

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE

WEDNESDAY 11 MARCH 2020
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 Growth, Environment and Resources Scrutiny Committee Meeting held on 8 January 2020** 3 - 12
4. **Call In of any Cabinet, Cabinet Member or Key Officer Decisions**
The decision notice for each decision will bear the date on which it is published and will specify that the decision may then be implemented on the expiry of 3 working days after the publication of the decision (not including the date of publication), unless a request for call-in of the decision is received from any two Members of the relevant Scrutiny Committee. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee.
5. **Vivacity Annual Report** 13 - 22
6. **NPS Peterborough Limited 2018-19** 23 - 60



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7.	Six monthly review – Outcomes of Task and Finish Group to Review Fly-Tipping and Waste Management	61 - 68
8.	Monitoring Scrutiny Recommendations	69 - 74
9.	Forward Plan of Executive Decisions	75 - 126

Emergency Evacuation Procedure – Outside Normal Office Hours

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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

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

Further information about this meeting can be obtained from David Beauchamp on telephone 07784 108068 or by email – david.beauchamp@peterborough.gov.uk

**MINUTES OF THE GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY
COMMITTEE MEETING
HELD AT 7PM ON
WEDNESDAY, 8 JANUARY 2020
BOURGES / VIERSEN ROOM, TOWN HALL, PETERBOROUGH**

Committee Members Present: Councillors C. Harper (Chairman), R. Brown, C. Burbage, K. Aitken, G. Casey, Judy Fox, J. Howard, H. Skibsted, C. Wiggan, I. Yasin
Co-opted Member: Parish Councillor Keith Lievesley

Officers Present: James Collingridge – Head of Environmental Partnerships
Richard Pearn – Head of Waste, Resources and Energy
Lynden Leadbetter – Principal Regulatory Officer, Environment and Pollution
Dorothy Poulter – Senior Environment and Pollution Officer
Charlotte Palmer – Group Manager, Transport and Environment

Also Present: Councillor M. Cereste – Cabinet Member for Waste, Street Scene and the Environment
Councillor John Fox – Representing the Group Leader of the Werrington First Group
Councillor N. Sandford – Member of the Task and Finish Group and Group Leader, Liberal Democrats
Councillor J. Howell – Member of the Task and Finish Group

34. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ellis.

35. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS

There were no declarations of interest or whipping declarations.

36. MINUTES OF MEETINGS HELD ON:

6 November 2019 – Growth, Environment and Resources Scrutiny Committee

The minutes of the meeting held on 6 November 2019 were UNANIMOUSLY agreed as a true and accurate record.

18 December 2019 – Joint Scrutiny of the Budget

The minutes of the meeting held on 18 December 2019 were UNANIMOUSLY agreed as a true and accurate record.

In response to a Members' query it was clarified by the Democratic Services Officer that 'Matters Arising' from the minutes should not be discussed during this agenda item.

The Democratic Services Officer requested that the Committee noted that Parish Councillor Keith Lievesley was in attendance at the 4 September 2019 committee meeting.

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

There were no requests for call-in to consider.

38. PORTFOLIO PROGRESS REPORT – CABINET MEMBER FOR WASTE, STREET SCENE AND THE ENVIRONMENT

The report was introduced by the Cabinet Member for Waste and Street Scene, accompanied by the Head of Environmental Partnerships and the Head of Waste, Resources and Energy. The report updated the Committee on the progress of items under the responsibility of the Cabinet Member for Waste, Street Scene and the Environment.

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

- Members asked how Aragon Direct Services were performing following the transfer of services from Amey. The Cabinet Member responded that there had been no increase in complaints and the transfer could be considered a success considering its scale. Staff morale was also high. Performance was expected to continue improving as the new company became more established.
- Councillors asked how Peterborough's recycling rate of 40% compared to other local authorities and the national average and what was being done to increase performance in light of the City's 1% decrease in recycling rates. Officers responded that 40% was a fairly typical figure. The target of 50% by 2021 was challenging in light of the 'levelling off' of performance and the difficulty in influencing people's behaviour further. The Council was participating in a Government consultation on changing the environment in which councils do recycling, e.g. by simplifying consumer packaging to reduce the different types of plastic used and making recycling more straightforward for the Council.
- It was agreed that the Head of Waste, Resources and Energy would provide the Committee with the Council's recycling rates from 10 years ago for comparative purposes. The ultimate recycling rate target in the Waste Strategy was 65%. Part of the Council's Strategy was to recover value from landfill waste. Many of the aims of this strategy were being met, but performance did fall short of this in some areas.
- Members commented that the Council's recycling rate used to be 48%, considerably higher than at present and one of the best rates of all local authorities. The City Council's performance appeared to have declined to being merely average. Members asked what was being done to improve performance. Officers responded that a large educational campaign had been conducted, as evidenced by the positive reception to the '12 days of Christmas' song on social media. Aragon Direct Services had also committed to employing an education officer who would deliver presentations to groups educating them about how to recycle and knock on doors in areas of known high waste contamination in order to improve the situation

- Members expressed scepticism about this approach and suggested that more could be gained by considering how other local authorities achieved better recycling rates. Members also commented that the Council's refuse vehicles were coming to the end of their lives and that other local authorities achieved better source-separation of recycling. Officers referred to section 4.5.6 of the reports pack which referred to work underway to respond collaboratively across local authorities in Cambridgeshire to the Government's Resources and Waste strategy under development. £120,000 had been received from DEFRA to undertake modelling work to unify practices across local authorities and develop a collective strategy.
- The Cabinet Member added that 30% of the black bin capacity in the City was taken up by food waste, which highlighted the importance of education in getting the public to recycle as much as they could.
- Members requested further information on whether food waste recycling performance was improving. Officers commented that additional funding had been received and work was under way with the Waste and Resources Action Programme (WRAP) to reinvigorate food waste collection. Peterborough's food waste collection system performed well, with weekly collections, and compared favourably with Cambridgeshire's system of using garden waste bins. Funding would be released to educate residents to use food waste caddies. Using a caddy could help residents reduce their food wastage so lower collection rates could be a positive thing.
- Members commented that having to use food waste bags could discourage food waste recycling.
- The Cabinet Member stated that the Council was waiting for additional government guidance on recycling strategy before making any major changes to its recycling policies. The Council had been investigating providing additional bins to encourage greater source separation and it had been noted that this would produce 'cleaner' and higher value recycled products and would not be any more expensive for members of the public.
- Members asked if there was anything the Council could do to reduce food wastage by supermarkets, noting that this could be extremely high especially over Christmas. The Cabinet Member agreed that this was an issue due and praised the work of the charitable sector in making good use of unwanted food from supermarkets to help people in need while reducing wastage. The Cabinet Member also suggested that Peterborough's proposed Business Improvement District could help businesses take the initiative for reducing food waste. Officers added that additional education to residents on food preparation and proper disposal could be beneficial. The Government took this issue seriously and had appointed a 'food tsar' to investigate further. The energy footprint of the food supply chain was high and the government needed to be clearer with retailers that high levels of wastage were unacceptable.
- The Cabinet Member added that schools needed to provide better education about food preparation and disposal, noting the low prevalence of packaged ready meals in Italy. Some members suggested that a cooking competition between schools could be established.
- Members suggested that a campaign to reduce black bin usage might be needed, e.g. by lowering Council Tax for those who used it sparingly. It was agreed that the Cabinet Member for Waste, Street Scene and the Environment would consider the possibility of rewarding low black bin usage with a Council tax reduction, as a positive way of encouraging recycling.
- Members praised Westcombe Engineering's commitment to employing disabled people.
- Members praised the Council's response to missed bin collections in Werrington due to cables being laid, noting that bins were always collected the following day.

- Members asked about the take-up of Lengthsmans by Parish Councils. Officers responded that three parish councils had appointed Lengthsmans with some of them also purchasing gluttons.
- Members asked how the Council was supporting communities to volunteer to collect litter or provide community litter bins. Officers responded that the Council was supportive of such schemes, e.g. by purchasing additional litter pickers for use by schools. The Council would designate particular spots from which bags of refuse would be collected. Officers encouraged anyone interested in volunteering to contact the Council.
- Members asked for information about the new FixMyStreet app and if a Peterborough-specific variant would be provided. Officers responded that the app was currently being used for highways issues with Aragon services set to transfer to the app in the next phase. It was agreed that the Head of Environmental Partnerships would provide an update to the Committee on the progress of rolling out the Peterborough-specific FixMyStreet app.
- Members praised Peterborough's new Household Recycling Centre (HRC) in Fengate and asked if the new facility was helping to improve recycling rates. The Cabinet Member responded that this was indeed the case, with a predicted HRC recycling rate of 73% to be achieved. The Centre was being run by the same people who designed and developed it which was highly beneficial to its performance. Customer feedback had been positive. Incidents of fly-tipping in the City had reduced by 25% and the Cabinet Member was aiming to establish if this was related to the performance of the HRC.
- Members enquired the introduction of new cleansing machine in the city centre that could remove chewing gum. The Cabinet Member stated that the hot wash machine was not specifically designed for chewing gum removal, though it did help in removing layers of gum from streets. The gum would eventually disappear after multiple passes. The Cabinet Member also highlighted the importance of stopping people discarding chewing gum inappropriately in the first place while acknowledging that this would be difficult to eliminate entirely.
- Members highlighted issues with communal bins in Houses of Multiple Occupancy (HMOs) and Social Housing not being collected due to being inaccessible and asked for an update on the issues being experienced in Hampton Vale in particular. The Cabinet Member responded that it was estimated that misused bin stores could cost between £300 and £1,000 to clean up. This was the responsibility of the Landlord, not the Council. The Cabinet Member suggested that better dialogue with landlords was needed and proposed the council could clear up bin stores for an additional fee. This would benefit everyone concerned.
- Members asked for information on how this sort of fly-tipping could be enforced and if landlords could be enticed to consider the issues caused by fly-tipping on private land. Officers responded that the Prevention and Enforcement (PES) team were engaging with landlords to clean bin stores and using their enforcement powers when bins were contaminated. Officers also visited HMOs to educate people about how to correctly use bins. It was common for bin areas to be cleared and then subsequently re-contaminated.
- Members asked how Parish Councils could arrange for collection of waste generated by litter picks, noting that skips had been used in the past. Officers responded that Parish Councils should simply inform the Council about the litter picking who would then arrange for collection.
- Members commented that litter picking on higher-speed roads could be dangerous and asked if this would be covered under public liability insurance. Officers responded that litter picking on roads with a speed limit of 40mph or greater required lane closures and traffic management to be put in place.

- Members referred to section 4.6.1 on page 39 of the reports pack, and praised Members' and Officers' response to Arson attempts in the Hallfields Lane biodiversity area. Members also praised the work of the Peterborough Environment City Trust to create wildflower meadows and woodland.
- In relation the above point, Councillor Sandford declared that he was a member of the Woodland Trust.
- Members requested that notifications to Councillors regarding the grass cutting, shrub cutbacks work etc. be re-established as they frequently received enquiries from the public about this.
- Members commented that Councillors used to attend ward 'Walkabouts' with officers which were beneficial and requested that these be re-established. This could be done as in collaboration with senior Aragon officers and the 'client team'.
- The Growth, Environment and Resources Scrutiny Committee therefore recommended that the Head of Waste, Resources and Energy re-established email notifications to alert Ward Councillors of the following:
 - Missed bin collections
 - Grass cutting and shrub cutback schedules
 - Ward 'Walkabouts'

This was UNANIMOUSLY agreed.

- Officers added that the call centre should already be notifying ward councillors when whole streets suffered missed bins, but not individual missed bins.
- Members commented that Councillors used to attend ward 'Walkabouts' with officers which were beneficial and requested that these be re-established. This could be done as in collaboration with senior Aragon officers and the 'client team'.

RECOMMENDATIONS

The Growth, Environment and Resources Scrutiny Committee **RESOLVED** to recommend that the Head of Waste, Resources and Energy re-establishes email notifications to alert Ward Councillors of the following:

- Missed bin collections
- Grass cutting and shrub cutback schedules
- Ward 'Walkabouts'

ACTIONS AGREED

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

- The Head of Waste, Resources and Energy to provide the Committee with the Council's recycling rates from 10 years ago for comparative purposes.
- The Cabinet Member for Waste, Street Scene and the Environment to consider the possibility of rewarding low black bin usage with a Council tax reduction, as a positive way of encouraging recycling.
- The Head of Environmental Partnerships to provide an update to the Committee on the progress of rolling out the Peterborough-specific FixMyStreet app.

39. REPORT OF THE TASK AND FINISH GROUP TO INFORM THE DEVELOPMENT OF AN AIR QUALITY AMBITION STATEMENT ACTION PLAN

The report was introduced by the Members of the Task and Finish Group (Cllrs. Aitken, Sandford and Howell) accompanied by the Principal Regulatory Officer, Environment and Pollution, the Senior Environment and Pollution Officer and the Group Manager, Transport and Environment. The purpose of this report was to seek the Committee's approval for submission of the recommendations contained with the report to Cabinet on 13 January 2020

Councillor Sandford, the Chairman of the Task and Finish Group made the following points:

- The report had taken a long time to complete. The Task and Finish Group's work had brought additional issues to light which needed to be included in the report.
- Thanks was expressed to other members of the group and supporting officers.
- It had been important to ensure that the recommendations were rooted in evidence and developed by the councillors on the group themselves.
- Evidence had been heard from a variety of sources, for example Stagecoach and the Campaign for Better Transport.
- It had become apparent that there was overlap between the work of the group and the Council's work on the climate emergency.
- It was important that recommendations achieved more than one benefit. Cost efficiency to the Council was also an important factor.
- There were many legal thresholds for levels of various pollutants such as Nitrogen Oxide. Peterborough did not currently exceed any of them. However, the City was expanding rapidly so there was a risk of exceeding these thresholds in the future.

Councillor Sandford then summarised the 9 recommendations of the Task and Finish Group's report.

Councillor Howell added that although a key message of the report was that there were no legal exceedances of air quality limits, it was also true that there were no safe levels of pollutants. Encouraging behavioural change was key to improving air quality such as encouraging people to move away from entrenched car use.

Councillor Aitken echoed the comments of Councillor Sandford and encouraged the Committee to endorse the proposed recommendations

Councillor Sandford commented that the Road Haulage Association had only been able to provide limited evidence and group members had wished to cover this area in more detail.

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

- Members expressed concern regarding Recommendation 2 and commented that the cost and range limitations of electric cars might make it difficult for people to transition to using them in the short term, especially in rural areas.
- Members expressed support for Recommendation 5 but commented that tramways were expensive to install, up to £40m/km based on knowledge of the

expanding the tram systems in Birmingham and Edinburgh, and asked if the Combined Authority would be a position to fund mass transit in Peterborough. The Chairman of the Group responded that trams in Nottingham had been funded by introducing a workplace parking levy and this could be considered in Peterborough. Officers responded that the Combined Authority had funded a study about residents' travel needs and how these journeys could be made more efficient. This work was not focussed on trams or mass-transit systems in particular but was instead focussed on identifying the most suitable solution with the highest cost-benefit ratio in order to build a business case for it. This could result in bus improvements for example. The work was not yet at the stage where funding would be sought or identified.

