - Approve additional powers for the Combined Authority via a Statutory Instrument for Adult Skills Commissioning.</p>	Councillor Holdich, Leader of the Council and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority	October 2019	Growth, Environment and Resources Scrutiny Committee	All	All Councils in Peterborough and Cambridgeshire have to agree to the transfer	Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Combined Authority Statutory Instrument Request</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
4.	<p>Disposal of former Barnack Primary School caretaker house - Delegate authority to the Corporate Director of Growth and Regeneration to dispose of the property.</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>October 2019</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>NVA</p>	<p>Relevant internal and external stakeholders.</p>	<p>Stuart Macdonald, Property Manager. Tel: 07715 802 489. Email: stuart.macdonald@peterborough.gov.uk Bill Tilah (Bill.Tilah@nps.co.uk)</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
127	<p>5. Approval to dispose of a property on Cromwell Road at a minimum of £375,000 and a maximum of £475,000 - This property was most recently used by Youth Services but has now become surplus to requirements. It has been marked for disposal by the council in order to generate a capital receipt.</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central Ward</p>	<p>Relevant internal and external stakeholders.</p> <p>Authority has been provided by the acting head of resources to dispose of this property. A Cabinet Member Decision Notice will need to be produced once heads of terms have been agreed with a purchaser.</p>	<p>Tristram Hill, Strategic Asset Manager, Tel: 07849 079787 Email: tristram.hill@nps.co.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
	<p>6. Asset Transfer of Gladstone Park Community Centre - The proposed long term lease of Gladstone Park Community Centre to The Thomas Deacon Academy Trust</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>North</p>	<p>Relevant internal and external stakeholders.</p> <p>Ward Councillors for Central, Park and North have been advised of the decision to transfer of the Community Centre</p>	<p>Caroline Rowan, Urban Regeneration Project Manager, Tel: 01733 864095 Email: caroline.rowan@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
7.	Food and Feed Service Plan 2019/20 - Decision required to approve Food and Feed Service Plan 2019/20 in line with Government guidance	Councillor Walsh, Cabinet Member for Communities	October 2019	Growth, Environment and Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders.	Stuart Brough, Business Compliance Manager, Tel: 07989 432151 Email: stuart.brough@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
8.	To seek approval to implement a refreshed Prevent Strategy, bringing together the PCC and CCC processes - To provide cabinet with an explanation of the proposed shared Prevent Strategy, and seek approval to implement	Cabinet	4 November 2019	Adults and Communities Scrutiny Committee	All Wards	Relevant internal and external stakeholders	Rob Hill – Assistant Director Public Protection Tel: 01733 864715 Email: rob.hill@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
9.	Amendment to Environmental Enforcement Contract - Amendment is required to the current environmental enforcement contract	Councillor Irene Walsh, Cabinet Member for Communities	October 2019	Adults and Communities Scrutiny Committee	N/A	Relevant internal and external stakeholders	Clair George Acting Head of Service - Prevention and Enforcement Service Tel: 01733 453576 Email: clair.george@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
129	<p>10. Approval of the leasehold disposal of a brownfield site to a care provider – A site has been found for a care home and the Council are currently looking into a leasehold disposal to a care provider who will build a care facility and then contract to provide services to the Council.</p>	<p>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>October 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Park Ward</p>	<p>Relevant internal and external stakeholders.</p> <p>A forum has been set up by the Combined Authority involving representatives from finance, legal, property and social care.</p>	<p>Tristram Hill - Strategic Asset Manager, 07849 079787, tristram.hill@nps.co.uk</p>	<p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

PART 4 – NOTIFICATION OF KEY DECISIONS TAKEN UNDER URGENCY PROCEDURES

None.

Draft Growth, Environment and Resources Scrutiny Committee Work Programme 2019/2020

Updated: 01 October 2019

Meeting Date	Item	Indicative Timings	Comments
CANCELLED - 13 JUNE 2019	CANCELLED - Call-In of Executive Decision: Approval Of Funding For The Provision Of Accommodation To Reduce Homelessness - MAY19/CMDN/01		
10 JULY 2019 <i>Draft Report 17 June</i> <i>Final Report 28 June</i>	Co-opted Member Report To agree to the appointment of co-opted members to the committee for the municipal year 2019/2020 Contact Officer: David Beauchamp, Democratic Services Officer		
	Phase 2 Report of the Task and Finish Group to Review Waste Policies and Fly Tipping To endorse the Phase 2 report of the Task and Finish Group for submission to Cabinet. Contact Officer: Richard Pearn		
	Update on impact of Verge Parking and Pavement Policy following implementation in 2017 To update committee members as to the work, progress and impact of the Verge and Pavement Parking Policy. Contact Officer: Adam Payton		
	Libraries Future Model – Civic Programme To inform the Committee about the City Council's partnership work with Civic to develop proposals for a future		