- The Chairman of the Group referred to the January 2020 meeting of the Health Scrutiny Committee, where a report had been received on parking issues at the City Hospital. Providing improved public transport to the hospital could be explored as well as the proposed additional car parking space, which could link the work of the Task and Finish Group. Additional parking spaces alone would not fix the hospital's transport issues.
- Committee members asked if the group had considered the potential positive impacts of Peterborough's new university conducting research into environmental issues in the future. The Chairman of the group responded that conversations had been had regarding the university in relation to its environment aspects, such as its role in building a 'circular city'.
- The Chairman of the Group commented that the idea of a department at the University focussed on environmental issues was a good one and this naturally built on Peterborough's cluster of environmental organisations such as the Environment Agency and Natural England.
- Members commented that the report should have explored options for park and ride and water taxis in the City.
- The Chairman of the group commented that he supported a northern railway station for Peterborough.
- Officers added that the Combined Authority had powers over passenger transport and had expressed the intent to consider introducing bus franchising as one of many options to reduce the number of cars on the roads and support active modes of travel over a 30 year period which would have a positive impact on air quality.
- Councillor Aitken commented that water taxis were being discussed by Board of the Nene Park Trust.
- The Chairman of the Group commented that there was no safe level of particulates. If the City was to achieve net zero carbon emissions by 2030, a variety of options including tramways, park and ride etc. would need to be employed, not just one.
- Members commented that one of the proposals for park and ride would not be suitable due to being located in a conservation area and being subject to a high flood risk. Another member commented that there was a site to the north that did not have these issues.
- Members commented that Stagecoach had offered a 15% discount for hospital staff and asked if this could be considered by the City Council. Officers responded that the Council were investigating tactical improvements to bus services and incentivise their use, e.g. via better timetabling, subsidy and family tickets though nothing had yet been agreed. The Chairman of the group added that he hoped that Council investigate bus discounts for Council staff. Although Agile Working had reduced car journeys, use of public transport had not increased. Public transport use in the city appeared to be declining which put some services at risk that the Council were unable to subsidise.

- Members suggested that trees be planted around major roads to act as environmental screens.
- Members asked if Councillors could be involved in work to improve bus services. Officers responded that the Combined Authority had recently completed a bus survey and was currently analysing the results, The Council also had a cross-party bus working group which met on a regular basis.
- Members commented that Stagecoach had previously stated that they were unable to provide orbital routes due to limited demand. The cost of two individual fares to travel via the city centre (e.g. from Hampton to Bretton) was extremely high. The Chairman of the Group responded that this issue had been discussed at the January 2020 meeting of the Health Scrutiny Committee. Day rider tickets could make these journeys reasonable. All options needed to be explored. The Introduction of bus franchising by the Combined Authority could enable these problems to be overcome.
- Members raised concerns regarding Recommendation 9 that pollution might increase around the Whittlesey Brick Yards if the Air Quality Management Area (AQMA) was removed. Officers responded that large companies now required permits to operate and air quality would be factored into whether these would be granted. At the time that the AQMA was imposed, sulphur emissions were not regulated by the European Union (E.U.) but now were.
- Members asked what would happen if pollution increased and what action would be taken as a result. Officers responded that one of the two sites had closed down. For one to re-open the kilns would have to be rebuilt. This would require the company to apply for a permit change. The Council were happy with pollution levels and the AQMA was being removed upon the advice of DEFRA.
- Members commented that they still receive complaints regarding pollution in this area and expressed concern about how this would be monitored in the future. Officers responded that acceptable pollution levels had never been exceeded. Brick making was a cyclical process and the initial AQMA modelling assumed that emissions would be produced from four stacks all of the time. Attempting to measure exceedances was problematic as it was difficult to identify the spots at which the monitoring should be conducted.
- Some members felt that work to improve air quality in the City should be based around incentivisation instead of penalisation. Some workers might require a diesel vehicles for work for example and should not be penalised for this. Officers responded that Recommendation 2 would take account of many different scenarios. Difficult decisions would be required to determine the way forward to achieving a zero-carbon City by 2030 but officers would pass on the members' comment to relevant officers to take into account.
- Some members expressed doubt that it was feasible for an average resident to become Carbon-neutral in 10 years.
- Members expressed the importance of achieving net-zero Carbon emissions by 2030 and addressing air quality now under the umbrella of the climate change emergency.
- The Chairman of the Task and Finish Group commented that there were a large number of problems that contributed to poor air quality. Therefore solutions needed to be explored that addressed multiple problems such as tree planting. For example, when the Peterborough Development Corporation designed its estates, 'shelter belts' were installed for block out the sound of roads and also provide a screen to air pollution.
- The Growth, Environment and Resources Scrutiny Committee endorsed the report and recommendations for submission to Cabinet on 13 January 2020. This was agreed UNANIMOUSLY.

- The Chairman thanked members of the Task and Finish Group for their work and hoped substantial progress could be made.

RECOMMENDATION:

The Growth, Environment and Resources Scrutiny Committee **RESOLVED** to endorse the report and recommendations for submission to Cabinet on 13 January 2020.

ACTIONS AGREED:

The Growth, Environment and Resources Scrutiny Committee **RESOLVED** to consider and comment on the Task and Finish Group report at Appendix A.

40. 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.

41. 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.

In response to a member's query, the Democratic Services Officer clarified that the recommendations of the Task and Finish Group to review fly-tipping had been adopted by Cabinet in full and that this Committee would receive 6 and 12-monthly reports on the implementation of the Group's recommendations and these were on the work programme.

ACTIONS AGREED:

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

42. WORK PROGRAMME 2019/20

The Democratic Services Officer introduced the item which gave members the opportunity to consider the Committee's Work Programme for 2019/20 and discuss possible items for inclusion.

Members stated that the next group representatives meeting for this Committee appeared to clash with another meeting. It was agreed that the Democratic Services Officer would look into this after the meeting.

It was noted that the Labour group substitute for this committee was Councillor S. Qayyum.

ACTIONS AGREED

The committee noted the work programme for 2019/20 and it was agreed that the Democratic Services Officer would investigate the clash raised by Members after the meeting.

43. DATE OF NEXT MEETING

12 February 2020 – Joint Scrutiny of the Budget

11 March 2020 – Growth, Environment and Resources Scrutiny Committee

Chairman
7pm– 8.36pm

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 5
11TH MARCH 2020	PUBLIC REPORT

Report of:	Adrian Chapman – Service Director, Communities & Safety Peter Appleton – CEO, Vivacity	
Cabinet Member(s) responsible:	Cllr Steve Allen, Cabinet Member for Housing, Culture and Recreation	
Contact Officer(s):	Adrian Chapman – Service Director, Communities & Safety Peter Appleton – CEO, Vivacity	01733 863887 01733 207230

VIVACITY ANNUAL REPORT

R E C O M M E N D A T I O N S	
FROM: <i>Service Director, Communities and Safety, and CEO, Vivacity</i>	Deadline date: <i>N/A</i>
<p>It is recommended that Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Scrutinise the contents of the report 	

1. ORIGIN OF REPORT

1.1 This report is being presented at the request of the Growth, Environment and Resources Scrutiny Committee.

2. PURPOSE AND REASON FOR REPORT

2.1 To provide an overview of the partnership, service delivery performance, challenges and opportunities.

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

2. Tourism, Culture and Recreation

2.3 Vivacity supports the Council's Corporate Priorities through its service offer and activities, in particular those highlighted below:

- Drive growth, regeneration and economic development
- Support Peterborough's culture and leisure trust Vivacity
- Keep all our communities safe, cohesive and healthy
- Achieve the best health and wellbeing for the city

2.4 Vivacity supports Children in Care through some of its service offer and activities.

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 Vivacity is an independent charitable trust and a strategic partner of the Council, responsible for delivering a range of arts, culture, sports and leisure services on behalf of the city including the statutory services (archives, libraries and KS2 swimming). This report has been prepared at the request of the Growth, Environment and Resources Scrutiny Committee for information only.

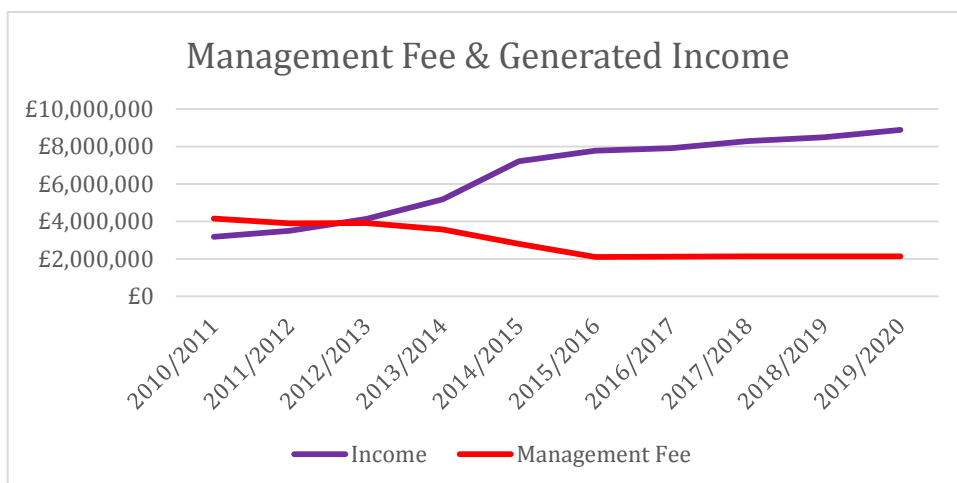
4.2 Vivacity was established by Peterborough City Council in 2010 with a contract to deliver a range of services on behalf of the Council until 2035. The ambition is not only to successfully operate facilities but to develop the city's cultural and leisure offer, with the shared objective of increased participation at a lower net cost to the Council; the trajectory of both is positive.

4.3 Vivacity is governed by its own independent Board of Trustees, currently there are two Council nominees to the Board, Cllr Steve Allen (Cabinet Member for Housing, Culture and Recreation) and Cllr Shazia Bashir (Cabinet Advisor for Children's Services). Officers of the Council are also invited to attend Vivacity Board meetings as observers, the Board currently meets six times per annum.

4.4 Overview

4.4.1 Since its formation the scope and scale of Vivacity has changed considerably. Vivacity delivers a diverse portfolio of services for the city including the Council's statutory library and archives services. The Council support the provision of its statutory and contribute to some discretionary services through a Funding and Management Agreement (FMA), a Service Level Agreement (SLA) and premise related costs. The total Council contribution is c. £3.8m inclusive of the statutory library service (c.30% of Vivacity's total turnover).

4.4.2 The Council's level of investment in culture & leisure to Vivacity via the FMA has reduced by c. 50% over the past 10 years. Whilst Vivacity has grown its generated income it has also absorbed inflationary cost increases as indicated in the graph below. Not surprisingly for a customer facing service, employee costs represent the highest cost to the organisation. In the past two years the impact of 'single status' has increased Vivacity employee costs by c. £350k, the national agreement was 'bottom loaded' and had a disproportionate impact, given the number of roles at the lower end of the pay scale.



4.4.3 As the FMA has been reduced over time, the contractual obligation to deliver services has changed also to reflect the FMA reduction. The table below reflects the current contractual status of services delivered on behalf of the city; very little if any direct Council funding is received to deliver the non-contractual activities.

Contractual Requirement	No Contractual Requirement
Archive Service Leisure Facilities: <ul style="list-style-type: none"> • Bushfields Leisure Centre* • Hampton Leisure Centre* • Jack Hunt Leisure Centre* • Regional Fitness & Swimming Centre • Vivacity Premier Fitness • Werrington Leisure Centre* <p style="margin-left: 40px;">*dual use facilities</p> Library Service: <ul style="list-style-type: none"> • Bretton • Central • Dogsthorpe • Eye • Hampton • Orton • Stanground • Thorney • Werrington • Woodston • Mobile Library Service Peterborough Museum	Bretton Splash Park Arts Development Book Bus (school and community access) Club Viva (holiday clubs) Disability Sports Flag Fen Archaeological Park Health & Wellbeing Programme Heritage Festival Key Theatre Longthorpe Tower Reading Development Sports Development Volunteer Service St George's Hydrotherapy Pool

4.4.4 Vivacity fully appreciates the Council's current financial position and wants to retain its close and re-built relationship with the Council. Vivacity has an expressed aspiration and drive to become increasingly financially independent whilst ensuring sustainability of the organisation and its city-wide offer as far as possible during a period of transition. This strategic objective for Vivacity aligns well in support of the Council's need to reduce net expenditure and Vivacity's need to stabilise its own financial position which is also under considerable pressure. Vivacity are keen to work intelligently and collaboratively with the Council to achieve this aim.

4.4.5 Both Vivacity and the Council believe that the right approach to take is one that is more creative, bolder and marks an ambition for a sustainable position for both organisations that actively supports a strong culture and leisure offer for the longer-term benefit of the city and its future generations; one that is aligned to the city's growth and economic aspirations. A city without a strong cultural and leisure offer will have a negative impact on inward investment and development creating a less attractive proposition for residents and investors.

4.4.6 By working in partnership a number of opportunities that support revenue growth and more efficient ways of service delivery of both existing Vivacity and the Council services are being explored through four jointly supported work streams:

- Events and events management
- Prevention and demand management
- Commercial opportunities)
- Other opportunities

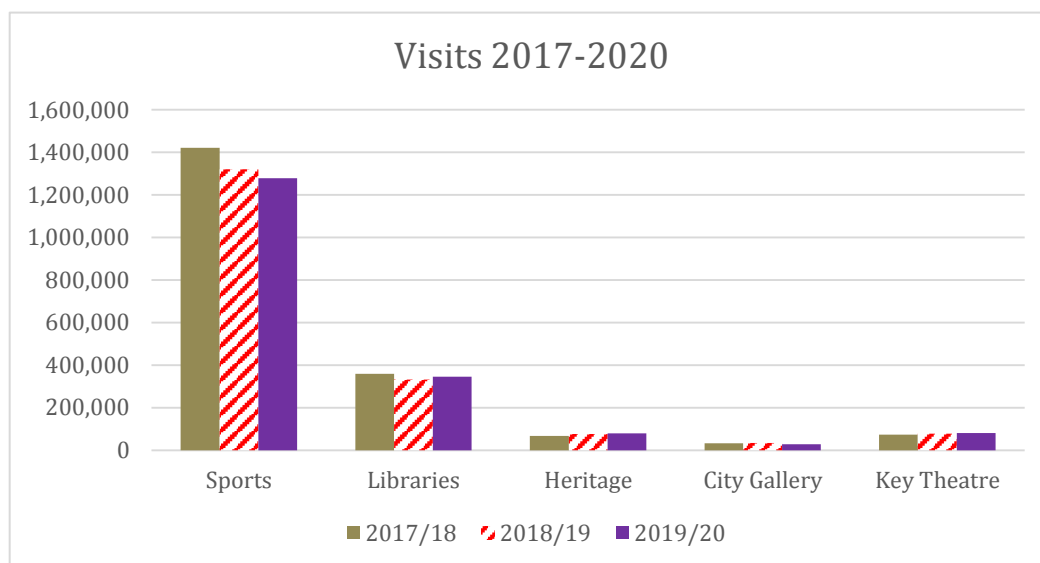
This work includes looking at the property portfolio, exploring opportunities to commercialise space and transfer services where appropriate, this work is currently in progress. Some initiatives such as building a new leisure facility or replacing existing facilities can be realised in the medium to longer term whilst other short-term initiatives can be progressed this year i.e. transfer of the Great Eastern Run to Vivacity.

4.4.7 Vivacity Premier Fitness continues to be a good example of shared benefit and strong partnership working that delivers financial benefit to the Council and Vivacity that in turn can help to cross subsidise other services; however this is now a 'mature facility' and growth has effectively plateaued. More recently the Council have supported Vivacity with a capital investment loan into a new family orientated themed play and climb facility *Lost World* within Serpentine Green retail centre. A soft launch is planned for 13th March 2020 and subsequently will be fully geared up for the Easter holidays.

4.5 Service Performance

4.5.1 Vivacity received c. 1.84m visits in 2018/19, the year-end forecast for 2019/20 is 1.8m; the major decline is in sport & leisure offset by some growth in Libraries, Heritage, Club Viva and the Key Theatre. Vivacity has c.100,000 individual service users that choose to use one of Vivacity's services in one way or another each year, that equates to c. 50% of the population making a conscious choice to engage with Vivacity.

4.5.2 Projected 2019/20 full year utilisation data by service area is illustrated below and highlights a 10% decline in sport and leisure over this period reflecting the plateauing of VPF, loss of daytime use at Werrington, an aging stock and fierce competition in the fitness sector in what is already a saturated market.



4.5.3 It is worth noting that the net cost of the statutory library service is c. £1.8m (inclusive of property related costs), the lowest cost library service in its comparator group (*CIPFA 2017/18 actuals and 2018/19 estimates*). The Library Service employs c.50 FTE's including library management and back of house support; casual employees are not widely used in the Library Service. The service is strongly supported by c.4,400 volunteer hours that have been invaluable in supporting the Summer Reading Challenge and the Year of Reading. The service has only x1 professionally qualified librarian in the service.

4.5.4 Some of the performance highlights of 2019/20 are cited below:

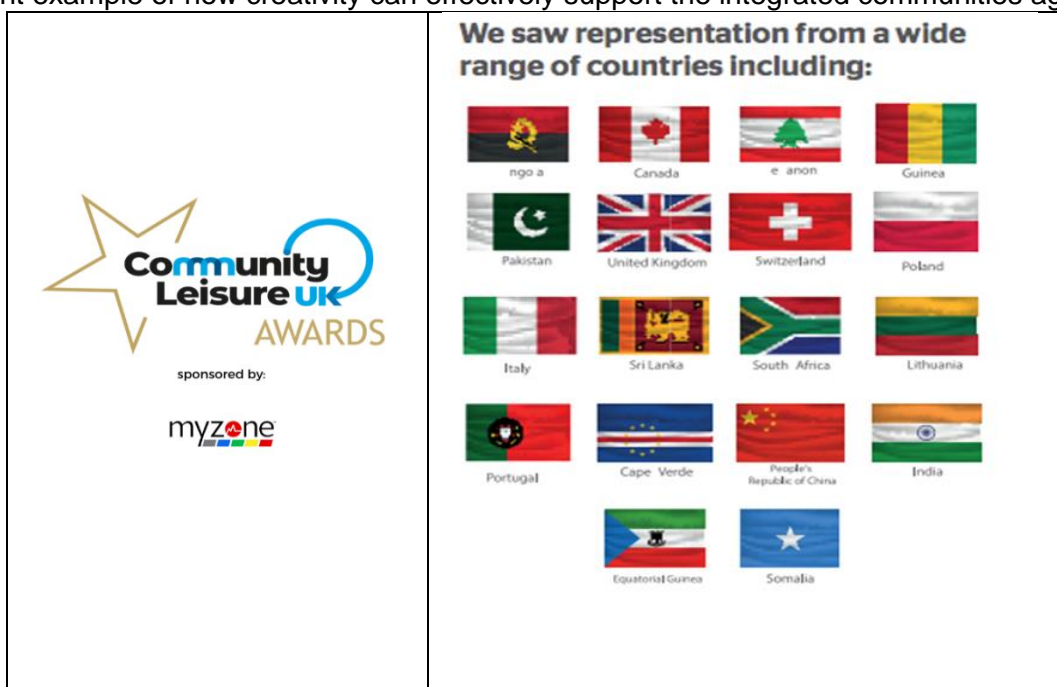
- 120 disabled people participated in a range of activities as part of the Inclusive Sports Day at the Athletics Track
- Family Films and Silver Screenings attract new audiences to the Key Theatre for affordable cinema

- 2019 Heritage Festival attracts c. 30,000 visitors
- Peterborough Celebrates Reading launch in Cathedral Square in partnership with the National Literacy Trust, PCC and other partners attracts over 1,000 children and families
- 300 children and their families attended the Children’s University Graduation ceremony with 19 schools enrolled
- Over 1,000 children registered with Children’s University Online Peterborough
- Vivacity win a national award for Fabric of Society (see 4.5.6)
- Chalkboard restaurant open for business in the Key Theatre
- Central Library opens two new services: Business and IP Centre; and a biometric visa application service
- Over 7,000 visit the Graham Crowley exhibition *A Love of Many Things* at the Museum & Art Gallery
- Museum & Art Gallery hosts *Hoards* attracting c. 7,500 visits and building on the success of *Treasures* in 2018
- Nick Sharratt exhibition attracts c. 2,500 visits to the Museum & Art Gallery over its first weekend in January 2020
- Open Air Cinema screening of *Meg* held at the Lido
- c.5,500 attendances to Vivacity’s condition specific health & wellbeing rehabilitation classes (i.e. stroke rehabilitation; cardiac & respiratory etc.)
- New website launched in October 2019 over 500,000 users
- c.£500k of third party grant funding secured (to December 2019)
- *Lost World* at Serpentine Green under development for a March 2020 opening

4.5.5 Throughout 2019/20 there have been numerous challenges that have put a strain on Vivacity as highlighted below:

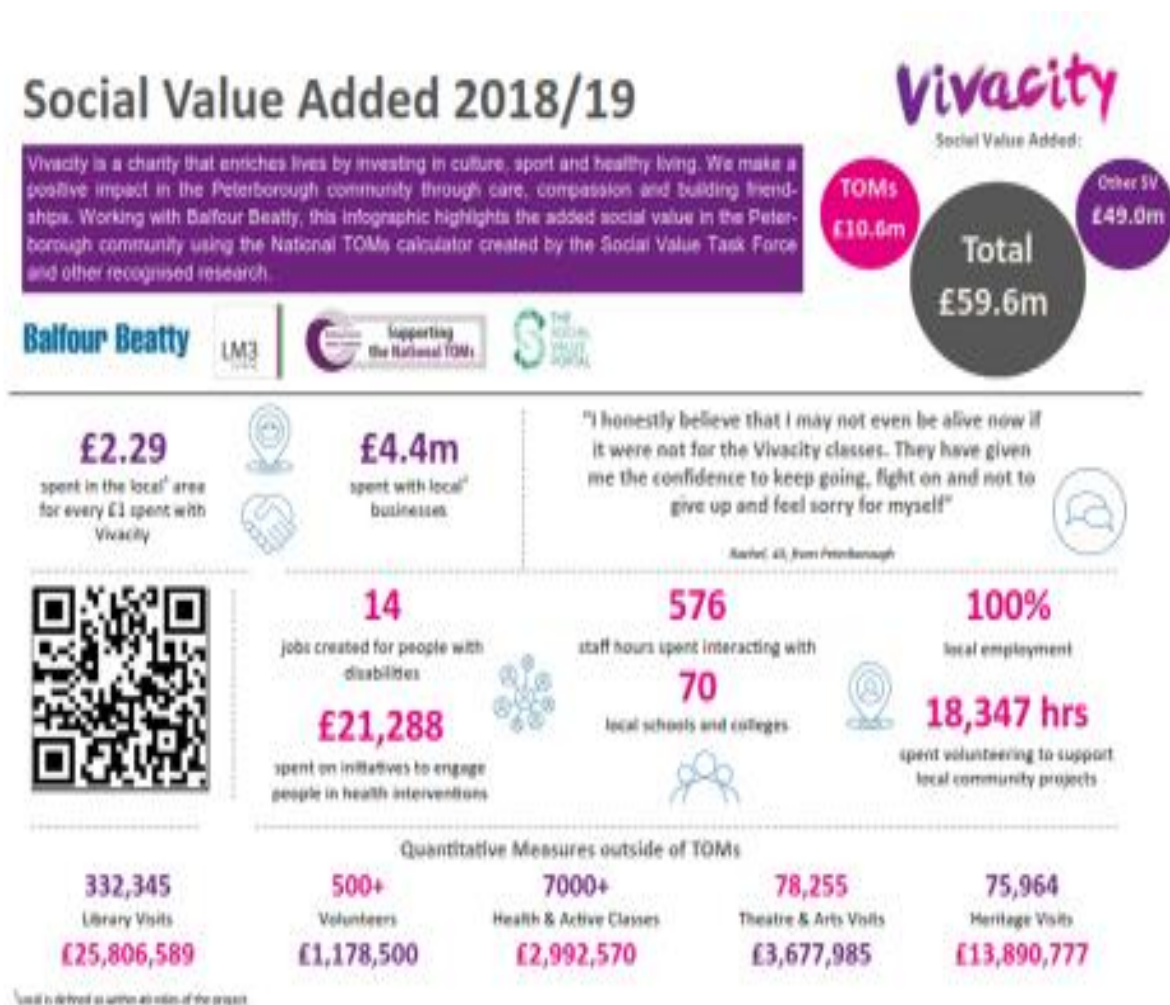
- Strong competition from the private sector fitness market
- Aging leisure stock
- In 2019 the city offered 3 panto’s that diluted the audience (the panto is a critical income line)
- Capacity to respond to financial challenges of both the Council and Vivacity

4.5.6 In 2019 Vivacity won the 2019 Community Leisure UK Awards for best project in the category of Community Impact Award – Arts, Culture and Libraries with *Fabric of Society*, a creative cross community engagement project supported by Arts Council England, the project served as an excellent example of how creativity can effectively support the integrated communities agenda.



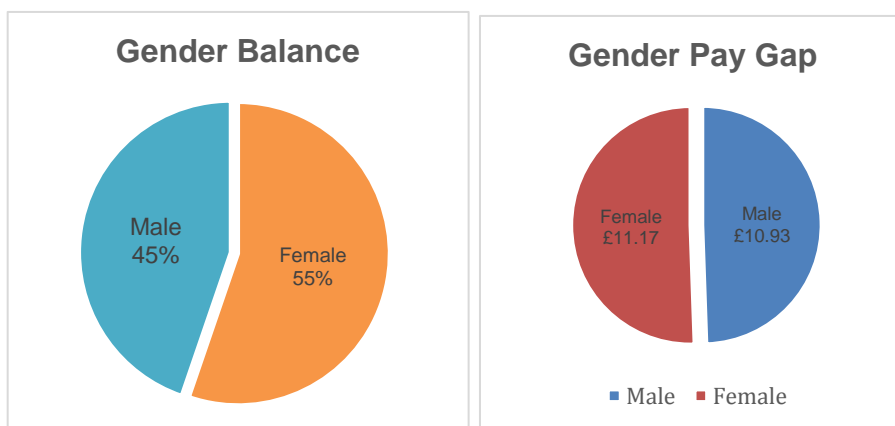
4.5.7 Vivacity secured some pro-bono support of a team from Balfour Beatty as part of the company’s

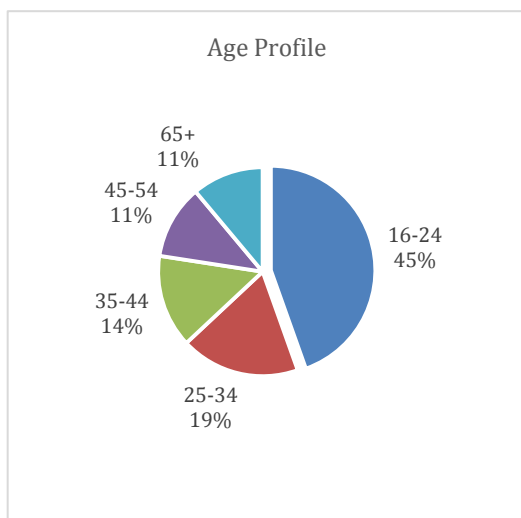
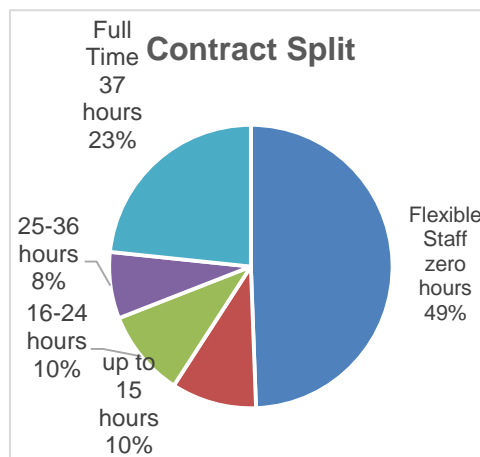
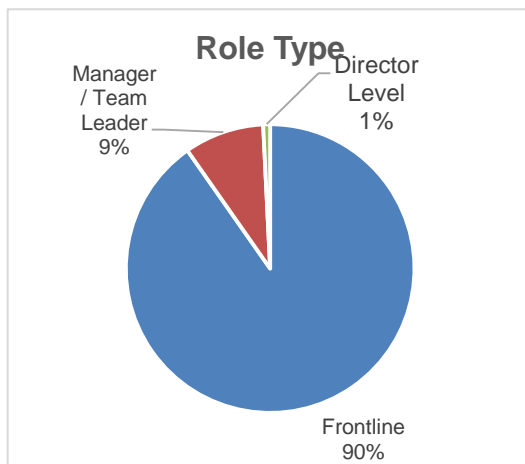
High Potential's Programme to look at the Social Impact/Value of Vivacity's work and produce a simple framework to measure social value, the project concluded in January 2020 and identified that Vivacity was returning c.£60,000,000 of social value to the city. A high-level summary extract from this work is illustrated below.



4.6 Human Resources

4.6.1 Vivacity is a relatively large employer in the city with over 500 employees. Extracts from the Annual Workforce Monitoring Report (2018/19) provides the source of data for this section of the report. The report is produced in May/June annually, and whilst there is likely to be some variation it is unlikely to be statistically significant. In 2020, Vivacity will again actively seek to convert casual posts into permanent contracts whilst remaining cognisant of the need for flexibility and the dynamic of labour market.





4.7 Future Direction and Opportunities

- 4.7.1 Following the work initiated by the Council through Grant Thornton, an alternative proposal that could support addressing the financial pressures of both the Council and Vivacity have been developed and adopted. This approach works towards reducing the FMA and allows Vivacity to become more financially independent over time as referred to in section 2 of this report.
- 4.7.2 The proposal outlined above requires a proactive and dynamic partnership, it has to break new ground to succeed, good intentions need to turn into action, the early signs are positive. The Council have the keys to invest, unlock opportunity and realise a stronger cultural and leisure offer for the city whilst supporting Vivacity to become financially independent; such a plan cannot deliver immediate returns but over a 5-year period the opportunity can be significant. This is a bold approach, and one that ultimately supports and shapes the city's future as a vibrant, thriving and attractive city in which to live, work, study, invest in and stay.
- 4.7.3 In May 2018 Vivacity started on a transformation journey, changes at Senior Management and Board level were the initial signs of change with a focus on being more outward looking, investing in partnership development and becoming more commercial. Vivacity invested in its commercial capability to generate new opportunities both independently and with the Council, creating new opportunities, forging new partnerships and working towards diversifying the offer. The Council has been supportive in this transformation. The cultural shift within Vivacity to become commercially focussed has begun, however this still needs time to fully realise the opportunities that exist, this type of change takes time.