	<p>model for libraries, in partnership with Vivacity and Cambridgeshire County Council.</p> <p>Contact Officer: Christine May</p>		
	<p>Review Of 2018/2019 And Work Programme For 2019/2020</p> <p>To review the work undertaken during 2018/19 and to consider the work programme of the Committee for 2019/2020</p> <p>Contact Officer: Paulina Ford, Democratic Services Officer</p>		
	<p>Forward Plan of Executive Decisions</p> <p>That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p>Contact Officer: David Beauchamp, Democratic Services Officer</p>		
<p>4 SEPTEMBER 2019 <i>Draft Report 9 August</i> <i>Final Report 22 August</i></p>	<p>PCCs submission to the Combined Authority Transport Plan</p> <p>To consider and scrutinise Peterborough City Council's submission to the Combined Authority's Local Transport Plan (LTP) Consultation.</p> <p>Contact Officer: Lewis Banks</p>		
	<p>Coroners Annual Report</p> <p>To scrutinise and comment on the Coroner Service and the challenges it faces.</p> <p>Contact Officer: Christine May</p>		

	<p>Monitoring Scrutiny Recommendations To monitor progress made on recommendations made at the previous meeting.</p> <p>Contact Officer: David Beauchamp, Democratic Services Officer</p>		
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p>Contact Officer: David Beauchamp, Democratic Services Officer</p>		
	<p>Work Programme 2019/2020 To consider the Work Programme for 2019/2020</p> <p>Contact Officer: David Beauchamp, Democratic Services Officer</p>		
<p>6 NOVEMBER 2019 <i>Draft Report 14 October</i> <i>Final Report 25 October</i></p>	<p>Skanska Annual Report 2018-19 To review and scrutinise the contractual performance and Key Performance Indicators (KPIs) for the Peterborough Highway Services contract with Skanska.</p> <p>Contact Officer: Andy Tatt / Keith McWilliams</p>		<p>To include section on the impact of CityFibre works.</p>
	<p>Portfolio Progress Report from the Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>		

	<p>This report is provided to update the Scrutiny Committee on the progress of items under the responsibility of the Cabinet Member for Strategic Planning and Commercial Strategy and Investments.</p> <p>Contact Officer: Steve Cox</p>		
	<p>Serco Annual Report 2018-19</p> <p>This report allows the Committee to scrutinise the performance of Serco during 2018/19 and to question both officers of the Council and the Serco Partnerships Director, Mark Bennett on this subject.</p> <p>Contact Officer: Peter Carpenter / Mark Bennett</p>		
	<p>Portfolio Progress Report from the Cabinet Member for Finance</p> <p>This report is provided to update the Scrutiny Committee on the progress of items under the responsibility of the Cabinet Member for Finance.</p> <p>Contact Officer: Peter Carpenter</p>		
	<p>Growth, Environment and Resources Scrutiny Committee Meeting Start Time 2020-2021</p> <p>The purpose of this report is to allow the Growth, Environment and Resources Scrutiny Committee to discuss and agree the start times for meetings from the beginning of the Municipal Year 2020-21.</p> <p>Contact Officer: David Beauchamp</p>		

	<p>Monitoring Scrutiny Recommendations To monitor progress made on recommendations made at the previous meeting.</p> <p>Contact Officer: David Beauchamp, Democratic Services Officer</p>		
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p>Contact Officer: David Beauchamp, Democratic Services Officer</p>		
	<p>Work Programme 2019/2020 To consider the Work Programme for 2019/2020</p> <p>Contact Officer: David Beauchamp, Democratic Services Officer</p>		
<p>8 JANUARY 2020 <i>Draft Report 6 December</i> <i>Final Report 19 December</i></p>	<p>Portfolio Progress Report for Cabinet Member for Waste and Street Scene - to include update on Aragon</p> <p>Contact Officer: Steve Cox</p>		
	<p>Review of recycling rates and possible improvements</p> <p>Contact Officer: Richard Pearn</p>		
	<p>Six monthly review – Outcomes of Task and Finish Group to Review Fly-Tipping and Waste Management.</p> <p>Contact Officer: Richard Pearn</p>		

	<p>Report of the Air Quality Task and Finish Group</p> <p>Contact Officer: Charlotte Palmer</p>		
	<p>Pending: Update on climate emergency declaration.</p>		
	<p>Monitoring Scrutiny Recommendations</p> <p>To monitor progress made on recommendations made at the previous meeting.</p> <p>Contact Officer: David Beauchamp, Democratic Services Officer</p>		
	<p>Forward Plan of Executive Decisions</p> <p>That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p>Contact Officer: David Beauchamp, Democratic Services Officer</p>		
	<p>Work Programme 2019/2020</p> <p>To consider the Work Programme for 2019/2020</p> <p>Contact Officer: David Beauchamp, Democratic Services Officer</p>		
<p>11 MARCH 2020</p> <p><i>Draft Report 17 February</i></p> <p><i>Final Report 28 February</i></p>	<p>Portfolio Progress Report for Cabinet Member for Housing, Culture and Recreation incorporating Peterborough Culture Strategy due for review 2020 - Update</p> <p>Contact Officer: Lisa Roberts/Adrian Chapman</p>		
	<p>Opportunity Peterborough Draft Business Plan 2021</p>		

	Contact: Tom Hennessy		
	Vivacity Annual Report Contact Officer: Peter Appleton		
	NPS Peterborough Limited Annual Report Contact Officer: Peter Carpenter		
	Monitoring Scrutiny Recommendations To monitor progress made on recommendations made at the previous meeting. Contact Officer: David Beauchamp, Democratic Services Officer		
	Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee. Contact Officer: David Beauchamp, Democratic Services Officer		
Pending for 2020/2021	July: One-year review of Task and Finish Group to Review Fly-Tipping and Waste Policy		

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