- 4.7.4 Financial performance is an on-going concern, in 2018/19 costs exceeded income resulting in a trading deficit, the projection for 2019/20 is illustrated below, although it should be noted a number of grant applications are pending decisions and there will inevitably be some year-end variations:
- Expenditure: £11,135,000
 - Total Income: £11,033,000
 - Generated Income: £8,285,000
 - Management Fee: £2,200,000
 - Grants: £507,000
- 4.7.5 Employee cost increases due to single status (see section 4.4.2) are a major factor of operating cost increases. During 2019 Vivacity and the Trade Unions agreed to pull away from the national pay award structure and determine pay locally from 2020/21, establishing an Employee Consultative Forum as the collective mechanism for consultation and negotiation.
- 4.7.6 Investment, opportunity and developing new income streams away from the current core business is essential, not only to the sustainability of Vivacity but to support the Council in reducing its contribution into culture and leisure. Vivacity's operational cost base must reduce in parallel to growing income, inevitably there may be some impact on the services currently offered.
- 4.7.7 Scrutiny Members may have heard recently about the development of a new Cultural Strategy for the city, and how this can help shape and enhance Peterborough's cultural offer, placing culture as an integral part of regeneration and the on-going development of the city.
- 4.7.8 The new Town Fund, a recently announced regeneration focused government initiative for identified localities to develop proposals for up to £25m of funding, does provide some opportunity for Peterborough to enhance its cultural and leisure offer. The Town Fund could potentially provide contribution funding to support a lottery funding bid for the Museum extension to host the Must Farm haul, with a sizeable funding commitment from this source it could unlock this project and strengthen what was an already strong bid. The Bronze Age haul is considered to be of international significance, exhibiting it in Peterborough will create a significant new visitor attraction for the city and support the visitor economy.
- 4.7.9 Future opportunities include exploring the transfer of some additional service functions from the Council to Vivacity where mutual benefit can be derived; additionally a review of the asset portfolio creates the opportunity for re-thinking the library estate in conjunction with Civic who are looking at two pilot projects in Peterborough (Civic are also working with libraries in Cambridgeshire County Council). Taking a lead role in commissioning the feasibility study as future operator of the new Werrington Leisure Centre further strengthens the partnership and brings greater cost certainty to future revenues. Now that it is clear that the University development will not directly impinge on the Regional Fitness & Swimming Centre there is also the opportunity to develop proposals for a replacement facility for the Regional that is over 40 years old and either re-purpose the exiting building as part of the university campus, or create a development opportunity
- 4.7.10 It is clear that the financial challenges are significant and will test Vivacity over the next few years, however this does create opportunities to explore different ways of working and provide a focus on what the culture & leisure offer for the city might look like in the future.

5. CONSULTATION

5.1 N/A

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 Support for the current joint activity that supports financial recovery of the Council/Vivacity and supports Vivacity's charitable and strategic objectives and the strategic priorities of the City.

7. REASON FOR THE RECOMMENDATION

7.1 This report is for information only.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 N/A

9. IMPLICATIONS

Financial Implications

9.1 The financial implications are set out in the report.

Legal Implications

9.2 N/A

Equalities Implications

9.3 N/A

Rural Implications

9.4 N/A

Carbon Impact Assessment

9.5 This report doesn't present any new carbon impacts and is therefore neutral; however, should future investment be made in either existing services or assets, or if new services or assets are developed, this will be done with our commitment to managing climate change in mind.

10. BACKGROUND DOCUMENTS

10.1 None

11. APPENDICES

11.1 *None*

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 6
11 MARCH 2020	PUBLIC REPORT

Report of:	Pete Carpenter, Acting Corporate Director of Resources	
Cabinet Member(s) responsible:	Cabinet Member for Strategic Planning and Commercial Strategy and Investments	
Contact Officer(s):	Pete Carpenter, Acting Corporate Director of Resources	Tel. 01733 384564

NPS PETERBOROUGH LIMITED 2018-19

R E C O M M E N D A T I O N S	
FROM: Pete Carpenter, Acting Corporate Director of Resources	Deadline date: N/A
It is recommended that the Growth, Environment and Resources Scrutiny Committee notes the contents of 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 is an opportunity for the Committee to hear from and question both officers of the Council and the NPS Peterborough Joint Venture Director, Alex Gee on the performance of NPS Peterborough during 2018/19.
- 2.2 This report is for Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference No. 2.1, Functions determined by the Council:

4. Economic Development and Regeneration including Strategic Planning
9. Partnerships and Shared Services

- 2.3 NPS Peterborough continues to contribute to all of the Council's priorities.

3. TIMESCALES

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

- 4.1 The NPS Joint Venture (JV) started in July 2016. There are 5 Directors, who are named in the Annual Report. Any profit derived from the JV is shared 50:50 between the JV Partners. Presently, the NPS JV covers Estate and Asset Management services across a portfolio of buildings with a Net Book Value of £346,898,000 excluding academy schools.

These include:

Operational Properties – 11 Offices buildings occupied by PCC staff
Farms – 21 tenants covering 2923 acres
Commercial / Retail - includes 134 units
Delivered Total Rental Income - £3,824,0291

Disposals Income achieved £6,313,000 against a target of £2,922,000.

4.2 The NPS Annual Report is attached at Appendix A. This sets out the financial performance of NPS Peterborough Limited. Overall:

- Revenues were increased compared to 2017/18.
- Costs increased roughly in line with the increase in revenues.
- Volume Discount to PCC for 2018/19 is £121,300* an increase of £33,587 when compared to 2017/18 (*subject to audit).

4.3 In terms of the range of work being carried out by the JV here is a summary for the Committee to note / comment upon as appropriate:

Operational Estate Management Services

Operational Estate Management Services has further strengthened its core team with a Building Services Manager but has lost one of the Strategic Asset Managers. The current focus has been to reduce the rental arrears with some notable success of closing out in excess of £260K of outstanding arrears.

Asset Review and Rationalisation (including disposals / acquisitions)

Disposals were a key primary focus of the team. A fortnightly report is issued to the PCC Head of Property. The 2018/19 end of year Disposals Income was £6,313,500 against a target of £2,922,000. The target is £10,639,000 for 19/20.

Landlord & Tenant / Rent Reviews

Work has progressed well and the addition of a further Estates Surveyor has increased capacity. NPS Peterborough have strengthened our knowledge in Strategic Asset Management and CPOs.

Investment and Commercial Portfolio Management

Opportunities to review and maximise commercial and investment income remain a key priority. The JV is actively supporting the City Centre Development Framework; seeking investment opportunities and exploring opportunities to maximise office to residential conversions to alleviate the housing shortfall.

Rural Estate Management

The Rural Estate Manager continues to deliver the new rural action plan and is having some notable successes with existing tenants. 2 new grain stores have been delivered.

Valuations and Rating

The annual round of valuations was completed on time and fed into the year-end valuation figures. The programme completed in line with the PCC Finance / Audit team requirements, which were earlier than in previous years.

Premises Management/Contract Management of Building Maintenance Services

A Building Services Manager has successfully supported the occupation of SMH and Town Hall South (DWP). Soft FM contracts being managed by the JV on behalf of PCC account for £650K of spend.

Education Estate Management and Development

Support continues to be successfully provided to the PCC People and Communities Schools Capital / Infrastructure Team in terms of advice and guidance in relation to school development schemes, identification of potential sites for educational facilities (including Special Schools and

expansion schemes at both secondary and primary schools). A very good working relationship continues with the PCC Schools Infrastructure Team and the schools capital programme project management and PFI contract specialist support are all being delivered in line with the client team requirements.

Community Asset Transfers (CAT)

The approach to CAT transfers was submitted to scrutiny and a new client side structure has been put into place, led by Sarah Ferguson and Cate Harding. At the Year End, 6 had completed. 12 are currently with legal for completion.

Housing

The JV continues to support PCC, acting as corporate landlord for the 50 Homes and Syrian Refugee projects. The JV compile and manage the property and compliance related data; source new properties for the scheme; undertake housing condition surveys to Decent Homes standards, and manage the contract for the Lead Agents (Bee Lettings) on behalf of PCC.

2019/20 Focus

The JV will be looking to strengthen its scope of services, especially in the housing and strategic growth and development of the City. It is also seeking to grow its external market presence, capitalising on relationships it is building with South Kesteven District Council, South Holland District Council, Lincolnshire County Council, Melton Mowbray District Council and Cambridgeshire County Council.

Strategic Asset Management (SAM) and Projects

The current focus is on delivering Town Hall North renovations and supporting the occupation of 2nd floor of Sand Martin House by CITB.

Capital investment and development schemes

In addition to Sand Martin House, the JV team and wider NPS Group are providing support and other preparatory activities as the Council progresses its acquisitions and investments approach.

Annual Workbook Consultancy Services

The JV also facilitates work across People and Communities, and Leisure projects within PCC, providing design, surveying and other professional services as required either through the NPS Group or through relationships with local providers.

Statutory Inspection and Testing (STIM)

NPSP continue to monitor and receive data in respect of the STIM programme implemented by Aragon Direct Services and weekly meetings are held with PCC's Head of Property to monitor and plan Capital Programme spend.

5. CONSULTATION

- 5.1 The Acting Corporate Director of Resources, as contract owner, continues to engage with stakeholders in relation to the services being provided.

This report has also been to the Shareholders Cabinet Committee in September as this is a partly owned Council Company. At this meeting, The Shareholder Committee requested that the Acting Corporate Director of Resources write to the Corporate Management Team and Stakeholders to obtain a collective view on the performance of NPS and makes any appropriate recommendations to the Committee as necessary. This is attached as Appendix B.

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 Full financial implications for the year are set out in Appendix A.

Legal Implications

9.2 This report gives a review of the delivery of the NPS Peterborough Joint Venture through the 2018/19 financial year. Delivery has been governed throughout the year by the agreed contracts and appropriate Change Control arrangements.

Equalities Implications

9.3 This contract delivers to a range of Peterborough City Council Stakeholders.

Rural Implications

9.4 A significant portion of this JV is the management of the Council's Farms portfolio.

10. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1988.

10.1 NPS Peterborough Joint Venture Arrangements

11. APPENDICES

11.1 Appendix A - NPS Peterborough Limited - Annual Report and Financial Statements for the Year Ended 31 March 2019
Appendix B - A collective view on the performance of NPS from Stakeholders

Registered number: 10213568

This draft produced on 26/7/2019 07:40

NPS PETERBOROUGH LIMITED

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

DRAFT

NPS PETERBOROUGH LIMITED

COMPANY INFORMATION

DIRECTORS	D T Wetteland S C Hersey D A Seaton A Gee P L Carpenter
REGISTERED NUMBER	10213568
REGISTERED OFFICE	280 Fifers Lane Norwich Norfolk NR6 6EQ
INDEPENDENT AUDITORS	PricewaterhouseCoopers LLP Chartered Accountants & Statutory Auditors The Maurice Wilkes Building St John's Innovation Park Cowley Road Cambridge CB4 0DS
BANKERS	Barclays Bank Plc 5/6 Red Lion Street Norwich Norfolk NR1 3QH
SOLICITORS	nplaw Norfolk County Council County Hall Martineau Lane Norwich Norfolk NR1 2DH

NPS PETERBOROUGH LIMITED

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Statement of changes in equity	8
Notes to the financial statements	9 - 26

DRAFT

NPS PETERBOROUGH LIMITED

**DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2019**

The directors present their annual report and the audited financial statements for the year ended 31 March 2019.

PRINCIPAL ACTIVITIES

The company's principal activities are that of property consultancy in the areas of estates and property management.

RESULTS AND DIVIDENDS

The profit for the financial year, amounted to £98,175 (2018 - £87,713). The company's net assets as at 31 March 2019 are £222,015 (2018 - £123,840).

The directors have not recommended a dividend for the year (2018 - nil).

DIRECTORS

The directors who were in office during the year and up to the date of signing the financial statements were:

D T Wetteland (appointed 16 April 2018)

S C Hersey

S P Machen (resigned 13 February 2019)

D A Seaton

A Gee

P L Carpenter (appointed 19 March 2019)

QUALIFYING THIRD PARTY INDEMNITY PROVISIONS

The company has maintained liability insurance for its directors and officers throughout the year and up to the date of signing the financial statements. The directors and officers have also been granted a qualifying third party indemnity provision under section 234 of the Companies Act 2006 which is in force to the date of approval of the financial statements. Neither the company's indemnity nor insurance provides cover in the event that a director or officer is proved to have acted fraudulently or dishonestly.

NPS PETERBOROUGH LIMITED

**DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

DIRECTORS' RESPONSIBILITIES STATEMENT

The directors are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulation.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards, comprising FRS101 'Reduced Disclosure Framework' and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing the financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards, comprising FRS 101 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006.

The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

DISCLOSURE OF INFORMATION TO AUDITORS

In the case of each director in office at the date the directors' report is approved:

- so far as the director is aware, there is no relevant audit information of which the company's auditors are unaware, and
- the director has taken all the steps that ought to have been taken as a director in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

NPS PETERBOROUGH LIMITED

**DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

INDEPENDENT AUDITORS

Pursuant to section 487 of the Companies Act 2006, the auditors will be deemed reappointed and PricewaterhouseCoopers LLP will therefore continue in office.

SMALL COMPANIES EXEMPTION

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board and signed on its behalf by:

D T Wetteland
Director
Date:

DRAFT

NPS PETERBOROUGH LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NPS PETERBOROUGH LIMITED

Report on the audit of the financial statements

Opinion

In our opinion, NPS Peterborough Limited's financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2019 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards, comprising FRS 101 "Reduced Disclosure Framework", and applicable law); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

We have audited the financial statements, included within the Annual Report and Financial Statements (the "Annual Report"), which comprise: the statement of financial position as at 31 March 2019; the statement of comprehensive income, the statement of changes in equity for the year then ended; and the notes to the financial statements, which include a description of the significant accounting policies.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and applicable law. Our responsibilities under ISAs (UK) are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

We remained independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, which includes the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

Conclusions relating to going concern

ISAs (UK) require us to report to you when:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

We have nothing to report in respect of the above matters.

However, because not all future events or conditions can be predicted, this statement is not a guarantee as to the company's ability to continue as a going concern. For example, the terms on which the United Kingdom may withdraw from the European Union are not clear, and it is difficult to evaluate all of the potential implications on the company's trade, customers, suppliers and the wider economy.

Reporting on other information

The other information comprises all of the information in the Annual Report other than the financial statements and our auditors' report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except to the extent otherwise explicitly stated in this report, any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If we identify an apparent material inconsistency or material misstatement, we are required to perform procedures to conclude whether there is a material misstatement of the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report based on these responsibilities.

With respect to the Directors' Report, we also consider whether the disclosures required by the UK Companies Act 2006 have been included.

NPS PETERBOROUGH LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NPS PETERBOROUGH LIMITED

Based on the responsibilities described above and our work undertaken in the course of the audit, ISAs (UK) require us also to report certain opinions and matters as described below.

Directors' Report

In our opinion, based on the work undertaken in the course of the audit, the information given in the Directors' Report for the year ended 31 March 2019 is consistent with the financial statements and has been prepared in accordance with applicable legal requirements.

In light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we did not identify any material misstatements in the Directors' Report.

Responsibilities for the financial statements and the audit***Responsibilities of the directors for the financial statements***

As explained more fully in the Directors' Responsibilities Statement set out on page [x], the directors are responsible for the preparation of the financial statements in accordance with the applicable framework and for being satisfied that they give a true and fair view. The directors are also responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements

A further description of our responsibilities for the audit of the financial statements is located on the FRC's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditors' report.

Use of this report

This report, including the opinions, has been prepared for and only for the company's members as a body in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and for no other purpose. We do not, in giving these opinions, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or into whose hands it may come save where expressly agreed by our prior consent in writing.

Other required reporting**Companies Act 2006 exception reporting**

Under the Companies Act 2006 we are required to report to you if, in our opinion:

- we have not received all the information and explanations we require for our audit; or
- adequate accounting records have not been kept by the company, or returns adequate for our audit have not been received from branches not visited by us; or
- certain disclosures of directors' remuneration specified by law are not made; or
- the financial statements are not in agreement with the accounting records and returns.

We have no exceptions to report arising from this responsibility.

Entitlement to exemptions

Under the Companies Act 2006 we are required to report to you if, in our opinion, the directors were not entitled to: take advantage of the small companies exemption in preparing the Directors' Report; and take advantage of the small companies exemption from preparing a strategic report. We have no exceptions to report arising from this responsibility.

Andy Grimble (senior statutory auditor)
for and on behalf of PricewaterhouseCoopers LLP
Chartered Accountants and Statutory Auditors
Cambridge
Date:

NPS PETERBOROUGH LIMITED

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2019

	Note	2019 £	2018 £
Revenue	4	2,235,412	2,546,351
Cost of sales		(1,799,555)	(2,154,505)
GROSS PROFIT		435,857	391,846
Administrative expenses		(314,525)	(283,454)
OPERATING PROFIT	5	121,332	108,392
Interest receivable and similar income		6	-
Interest payable and similar expenses		(40)	-
PROFIT BEFORE TAX		121,298	108,392
Tax on profit	9	(23,123)	(20,679)
PROFIT AND TOTAL COMPREHENSIVE INCOME FOR THE FINANCIAL YEAR		98,175	87,713

There were no recognised gains and losses for 2019 or 2018 other than those included in the statement of comprehensive income.

There was no other comprehensive income for 2019 (2018 - £NIL).

The notes on pages 9 to 26 form an integral part of these financial statements.

NPS PETERBOROUGH LIMITED
REGISTERED NUMBER: 10213568

STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2019

	Note	2019 £	2018 £
FIXED ASSETS			
Property, plant and equipment	10	943	1,288
		<u>943</u>	<u>1,288</u>
CURRENT ASSETS			
Trade and other receivables: amounts falling due after more than one year	11	1,340	918
Trade and other receivables: amounts falling due within one year	11	155,174	175,672
Cash and cash equivalents	12	444,090	436,182
		<u>600,604</u>	<u>612,772</u>
Trade and other payables: amounts falling due within one year	13	(379,532)	(490,220)
NET CURRENT ASSETS		<u>221,072</u>	<u>122,552</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>222,015</u>	<u>123,840</u>
NET ASSETS		<u>222,015</u>	<u>123,840</u>
EQUITY			
Called up share capital	15	10	10
Retained earnings		222,005	123,830
TOTAL EQUITY		<u>222,015</u>	<u>123,840</u>

The company's financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements on pages 6 to 26 were approved and authorised for issue by the board and were signed on its behalf by:

D T Wetteland
 Director
 Date:

The notes on pages 9 to 26 form an integral part of these financial statements.

NPS PETERBOROUGH LIMITED

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 MARCH 2019

	Called up share capital	Retained earnings	Total equity
	£	£	£
At 1 April 2018	10	123,830	123,840
COMPREHENSIVE INCOME FOR THE YEAR			
Profit for the financial year	-	98,175	98,175
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	-	98,175	98,175
AT 31 MARCH 2019	10	222,005	222,015

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 MARCH 2018

	Called up share capital	Retained earnings	Total equity
	£	£	£
At 1 April 2017	10	36,117	36,127
COMPREHENSIVE INCOME FOR THE YEAR			
Profit for the financial year	-	87,713	87,713
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	-	87,713	87,713
AT 31 MARCH 2018	10	123,830	123,840

The notes on pages 9 to 26 form an integral part of these financial statements.

NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

1. GENERAL INFORMATION

The company is a private company, limited by shares, incorporated and domiciled in the UK and registered at 280 Fifers Lane, Norwich, Norfolk, NR6 6EQ. The reporting period is from 1 April 2018 to 31 March 2019.

The company's principal activities are that of property consultancy.

2. ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Financial Reporting Standard 101, 'Reduced Disclosure Framework' (FRS 101). The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006.

The preparation of financial statements in conformity with FRS 101 requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the company's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 3. The financial statements are presented in pound sterling (£).

NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

2. ACCOUNTING POLICIES (CONTINUED)**2.2 Financial reporting standard 101 - reduced disclosure exemptions**

The company has taken advantage of the following disclosure exemptions under FRS 101:

- the requirements of IFRS 7 Financial Instruments: Disclosures
- the requirements of paragraphs 91-99 of IFRS 13 Fair Value Measurement
- the requirements of the second sentence of paragraph 110 and paragraphs 113(a), 114, 115, 118, 119(a) to (c), 120 to 127 and 129 of IFRS 15 Revenue from Contracts with Customers
- the requirements of paragraph 52, the second sentence of paragraph 89, and paragraphs 90, 91 and 93 of IFRS 16 Leases. The requirements of paragraph 58 of IFRS 16, provided that the disclosure of details in indebtedness relating to amounts payable after 5 years required by company law is presented separately for lease liabilities and other liabilities, and in total
- the requirement in paragraph 38 of IAS 1 'Presentation of Financial Statements' to present comparative information in respect of:
 - paragraph 79(a)(iv) of IAS 1;
 - paragraph 73(e) of IAS 16 Property, Plant and Equipment;
 - paragraph 118(e) of IAS 38 Intangible Assets;
- the requirements of paragraphs 10(d), 10(f), 16, 38A, 38B, 38C, 38D, 40A, 40B, 40C, 40D, 111 and 134-136 of IAS 1 Presentation of Financial Statements
- the requirements of IAS 7 Statement of Cash Flows
- the requirements of paragraphs 30 and 31 of IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors
- the requirements of paragraph 17 and 18A of IAS 24 Related Party Disclosures
- the requirements in IAS 24 Related Party Disclosures to disclose related party transactions entered into between two or more members of a group, provided that any subsidiary which is a party to the transaction is wholly owned by such a member

2.3 Going concern

Whilst the entity remains profit making and has positive net current assets and net assets the entity operates as part of a wider group and as such the directors have received confirmation from Norse Group Limited that it will provide, for a period of at least 12 months from the date of the signing of these financial statements, such financial support as is necessary to allow the company to meet its liabilities as they fall due. Accordingly, the directors believe it remains appropriate to prepare the financial statements on a going concern basis.

NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

2. ACCOUNTING POLICIES (CONTINUED)**2.4 New standards, amendments and IFRIC interpretations**

IFRS 9 and IFRS 15 are new accounting standards that are effective for the year ended 31 March 2019. Further information on the impact of these new accounting standards is disclosed in note 20. There are no other new accounting standards, or amendments to accounting standards, or IFRIC interpretations that are effective for the year ended 31 March 2019 that have had a material impact on the company.

2.5 Revenue recognition

Revenue is measured based on the consideration specified in a contract with a customer and excludes amounts collected on behalf of third parties. The company recognises revenue when it transfers control over a product or service to a customer

The company does not expect to have any contracts where the period between the transfer of the promised goods or services to the customer and payment by the customer exceeds one year. As a consequence, the company does not adjust any of the transaction prices for the time value of money.

Rendering of services

Revenue from providing services is recognised in the accounting period in which the services are rendered.

For fixed-price contracts, revenue is recognised based on the actual service provided to the end of the reporting period as a proportion of the total services to be provided because the customer receives and uses the benefits simultaneously.

Where contracts include multiple performance obligations, the transaction price will be allocated to each performance obligation based on the stand alone selling prices. Where these are not directly observable, they are estimated based on expected cost plus margin. For service contracts including a goods element, revenue for the separate good is recognised at a point in time when the good is delivered, the legal title has passed and the customer has accepted the good.

Estimates of revenues, costs or extent of progress toward completion are revised if circumstances change. Any resulting increases or decreases in estimated revenues or costs are reflected in profit or loss in the period in which the circumstances that give rise to the revision become known by management. In case of fixed price contracts, the customer pays the fixed amount based on a payment schedule. If the services rendered by the company exceed the payment, a contract asset is recognised. If the payments exceed the services rendered, a contract liability is recognised.

2.6 Property, plant and equipment

Property, plant and equipment under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

2. ACCOUNTING POLICIES (CONTINUED)**2.6 Property, plant and equipment (continued)**

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Computer equipment - 20% straight line

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the statement of comprehensive income.

2.7 Operating leases

Rentals paid under operating leases are charged to the statement of comprehensive income on a straight line basis over the lease term.

Associated costs such as maintenance and insurance are expensed as incurred.

2.8 Trade and other receivables

Trade receivables are amounts due from customers for merchandise sold or services performed in the ordinary course of business. If collection is expected in one year or less, they are classified as current assets. If not, they are presented as non-current assets.

Trade receivables are initially recognised at fair value. The company holds the trade receivables with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost, less any provision for impairment. Appropriate allowances for estimated irrecoverable amounts are recognised in profit or loss. Prior to the adoption of IFRS 9, allowances were made when there was objective evidence that the asset was impaired. From 1 April 2018, the company has applied IFRS 9 and has used the simplified approach to measuring credit losses, using a lifetime expected loss allowance for all trade receivables and contract assets. No material measurement changes were recorded as a result of adopting IFRS 9. When a trade receivable is considered uncollectable, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in profit or loss.

2.9 Cash and cash equivalents

Cash represents cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

2. ACCOUNTING POLICIES (CONTINUED)**2.10 Financial instruments**

The company recognises financial instruments when it becomes a party to the contractual arrangements of the instrument. Financial instruments are de-recognised when they are discharged or when the contractual terms expire. The company's accounting policies in respect of financial instruments transactions are explained below:

Financial assets and financial liabilities are initially measured at fair value.

Financial assets

All recognised financial assets are subsequently measured in their entirety at either fair value or amortised cost, depending on the classification of the financial assets.

Fair value through profit or loss

All of the company's financial assets are subsequently measured at fair value at the end of each reporting period, with any fair value gains or losses being recognised in profit or loss to the extent they are not part of a designated hedging relationship. The net gain or loss recognised in profit or loss includes any dividend or interest earned on the financial asset.

Impairment of financial assets

The company always recognises lifetime expected credit losses (ECL) for trade receivables and amounts due on contracts with customers. The expected credit losses on these financial assets are estimated based on the company's historical credit loss experience, adjusted for factors that are specific to the receivables, general economic conditions and an assessment of both the current as well as the forecast direction of conditions at the reporting date, including time value of money where appropriate. Lifetime ECL represents the expected credit losses that will result from all possible default events over the expected life of a financial instrument.

Financial liabilities**Fair value through profit or loss**

Financial liabilities are classified as at fair value through profit or loss, when the financial liability is held for trading, or is designated as at fair value through profit or loss. This designation may be made if such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise, or the financial liability forms part of a group of financial instruments which is managed and its performance is evaluated on a fair value basis, or the financial liability forms part of a contract containing one or more embedded derivatives, and IFRS 9 permits the entire combined contract to be designated as at fair value through profit or loss. Any gains or losses arising on changes in fair value are recognised in profit or loss to the extent that they are not part of a designated hedging relationship.

At amortised cost

Financial liabilities which are neither contingent consideration of an acquirer in a business combination, held for trading, nor designated as at fair value through profit or loss are subsequently measured at amortised cost using the effective interest method. This is a method of calculating the

NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

2. ACCOUNTING POLICIES (CONTINUED)**2.10 Financial instruments (continued)**

amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments through the expected life of the financial liability, or where appropriate a shorter period, to the amortised cost of a financial liability.

2.11 Trade and other payables

Trade and other payables are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers.

Short term payables are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value net of transaction costs and are measured subsequently at amortised cost using the effective interest method.

2.12 Called up share capital

Ordinary shares are classified as equity.

2.13 Employee benefits**Defined contribution pension plan**

The contributions to the company pension scheme have been treated as a money purchase scheme, despite employees being members of the local government pension scheme. Under the terms of the transfer agreement, the actuarial risks associated with the scheme remain with Peterborough City Council. The contributions paid by NPS Peterborough Limited are set in relation to the current service year only and as such the company has accounted for the contributions to the scheme as if it were a defined contributions scheme.

The contributions are recognised as an expense in the statement of comprehensive income when they fall due. Amounts not paid are shown in accruals as a liability on the statement of financial position. The assets of the plan are held separately from the company in independently administered funds.

NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

2. ACCOUNTING POLICIES (CONTINUED)**2.14 Current and deferred taxation**

The tax expense for the year comprises current and deferred tax. Tax is recognised in the statement of comprehensive income, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date in the countries where the company operates and generates income.

Deferred tax balances are recognised in respect of all timing differences that have originated but not reversed by the statement of financial position date, except that:

- The recognition of deferred tax assets is limited to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits; and
- Any deferred tax balances are reversed if and when all conditions for retaining associated tax allowances have been met.

Deferred tax balances are not recognised in respect of permanent differences except in respect of business combinations, when deferred tax is recognised on the differences between the fair values of assets acquired and the future tax deductions available for them and the differences between the fair values of liabilities acquired and the amount that will be assessed for tax. Deferred tax is determined using tax rates and laws that have been enacted or substantively enacted by the reporting date.

NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

**3. JUDGEMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION
UNCERTAINTY**

To be able to prepare the financial statements according to FRS 101, management must make estimates and assumptions that affect the asset and liability items and revenue and expense amounts recorded in the financial statements. These estimates are based on historic experience and various other assumptions that management and the Board of directors believe are reasonable under the circumstances. The results of this form the basis for making judgements about the carrying value of assets and liabilities that are not readily available from other sources.

The actual results are likely to differ from the judgements, estimates and assumptions made by management, and will seldom equal the estimated results.

Information about the significant judgements, estimates and assumptions that have the most significant effect on the recognition and measurement of assets, liabilities, income and expenses are discussed below.

Critical judgements**Revenue and profit on property consultancy contracts**

In respect of certain property consultancy services the stage of completion of any contract is assessed by management by taking into consideration all information available at the reporting date. In this process management carries out significant judgements about milestones, actual work performed and the estimated costs to complete the work. Further information on the company's accounting policy for these contracts is provided in note 2.5.

Critical estimates**Deferred tax assets**

The assessment of the probability of future taxable income in which deferred tax assets can be utilised is based on the company's latest approved budget forecast, which is adjusted for significant non-taxable income and expenses and specific limits to the use of any unused tax loss or credit. If a positive forecast of taxable income indicates the probable use of a deferred tax asset, especially when it can be utilised without a time limit, that deferred tax asset is usually recognised in full. The recognition of deferred tax assets that are subject to certain legal or economic limits or uncertainties is assessed individually by management based on the specific facts and circumstances.

4. REVENUE

All revenue arose within the United Kingdom and was entirely attributable to property consultancy.

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NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

5. OPERATING PROFIT

The operating profit is stated after charging:

	2019	2018
	£	£
Wages and salaries	495,505	380,209
Social security costs	51,969	40,775
Other pension cost	39,047	52,817
Depreciation of property, plant and equipment	345	344
Operating lease expense	43,340	50,000
	<u>499,146</u>	<u>524,145</u>

6. AUDITORS' REMUNERATION

	2019	2018
	£	£
Fees payable to the company's auditors for the audit of the company's annual financial statements	10,170	15,089
	<u>10,170</u>	<u>15,089</u>

The company has taken advantage of the exemption not to disclose amounts paid for non audit services as these are disclosed in the group financial statement of the parent company.

7. EMPLOYEES

The average monthly number of employees, including the directors, during the year was as follows:

	2019	2018
	No.	No.
Estates	14	11
Maintenance	2	-
	<u>16</u>	<u>11</u>

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NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

8. DIRECTORS' REMUNERATION

	2019 £	2018 £
Directors' emoluments	76,537	71,036
	<u>76,537</u>	<u>71,036</u>

Directors emoluments are borne by NPS Property Consultants Limited and recharged to the company. The disclosure above relates to services provided by one director (2018 - two).

The directors are directors of the parent company and a number of fellow subsidiaries and it is not possible to make an accurate apportionment of their emoluments in respect of each of the subsidiaries. Accordingly, the above details include no emoluments in respect of the directors. Their total emoluments are included in the aggregate of directors' emoluments disclosed in the financial statements of the parent company

9. TAX ON PROFIT

	2019 £	2018 £
CURRENT TAX		
UK corporation tax on profits for the year	23,553	20,710
Adjustments in respect of prior periods	(8)	134
TOTAL CURRENT TAX	<u>23,545</u>	<u>20,844</u>
DEFERRED TAX		
Origination and reversal of timing differences	(472)	(58)
Adjustments in respect of prior periods	50	(107)
TOTAL DEFERRED TAX	<u>(422)</u>	<u>(165)</u>
TAX ON PROFIT	<u>23,123</u>	<u>20,679</u>

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NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

9. TAX ON PROFIT (CONTINUED)**FACTORS AFFECTING TAX CHARGE FOR THE YEAR**

The tax assessed for the year is higher than (2018 - *higher than*) the standard rate of corporation tax in the UK of 19% (2018 - 19%). The differences are explained below:

	2019 £	2018 £
Profit before tax	121,298	108,392
Profit before tax multiplied by standard rate of corporation tax in the UK of 19% (2018 - 19%)	23,047	20,594
EFFECTS OF:		
Expenses not deductible for tax purposes	34	51
Adjustments in respect of prior periods	42	27
Changes in the rate of tax	-	7
TOTAL TAX CHARGE FOR THE YEAR	23,123	20,679

FACTORS THAT MAY AFFECT FUTURE TAX CHARGES

Changes to the UK corporation tax rates were substantively enacted as part of Finance Bill 2016 (on 6 September 2016). These include reductions to the main rate, to reduce the rate to 17% from 1 April 2020. Deferred taxes at the balance sheet date have been measured using these enacted tax rates and reflected in these financial statements.

NPS PETERBOROUGH LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

10. PROPERTY, PLANT AND EQUIPMENT

	Computer equipment £
COST	
At 1 April 2018	1,723
At 31 March 2019	<u>1,723</u>
ACCUMULATED DEPRECIATION	
At 1 April 2018	435
Charge for the year	345
At 31 March 2019	<u>780</u>
NET BOOK AMOUNT	
At 31 March 2019	<u>943</u>
<i>At 31 March 2018</i>	<u><u>1,288</u></u>

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NPS PETERBOROUGH LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

11. TRADE AND OTHER RECEIVABLES

		2019 £	2018 £
AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR			
Deferred tax asset	14	1,340	918
		<u>1,340</u>	<u>918</u>
		2019 £	2018 £
AMOUNTS FALLING DUE WITHIN ONE YEAR			
Trade receivables		139,435	173,856
Amounts owed by group undertakings		-	1,627
Other receivables		4,315	2
Prepayments and accrued income		11,424	187
		<u>155,174</u>	<u>175,672</u>

Amounts owed by group undertakings are unsecured, interest free, have no fixed date of repayment and are repayable on demand. There is no provision against this debt (2018 - £nil).

Trade receivables are stated after provision for impairment of £nil (2018 - £nil).

12. CASH AND CASH EQUIVALENTS

	2019 £	2018 £
Cash at bank and in hand	<u>444,090</u>	<u>436,182</u>

NPS PETERBOROUGH LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

13. TRADE AND OTHER PAYABLES: amounts falling due within one year

	2019 £	2018 £
Trade payables	1,491	-
Amounts owed to group undertakings	185,601	220,279
Corporation tax	23,553	14,710
Other taxation and social security	15,635	11,957
Other payables	10,474	5,995
Accruals and deferred income	142,778	237,279
	<u>379,532</u>	<u>490,220</u>

Amounts owed to group undertakings are unsecured, interest free, have no fixed date of repayment and are repayable on demand.

Included within other payables at the year end are outstanding pension contributions of £10,404 (2018 - £5,995).

14. DEFERRED TAXATION

The movement in the deferred taxation asset during the year was:

	2019 £	2018 £
At 1 April	918	753
Credited to profit or loss	422	165
AT 31 MARCH	<u>1,340</u>	<u>918</u>

Deferred tax is provided for at 17% (2018 - 17%) in the financial statements and consists of the following:

	2019 £	2018 £
Difference between depreciation and capital allowances	73	65
Other timing differences	1,267	853
	<u>1,340</u>	<u>918</u>

NPS PETERBOROUGH LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

15. CALLED UP SHARE CAPITAL

	2019	2018
	£	£
Allotted, called up and fully paid		
8 (2018 - 8) Ordinary A shares of £1 each	8	8
2 (2018 - 2) Ordinary B shares of £1 each	2	2
	<u>10</u>	<u>10</u>

16. CONTINGENT LIABILITIES

The company is part of the NPS Property Consultants Limited group VAT registration and as such is jointly and severally liable for the VAT liability of the entire group. The group liability at the year end was £1,543,836 (2018 - £1,435,201).

A cross guarantee in favour of Barclays Bank plc is in place between NPS Peterborough Limited and the following group companies: NPS Property Consultants Limited, NPS North West Limited, NPS Humber Limited, NPS Barnsley Limited, NPS South West Limited, NPS London Limited, NPS Norwich Limited, NPS Leeds Limited, Norse Energy Limited, Norse Development Company Limited, International Aviation Academy-Norwich Limited, NPS Newport Limited, Hamson Barron Smith Limited, NPS Infinity Limited, NPS South East Limited. This cross guarantee is also in place between NPS Peterborough Limited and Beattie Passive Norse Limited, a joint venture company within the NPS Group. The indebtedness subject to this guarantee at the year end was £nil (2018 - £nil).

17. OTHER PROVISIONS

The nature of the company's activities, particularly in relation to its operations, is such that from time to time it faces challenges in respect of contractual disputes, laws and regulations and tax arising in the normal course of business. Provisions are made for these actions where this is appropriate. No provisions have been made in the financial statements for this year (2018 - £nil).

18. COMMITMENTS UNDER OPERATING LEASES

At 31 March the company had future minimum lease payments under non-cancellable operating leases as follows:

	2019	2018
	£	£
Not later than 1 year	50,000	50,000
Later than 1 year and not later than 5 years	200,000	200,000
Later than 5 years	112,500	150,000
	<u>362,500</u>	<u>400,000</u>

NPS PETERBOROUGH LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

19. RELATED PARTY TRANSACTIONS

The company had the following transactions and balances in the normal course of trade with related parties within the Norse group, and the minority shareholder, Peterborough City Council:

	Year ended 31 March 2019 Sales £	Year ended 31 March 2019 Purchases £	31 March 2019 Receivables £	31 March 2019 Payables £
NPS Property Consultants Limited	-	280,733	-	76,030
NPS North West Limited	18,473	2,810	-	-
Hamson Barron Smith Limited	-	604,619	-	109,571
Peterborough City Council	1,976,153	57,515	109,625	121,300
	2,004,626	645,667	109,625	206,901
	Year ended 31 March 2018 Sales £	Year ended 31 March 2018 Purchases £	31 March 2018 Receivables £	31 March 2018 Payables £
NPS Property Consultants Limited	585	216,785	-	154,473
NPS North West Limited	1,627	-	1,627	-
NPS Leeds Limited	-	1,500	-	-
Hamson Barron Smith Limited	-	1,090,844	-	65,806
Peterborough City Council	2,525,095	58,795	171,216	108,391
	2,526,707	1,367,124	171,216	328,670

In addition to the above, management charges of £137,978 (2018 - £122,161) were charged to the company by NPS Property Consultants Limited.

NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

20. CHANGE IN ACCOUNTING STANDARDS

Following the adoption in the year of IFRS 9, 'Financial Instruments' and IFRS 15, 'Revenue from Contracts with Customers', the following details the impact of the adoption on the company's financial statements.

IFRS 9, 'Financial Instruments'

As at 1 April 2018, the company assessed the requirements of IFRS 9. The standard includes requirements for impairment, classification and measurement.

IFRS 9 introduces an 'expected loss' model for recognising impairment of financial assets held at amortised cost. This is different from IAS 39, which had an incurred loss model where provisions were recognised only when there was objective evidence of impairment. This change of approach requires the company to consider forward looking information to calculate expected credit losses regardless of whether there has been an impairment trigger. Given the quality and short term nature of the trade receivables within the company, there is no material impact to the level of impairment required and as such no adjustment has been made to the opening balance of retained earnings as at 1 April 2018.

The application of IFRS 9 has also not resulted in a significant increase of impairment of financial assets measured at amortised cost in the current year as compared to impairment recognised under previous accounting policies.

The company has also considered the changes to classification and measurement of financial assets and liabilities and has concluded that these changes do not impact the company.

IFRS 15, 'Revenue from Contracts with Customers'

The adoption of IFRS 15 by the company from 1 April 2018 has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements. In accordance with the transition provisions in IFRS 15, the company has applied the modified retrospective approach, which results in the cumulative effect of initially applying this standard being an adjustment to the opening balance of accumulated losses as at 1 April 2018.

Under IFRS 15, revenue recognition is based on the principle that revenue is recognised when control of a good or service transfers to a customer. For the company, the transfer of control under IFRS 15 and the previous recognition criteria under IAS 18 are broadly consistent, except where the IAS 18 criteria are not met.

Previously under IAS 18, if the recognition criteria was not met, revenue was only recognised up to the extent of the expenses recognised that were recoverable (a "cost recovery approach"), with any additional payments deferred, until the recognition criteria was met. Under IFRS 15, this is no longer the case because revenue can be recognised when performance obligations are met.

There is no impact of the adoption of IFRS 15 on the company's opening balance sheet at 1 April 2018.

NPS PETERBOROUGH LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

21. CONTROLLING PARTY

The immediate parent undertaking and smallest group to consolidate these financial statements is NPS Property Consultants Limited and consolidated financial statements for this group are available from Companies House, Cardiff, CF14 3UZ.

The company's ultimate controlling party and largest group to consolidate these financial statements is Norfolk County Council by virtue of its ownership of 100% of the ordinary share capital of Norse Group Limited. Copies of the Norfolk County Council consolidated financial statements can be found online at the Council's website (www.norfolk.gov.uk).

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Shareholder Committee Summary

The Shareholder Committee requested that the Acting Corporate Director of Resources write to the Corporate Management Team and Stakeholders to obtain a collective view on the performance of NPS and makes any appropriate recommendations to the Committee as necessary.

Responses were received from the following sources:

- Peterborough Highways Services;
- Community Services;
- Aragon Direct Services;
- Medesham Homes;
- Interim Development Director;
- Strategic Education Capital Programme Manager;
- Members.

It is important to look to the detailed comments but at the same time look at the themes that can be derived from the comments in order for appropriate recommendations to be made. There were 5 main themes in terms of the points raised:

- 1) It is clear from the comments that there is ambiguity in understanding of relationships from users on the end to end property function including:
 - a. The client side responsibilities
 - b. NPS Responsibilities
 - c. Aragon Direct Responsibilities
 - d. Legal Services Responsibilities
 - e. Procurement Responsibilities

This theme underpins a number of the more direct property comments and it is key that following the return of services previously run by Amey to Council control through Aragon Direct Services that interactions are becoming better.

However for the interface to be correct, and property service users and members to be able to have one source of contact for property queries, working across all the above groups must get better and work closer together.

As a first step on this path, all property information is now being transferred to a single property system (Technology Forge).

There has already been an initial meeting in late October which brought the groups a) to e) above together, but work now needs to be accelerated in order that:

- Queries be channelled through one source - the Property Client;
- That NPS, as the Corporate Landlord, has sight of all the work going on and can ensure strategies and work being undertaken are at the correct quality level;
- That when works are undertaken either by Aragon Direct Services (or any other contractor) that progress and records are appropriately captured to ensure that the Council.

With this there will be clarity on

- What work is being undertaken, by who and progress;
- The condition of all the Council's buildings (responsibility of Aragon Direct Services);
- If there are queries – these are linked to those individual buildings and can be tracked.

Work is already moving forward. Regular meetings are taking place between the Property Client, Aragon Direct Services, and NPS. These meetings now need to be expanded to ensure that the Aragon Client side is included in this overall governance process. In addition a Monthly “property” meeting now needs to be convened from January to make sure all bases are covered.

Accompanying this will be a clear communications strategy to ensure all stakeholders understand the interactions, responsibilities and escalation routes.

Recommendations

- **Ensure and validate that all Property Data is transferred onto the Technology Forge System**
- **Set up monthly meetings of key internal stakeholders**
- **Produce a Communications Strategy to ensure all stakeholders understand the end to end property process, points of escalation and responsibilities of the different parties.**

2) Too much focus on Sand Martin House (SMH) in relation to “staff buildings” and not enough focus on other delivery locations (including budgets);

This point is taken – there has been significant investment in SMH and also now the upgrade of the Town Hall to ensure that the Council is using cost and energy efficient buildings. The Council also have commercial tenants paying market rate rent and service charges which require dedicated oversight. This has been the focus of the Council’s accommodation strategy. However, as part of the asset review being undertaken there is a need to review all locations to ensure needs and efficient use of the assets are maximised. General property queries are targeted to the Aragon Helpdesk in the first instance for all buildings (there has been no change to this policy)

Recommendation

- **Review all locations to ensure needs and efficient use of the assets are maximised**

3) Inconsistent responsiveness from NPS Staff;

This will be followed up. As part of the process described in 1) above, if there is an issue there will be a clear line into the Client manager so that the issue can be escalated and resolved.

Recommendation

- **Monthly meeting of in house stakeholders to pick up issues as a standing item**
- **NPS to provide a service response standard to ensure communications are consistent and response times are measurable.**

4) Positive views of NPS’s strategic work;

5) Concerns on operational matters including:
a. Work around the CAT process;

This is now linked into the asset review presently being undertaken. The CAT process need both Property and Service input to ensure it works properly. This includes property looking at different options for properties that are not able to progress through the CAT process.

- b. The end to end Housing process (including property costs);

This has been an issue. Housing Property Data capture has been an additional service being managed by NPS over the past year and client queries which are not property related have increased. Housing “assets” are on Technology Forge and with the recent move to centralise the end to end Housing process in one Department there is now traction in this area.

- c. Client provider responsibilities with Aragon;

Part of the recommendation in Theme 1 above.

- d. A clear Asset Management Plan (and why repairs in certain places has stopped);

The asset management plan is part of the MTFs and is limited by the amount of funding available. This will be picked up as part of monthly meetings as per item b) above. Repairs are a delivery responsibility of Aragon.

- e. Links with Hamson Barron Smith and how this is commissioned and if it is value for money;

Recommendation

- **Market testing to take place to ensure VFM is being exhibited**

- f. Under-researching of selling packs – causing delays in transactions

This has been acknowledged as an issue on recent transactions with final information only coming out after a number of iterations across all inputs to the property service. Selling packs will now be fully reviewed by Property and Legal Services before passing to respective clients and customers.

Recommendation

- **Ensure revised process used for selling packs and similar deliverables**

- g. Communication verbally is generally good, subsequent actions agreed at meetings (or on the telephone) are slow to be followed up and frequently customers are told that they are “awaiting instructions from Officers within the Council” – links to point 1 above;

See Theme 1 above – is a link to all 3 recommendations

- h. 141 Lincoln Road being without heat for 3 months and Kingfisher Centre without hot water for 3 months;

See Theme 1 above – it a link to all 3 recommendations

- i. Lighting at the Town Hall.

See response to Theme 2 above

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 7
11 MARCH 2020	PUBLIC REPORT

Report of:	Steve Cox - Executive Director Place and Economy, Cambridgeshire and Peterborough.	
Cabinet Member(s) responsible:	Cllr Marco Cereste - Cabinet Member for Waste, Street Scene and Environment	
Contact Officer(s):	James Collingridge - Head of Environmental Partnerships Richard Pearn - Head of Waste, Resources and Energy	(01733) 864736 (01733) 864739

SIX MONTHLY REVIEW – OUTCOMES OF TASK AND FINISH GROUP TO REVIEW FLY-TIPPING AND WASTE MANAGEMENT

R E C O M M E N D A T I O N S	
FROM: Councillor Cereste, Cabinet Member for Waste, Street Scene and Environment	Deadline date: N/A
It is requested that the Growth, Environment and Resources Scrutiny Committee note the contents of this report.	

1. ORIGIN OF REPORT

1.1 This report is provided to update the Growth, Environment and Resources Scrutiny Committee on the progress of items arising from the report of the Fly Tipping and Waste Management Task and Finish working group.

2. PURPOSE AND REASON FOR REPORT

2.1 The report is being presented by Cllr Cereste at the request of the Growth, Environment and Resources Scrutiny Committee. The report will provide an update on progress of items arising from the report of the Fly Tipping and Waste Management Task and Finish working group.

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

- 6. Environmental Capital
- 7. Waste Strategy and Management

2.3 The subject matter of this report is closely aligned to the Environment Capital aspirations part of which includes the reduction of litter and waste being dumped to improve the visual aspect of the City as well as to reduce the impact on nature of this waste.

2.4 The management and recovery of value from these discarded materials in a more sustainable manner, by capturing materials in bulk collections and through the HRC at Fengate, is a key component of improving the management of waste for the City.

3. TIMESCALES

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

- 4.1 The Leader of the Council set up a cross party Task and Finish working group in June 2018, to examine the issue of Fly Tipping in Peterborough alongside making recommendations on how Council waste policy may evolve to assist in tackling the problem.
- 4.2 Following an interim report in January 2019, the recommendations in which were accepted by Cabinet, additional work was required to hone policy change recommendations into detailed proposals. This further stage of work was presented to Cabinet, following Scrutiny recommendation, in July 2019 and the report was received and several actions were agreed. This report covers the actions requested for development into outline business cases as well as other progress made in related business areas.
- 4.3 Fly tipping continues to be an issue across the city, Aragon Direct Services (ADS) are working hard to clear it within the Key Performance Indicator (KPI) timeframe of 24 hours for hazardous and 48 hours for non-hazardous once this is reported to them. ADS have also been providing information to the cross-party working group on fly tipping and the current areas they find to be Hot Spots. ADS are also working with the PES team to look at the possibility to have in most case a single visit resolution, a substantial amount of fly tip's require an enforcement officer to attend before it can be removed.

The following table demonstrates the fly tip numbers for 2017 /18 and 2018 /19 this shows we have seen a small decrease in numbers: -

	Flytip incidents	Difference	Tonnes of waste	Difference
April - Nov 18	4,126		1,519	
April - Nov 19	3,116	-1,010	965	-554

- 4.4 ADS continue to work with several Parish Councils across Peterborough to offer Bulky Freighter days, these involve a refuse freighter and a 7.5tonne vehicle parking up at a communal location. Residents can then bring their waste to be either disposed or recycled, this has been successful but has not resulted in a reduction in fly tip.

5 Progress Update

5.1 RECAP Fly Tipping Group

- 5.1.1 SCRAP It Fly Tipping Campaign is a toolset developed by Hertfordshire County Council and provided free of charge for interested Councils to improve the management of the response to Fly Tipping, either individually or as a collective.

An arrangement with all Councils within the RECAP area, Cambridgeshire County Council and its constituent District Councils and Peterborough, to tackle fly tipping together is gathering pace, with recent press launches being undertaken in several the partner authority areas.

- 5.1.2 SCRAP Campaign launched, in stages for maximum effect, across Cambridgeshire Partner Councils looking to educate residents about Duty of Care, checking carrier's registrations, how to report fly tipping, common recording and reporting mechanisms between councils, NFU, EA, Police etc. taking part as well.

Peterborough specific event aiming to be held in April or May 2020 with a view to dealing with the urban fringe issues which are common in Peterborough but less so around the partnership.

- 5.1.3 Development of an event for Peterborough in the coming months is underway to highlight the specific issues within Peterborough which are different from the scheme's implementation in Fenland, as is the case for all the RECAP partners involved.

5.2 Prevention and Enforcement Service (PES)

- 5.2.1 Development of training and appropriate procedures to allow Aragon staff to gather evidence for

possible follow up by enforcement so as to allow more small scale incidents of fly tipping to be dealt with in a more pragmatic manner to make the best use of resources available to the Council and its partner organisations.

5.2.2 Crime Scene' tape purchased, and procedures have been developed for use by Aragon collection crews and enforcement officers, for implementation following the launch of the SCRAP it campaign as mentioned in 5.1.2 above.

5.2.3 The PES team are currently developing a CMDN to implement the Householder Duty of Care, including the appropriate fixed penalty system for residents. Publicising and clear communication of penalties arising from enforcement of the Householder Duty of Care is important as it allows authorities to implement this legislation. The duty of care requires occupiers of domestic property to take all reasonable measures available to them in the circumstances to ensure that they only transfer household waste produced on that property to an authorised person. This reduces the chance of waste ending up in the hands of those who would fly-tip it.

5.2.4 There are several key criteria that domestic waste producers are required to comply with before arranging to dispose of their waste.

- Beware of rogue waste collectors - remember your duty of care
- As a householder, you have a legal obligation (duty of care) to take all reasonable measures to ensure that your waste is disposed of properly.
- The Environmental Protection (Duty of Care) Regulations require all householders to make sure their waste is only removed from their premises by registered waste carriers.

5.2.5 Facebook interventions and communications by PES team on various issues including Duty of Care and how such social media may be used to pass helpful information to enforcement to allow investigations of possible crimes.

Instances where members of the public are actively reaching out on Facebook looking for a tradesman to remove some waste are contacted by PES to ensure that the resident is aware of the rules before arranging to pass their waste onto someone. This aims to stop a potential fly tip even before it happens and is an example of an effective low-cost intervention.

5.3 CCTV purchase progressing.

5.3.1 Six overt/covert dual-purpose cameras have been acquired alongside one top of range covert unit with low light capabilities.

5.3.2 Examining options to deploy including data impact assessment implications and impacts on RIPA, also purchased signs identifying CCTV in use as part of the three-pronged approach. The enforcement team hope to commence utilising the cameras from March 2020.

5.4 Householders Recycling Centre (HRC)

5.4.1 In February 2019 the Fengate HRC was opened to replace the Dogsthorpe site which had served the City since before it gained Unitary status in 1998. During the period that the Fengate HRC has been open there has been a noticeable drop in the quantity of fly tipping collected in the City.

5.4.2 At this stage it is not possible to attribute such a fall in fly tipping collected to the HRC alone as other factors such as the work of the PES team, SCRAP it campaign may all have impacted on figures.

5.4.3 The first anniversary of the Fengate HRC is approaching and a customer survey is being undertaken to seek views of service users on the facility and to help inform any improvements we might consider making following receipt of feedback.

5.5 Business Plan Elements

5.5.1 Outline business cases for each of the 4 key recommendations of the Task and Finish group were developed as requested and presented to Director and Cabinet member however due to the unprecedented financial situation the Council is in no funds are available to undertake any of the proposals in the 2019-20 or 2020-21 period.

5.5.2 Details of the four recommended business plan elements are shown in appendix A.

6. CONSULTATION

6.1 Consultation through the Growth, Environment and Resources Scrutiny Committee.

7. ANTICIPATED OUTCOMES OR IMPACT

7.1 It is anticipated that the Growth, Environment and Resources Scrutiny Committee will note the content of this report and any comments will be fed back to aid in future improvements to the services delivered.

8. REASON FOR THE RECOMMENDATION

8.1 To allow scrutiny of the progress made following the report of the Task and Finish group.

9. ALTERNATIVE OPTIONS CONSIDERED

9.1 The alternative option was to not present this report to the Growth, Environment and Resources Scrutiny Committee, this option was not taken forwards as it would be in direct contravention of the request from the Scrutiny Committee.

10. IMPLICATIONS

Financial Implications

10.1 This report is to give an overview / progress update as such there are no financial implications beyond spending and processes already approved.

Legal Implications

10.2 This report is to give an overview / progress update as such there are direct legal implications. As regards specific projects, legal advice has/will be sought on a case by case basis.

Equalities Implications

10.3 This report is to give an overview / progress update as such there are no anticipated equality implications.

Rural Implications

10.4 This report is to give an overview / progress update as such there are no rural implications.

Carbon Impact Assessment

10.5 This report does not contain any decisions that will have an impact on Carbon it allows for an update on the Fly Tipping and Waste Management Task and Finish Group.

11. BACKGROUND DOCUMENTS

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

11.1 *None*

12. APPENDICES

12.1 Appendix A – Recommended Business Plan Elements

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Appendix A.

Element 1

Recommend progress on a proposal to purchase an electronic system for replacing the existing paper HRC permit system with same allowance of annual visits, vehicle size and other controls as exists at present.

The proposal includes the ability to obtain a permit in advance, whilst on site on a mobile device and after visiting the site for the first time if the resident was unaware of the system when they first used the site.

Element 2

Recommend the development of a proposal to allow commercial waste to be disposed of at the HRC for a charge, alongside the existing site operation for residents.

Appendix 1 contains a proposal for the implementation of a chargeable service to small business to use the HRC, prepared by the council's contractor FCC.

Element 3

Recommended to produce a costed proposal to implement a free household bulky waste service which would allow residents to have the first collection of up to 5 items free of charge. Then any subsequent collections would be charged at a sliding scale rate to a maximum of 10 items.

Element 4

Recommended to implement an Aragon Direct Services trade waste collection service which can also collect for landlords that would allow them to dispose of their waste in a more economical way when tenants leave and do not dispose of the items in the correct way.

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GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 8
11 MARCH 2020	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, 4 September 2019 and 8 January 2020.

8. **APPENDICES**

8.1 Appendix 1 – Recommendation Monitoring Report

RECOMMENDATIONS MONITORING REPORT 2019/20 - 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					
8 JANUARY 2020	Councillor Marco Cereste – Cabinet Member for Waste and Street Scene Officer: Richard Pearn, Head of Waste, Resources and Energy	5. Portfolio Progress Report – Cabinet Member for Waste, Street Scene and the Environment	RECOMMENDATION: The Growth, Environment and Resources Scrutiny Committee RESOLVED to recommend that the Head of Environmental Partnerships re-establishes email notifications to alert Ward Councillors of the following: <ul style="list-style-type: none"> • Missed bin collections • Grass cutting and shrub cutback schedules • Ward ‘Walkabouts’ 	Sent to Officer on 09/01/2020. Response received from Head of Environmental Partnerships on 03/03/20: “As Aragon should have already been doing the below I reiterated to Kieron King following the scrutiny meeting to ensure these were put back in place to inform councillors and instigate the ward walks again in the summer.”	Ongoing
8 JANUARY 2020	Councillor Marco Cereste – Cabinet Member for Waste and Street Scene	6. Report of the Task and Finish Group to Inform the Development of an Air Quality Ambition Statement Action Plan	The Growth, Environment and Resources Scrutiny Committee RESOLVED to endorse the report and recommendations for submission to Cabinet on 13 January 2020.	Sent to Cabinet Member on 09/01/2020. <u>Cabinet Meeting 13 January 2020:</u>	Ongoing

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
				<p>Cabinet considered the report and RESOLVED to:</p> <ol style="list-style-type: none"> 1. Note the Task and Finish Group report at Appendix A. 2. Endorse the report and recommendations. 3. Request officers to continue to investigate and report back to the Climate Change Working Group: <ol style="list-style-type: none"> i) whether any further progress can be made in relation to reducing air pollution caused by taxis idling at the station or at ranks elsewhere. ii) The level and type of tree and hedge planting which is included on new developments in the city and the potential use of 'living walls' to combat pollution. iii) whether greater use could be made of the city's river through, for example, the use of water taxis for commuting. 	

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
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-EB9kEpaX2e2ywq6Vxd1u6MyQ?e=dGA3Ac

Cabinet Meeting – 23 September 2019

Agenda Item 8. Peterborough Housing Strategy

Cabinet considered the report and RESOLVED to:

- Note that the Cabinet Member for Housing, Culture and Recreation had commissioned an updated Housing Strategy for Peterborough.
- 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
Additional response to be provided to Members' prior to 11 March meeting from the Acting Corporate Director, Resources.					
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. Update requested on 03/03/20.	Ongoing.

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE	AGENDA ITEM No. 9
11 MARCH 2020	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 30 March 2020.

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: 28 FEBRUARY 2020

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 30 MARCH 2020

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>Leasehold acquisition of property for temporary accommodation – KEY/30MAR20/01 - Approval to lease up to 68 flats in Orton at Local Housing allowance rates.</p>	<p>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>March 2020</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Orton</p>	<p>Relevant internal and external stakeholders.</p> <p>Consultation has yet to be addressed with ward members</p>	<p>Tristram Hill NPS Peterborough Email:tristram.hill@nps.co.uk Tel: 07849 079787</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
Disposal Of Plots 7 & 8 Fletton Quays [Whitworth Mill] - KEY/30MAR20/02 - Approve the disposal of the Whitworth Mill site (plot 7) and the adjacent site (plot 8) to Samsons Property Limited	Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments	March 2020	Growth, Environment and Resources Scrutiny Committee	Central	There will be community consultation once the developer brings forward a detailed planning application	Dave Anderson , Interim Development Director – Email: dave.anderson@peterborough.gov.uk Tel: 07810 839 657	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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>March 2020</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	March 2020	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	March 2020	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>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>March 2020</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>
5.83	<p>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>March 2020</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>6. To approve the awarding of contracts to external providers following a competitive tender exercise led by Cambridgeshire County Council - KEY/25JUNE18/02 Cambridgeshire County has recently conducted a tendering exercise to establish a Dynamic Purchasing System for the provision Supported Living Services for Adults with a Learning Disability (Reference number: DN311905). Peterborough City Council is the named authority under this arrangement and would want to commission care and support packages (call-off).</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>March 2020</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p> <p>Relevant consultations has been carried out with the service users, family carers, Health colleagues and care and support providers across Cambridgeshire and Peterborough.</p>	<p>Mubarak Darbar, Head of Integrated Commissioning, Tel: 07718654207, Email: mubarak.darbar@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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
85	<p>7. 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>March 2020</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>

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<p>8. 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>March 2020</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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<p>9. 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>March 2020</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>

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
10.	<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	March 2020	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
11.	<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	March 2020	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>12. 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>March 2020</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>

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>13. 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>March 2020</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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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
14.	<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>March 2020</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>
15.	<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>March 2020</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@eterborough.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>16. 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, Heltwate and Marshfields School</p>	<p>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University</p>	<p>March 2020</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>

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
17.	<p>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>March 2020</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>

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<p>18. 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>March 2020</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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<p>19. 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>	<p>Councillor Steve Allen, Cabinet Member for Housing, Culture and Recreation</p>	<p>March 2020</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All</p>	<p>Relevant internal and external stakeholders.</p> <p>The issues associated with homelessness in Peterborough have been subject to significant discussion in various forums, including the Council's Adults and Communities Scrutiny, Cabinet and Full Council</p>	<p>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>

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96	<p>20. 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>March 2020</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>

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97	<p>21. 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 Action 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>March 2020</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.georgepes@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>

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22.	<p>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.</p>	<p>Councillor Irene Walsh, Cabinet Member for Communities</p>	<p>March 2020</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards.</p>	<p>Relevant internal and external stakeholders.</p>	<p>Jo Bezant, PES Manager - Housing, 01733 863785, jo.bezant@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>
23.	<p>Decision required to approve changes to the current street lighting policy - KEY/09DEC19/01 Decision is required to approve a programme of dimming regimes to the Council's street lighting.</p>	<p>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>March 2020</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal stakeholders. No formal consultation required, there will be liaison with key stakeholders such as the emergency services and disability groups.</p>	<p>Amy Petrie, Principal Programme and Project Officer Tel: 01733 452272 Email: amy.petrie@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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24.	<p>Introduction of Civil Enforcement of Bus Lane and Bus Gate contraventions pursuant to the Transport Act 2000 - KEY/09DEC19/02</p> <p>To ask the Cabinet Member to authorise the council to exercise its powers as an approved local authority under The Bus Lane Contraventions (Approved Local Authorities)(England) Order 2005 to issue civil penalties for breaches of Traffic regulation orders in relation to Bus Lanes or Bus Gates in Peterborough. Set the level of penalty charge payable for such an offence at £60, reduced to £30 if paid within 14 days. Join the Bus Lane Adjudication Service Joint Committee so arrangements are in place for an individual to appeal against the issue of a penalty charge notice. Authorise the use of approved devices (cameras) to carry out enforcement at sites where it is deemed necessary and the required infrastructure has been put in place.</p>	Councillor Irene Walsh, Cabinet Member for Communities	March 2020	Growth, Environment and Resources Scrutiny Committee	All Wards	<p>Relevant internal stakeholders.</p> <p>Cabinet member for Strategic Planning and Commercial Strategy and Investments will be consulted, as will members from any ward where a bus lane or bus gate is to be enforced.</p>	<p>Adam Payton, Senior PES Officer - Parking Lead, Tel: 01733 452314, Email: adam.payton@peterborough.gov.uk</p>	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>25. To enter into a lease of 50 new houses to be used by PCC for temporary accommodation for the homeless – KEY/23DEC19/01 PCC have been investigating ways in which the numbers of leasehold properties used to accommodate the homeless could be increased due the significant costs of B & B which costs the Council £386 per room per week. There is a programme of finding property to lease on the basis of 5 year leases at local housing allowance rates which is ongoing, however the supply is relatively limited. An opportunity has arisen to ‘bulk lease’ fifty properties for a period of 20 years (subject to a break option after ten years) which would substantially increase the supply of accommodation in a relatively short timeframe.</p>	<p>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>March 2020</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>Dogsthorpe Ward and Gunthorpe Ward</p>	<p>Relevant internal and external stakeholders.</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>

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26.	<p>To approve the extension for the Peterborough City Council contract for Integrated Sexual and Reproductive Health (SRH) service that is due to end on 31st March 2020 for an additional six months to 30th September 2020 – KEY/23DEC19/03</p> <p>To approve the extension for the Peterborough City Council contract for Integrated Sexual and Reproductive Health (SRH) service that is due to end on 31st March 2020 for an additional six months to 30th September 2020.</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health;</p>	<p>March 2020</p>	<p>Health Scrutiny Committee</p>	<p>All Wards</p>	<p>Not applicable but there has been a full consultation as part of the procurement process for the new service</p>	<p>Charlene Elliott, Sexual Health Commissioner for Peterborough and Cambridgeshire, 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>
27.	<p>Award of Food Waste Treatment Contract – KEY/23DEC19/05</p> <p>Approval of award of food waste treatment contract which has been undertaken through an OJEU procurement process.</p>	<p>Councillor Marco Cereste, Cabinet Member for Waste, Street Scene and Environment;</p>	<p>March 2020</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards</p>	<p>OJEU procurement process</p>	<p>Amy Nebel, Senior Waste and Recycling Officer. 01733864727, amy.nebel@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>28.</p> <p>102</p>	<p>Disposal of land at 7-23 London Road, Peterborough - KEY/06JAN20/01 Approval to dispose of surplus land to a registered provider for redevelopment to social housing The disposal will be conditional on a successful planning consent; the application has yet to be made.</p>	<p>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>March 2020</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central</p>	<p>Relevant internal and external stakeholders.</p>	<p>Tristram Hill, Strategic Asset Manager, Tel: 07956 929198 Email: tristram.hill@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>There will be an exempt annex with details of the commercial transaction.</p>

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29.	<p>The disposal of former playing fields at Angus Court, Westown, Peterborough - KEY/06JAN20/02 Approval to dispose of former playing fields and Angus Court</p>	<p>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>March 2020</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>West</p>	<p>A number of consultation events for local residents have been held for both the proposed disposal of land at Angus Court and the creation of new facilities at Thorpe Lea Meadows. Planning approval was secured for the new facilities at Thorpe Lea Meadows. These works are now completed. Consultation and information events to discuss the Council's plans to dispose of land at Angus Court and the creation of a new public play area, were held at West Town Academy took place on 1 November 2018 and 7 March 2019</p>	<p>Tristram Hill, Strategic Asset Manager, Tel: 07956 929198 Email: tristram.hill@pete-rborough.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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30.	<p>20 year Lease of 9 three bedroom properties in Walton - KEY/06JAN20/05 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>	Cabinet Member for Strategic Planning and Commercial Strategy and Investments	March 2020	Adults and Communities Scrutiny Committee	Paston and Walton Ward	Relevant internal and external stakeholders	James Price, Estate Surveyor, Tel: 07733003178 Email: james.price@nps.co.uk	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).
31. 104	<p>Contract Award for the Provision of Children and Family Centres in Cambridgeshire and Peterborough - KEY/20JAN19/01 - Approval to award a contract to the successful supplier following a compliant tender process</p>	Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University	March 2020	Children and Education Scrutiny Committee	All Wards.	Relevant internal and external stakeholders.	Pam Setterfield Children's, Commissioner 07920 160394	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
32.	<p>Heltwate Expansion – KEY20JAN19/03 Expansion of Heltwate Primary School</p>	Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University	July 2020	Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University	Bretton	Public Consultation to be held March 2020 prior to planning submission in April 2020	Sharon Bishop, Capital Projects and Assets Officer, 01733 863997, sharon.bishop@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p>33. Review of Fixed Penalty Notice Charging – KEY/20JAN19/04 Peterborough's PSPO (Public Spaces Protection Order) areas have now been in place for two years. When PCC began levying FPN's via Kingdom Ltd. it was decided to implement a limited discounted payment period. Currently via Kingdom Ltd. an offense incurs a financial penalty of £80.00. The proposal is to raise this to £100.00 which will end the discount period and align Peterborough with other local authorities. The financial aspect of the rationale agreed for bringing environmental enforcement in house has been predicated on fines of £100.00</p>	<p>Councillor Irene Walsh, Cabinet Member for Communities</p>	<p>March 2020</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Clair George, Head of Prevention and Enforcement Service, 07920 160733, clair.george@pet erborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>34. Refurbishments to a Peterborough City Council owned building – KEY/17JAN20/01 The decision is to proceed with refurbishments to a PCC owned building; this building was previously Ofsted Registered as a Children’s Home providing Short Breaks/Respite to children and young people with disabilities and complex needs. The in-house provision was re-designated in November 2018. The premises will now be redeveloped to enable single occupancy residency for a child/young person.</p> <p>This item has been added to the Forward Plan so we are able to proceed with the plans, if/when funding is received from NHSE. The procurement, and the works, need to progress as expediently as possible to allow transition of the child/young person into a residence which has been specifically designed to meet need.</p>	<p>Councillor Lynne Ayres, Cabinet Member for Children’s Services and Education, Skills and University</p>	<p>March 2020</p>	<p>Children and Education Scrutiny Committee</p>	<p>Dogsthorpe</p>	<p>Relevant internal and external stakeholders.</p> <p>As a formal tender process has not commenced, a formal consultation with the nearby residents has not yet been undertaken.</p>	<p>Zoe Redfern-Nichols, Commissioner - Zoe.Redfern-Nichols@peterborough.gov.uk 07583 040523</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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107	<p>35. A605 Whittlesey Access Phase 2 - Stanground Access: Contract exemption for Cadent Gas works – KEY/17JAN20/02</p> <p>Following a CMDN to approve the budget for the A605 Whittlesey Access Phase 2 - Stanground Access highway scheme (DEC19/CMDN/63); a further CMDN is required to seek an exemption from the Council's contract rules to contract with Cadent Gas in order for them to undertake essential works associated with the highway scheme.</p>	<p>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>March 2020</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Stanground South</p>	<p>Relevant internal and external stakeholders.</p> <p>Appropriate level consultation will take place with all relevant stakeholders. This will take place alongside Skanska to ensure consultation details align with delivery programmes and final design details</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer, 01733 317465, lewis.banks@pet-erborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>A605 Whittlesey Access Phase 2 - Stanground Access - DEC19/CMDN/63 - https://democracy.peterborough.gov.uk/ideDecisionDetails.aspx?ID=1680</p>

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<p>36. Recommendation to approve the local transport plan programme of capital works for 2020/21 - 2022/23 – KEY/17JAN20/03 The programme of capital works includes: Integrated Transport Programme (small to medium highway improvement works), Highway Maintenance Programme, Street Lighting Maintenance Programme, and Bridge Maintenance Programme.</p> <p>108</p>	<p>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>March 2020</p>	<p>Growth, Environment and Resources</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p> <p>A briefing note will be submitted for consideration to the Growth, Environment and Resources Scrutiny Committee before 1 April 2020 along with the proposed programmes of works. Appropriate consultation will be undertaken on individual schemes in the programme as required.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer, 01733 317465, lewis.banks@pet erborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>37. Approval for spend of Concessionary Fares Budget 2020/21 - KEY/2MAR20/01 - PCC has a statutory duty to reimburse bus operators in accordance with the national concessionary fare bus pass scheme. Each time a bus pass is used on a bus, PCC must reimburse the operator for this, at an agreed rate.</p>	<p>Councillor Peter Hiller, Cabinet Member For Strategic Planning And Commercial Strategy And Investments</p>	<p>March 2020</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All</p>	<p>N/A</p>	<p>Andy Bryan, Passenger Transport Officer, Email: Andrew.Bryan@P eterborough.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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109	<p>38. Section 75 agreement between PCC and the CCG for commissioning of health and social care services under the Better Care Fund (BCF) 2019-2020 - KEY/2MAR20/02 An updated and amended agreement is necessary to reflect key changes to the Better Care Fund in 2019-20, including The financial effect of the extended Section 75 Agreement will be an increased contribution into the pooled fund from Peterborough City Council of an additional £4,027,686 in 2017/18 and £5,548,853 in 2018/19</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</p>	<p>March 2020</p>	<p>Health Scrutiny Committee</p>	<p>All</p>	<p>In the developing and drafting of the bcf plan, there were detailed discussions and workshops with system partners to create the vision, goal, objectives and scope of the strategic level plan and the specific delivery projects/schemes.</p>	<p>Graeme Hodgson, Commissioner, Graeme.hodgson@cambridgeshire.gov.uk 07448 379944</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>1. CMDN BCF 17-19; 2. Better Care Fund Plan 2017-19; 3. Better Care Fund Plan 2019-20</p>

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<p>39. Review and re-implementation of the City Centre Public Spaces Protection Order - KEY/2MAR20/03 The current PSPO for the City Centre expires in April 2020. Orders can be extended for a further 3 years provided that they are reviewed and extended prior to the order expiring. This decision request will consider the enforcement levels of the current order carried out in the last 3 years, current crime and anti-social behaviour levels for the order area and the outcomes of the consultation with the public and interested parties.</p>	<p>Councillor Irene Walsh, Cabinet Member for Communities</p>	<p>March 2020</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>Central</p>	<p>A consultation will be carried out with the Police & Crime Commissioner, Chief Constable, Ward Councillors, Key Interested Parties directly. A 28 day public consultation will be made available to the public and all other interested parties online on the council's website, with hard copies available on request.</p>	<p>Laura Kelsey, Senior Prevention & Enforcement Officer, Tel: 01733 453563, Email: laura.kelsey@petborough.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>Cabinet Member Decision Notice. No exempt documents anticipated.</p>

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41.	<p>Award of Utility Contracts (Gas, Electricity, HH and NHH) to either suppliers under the ESPO or CCS Frameworks – KEY/16MAR20/01</p> <p>The Council has currently got contracts under the CCS Framework with EDF (Electricity HH, NHH) and Corona Energy (Gas). The contracts expire on 31st March 2020. In order not to incur additional unnecessary budget pressures on the utility budget a decision is required to award a contract to a supplier under the ESPO or CCS Frameworks. A cost comparison is currently being undertaken and a decision is expected to be made shortly after.</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>March 2020</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Andy Cox, Senior Contracts and Partnerships Manager, 01733 452465, andy.cox@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
42.	<p>Lyons Gardens (Hereward Care Services Ltd) 12-month contract – KEY/16MAR20/02</p> <p>Agreement sought for a 12 month contract with Hereward Care Services Ltd to continue to provide respite services (Lyons Gardens) for adults with a Learning Disability. The overall cost for the contract £787,000.00 with 50% funded by the CCG.</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</p>	<p>March 2020</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p> <p>Relevant meetings between the CCG, Commissioners and Operational colleagues continue to occur to look at reshaping the future of the service.</p>	<p>Cris Green, Commissioner for Learning Disabilities & Autism, 07932612266419, cris.green@peterborough.gov.uk</p>	<p>Legal Advice</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>
Peterborough Investment Partnership LLP	Shareholder Cabinet Committee	2 March 2020	Growth, Environment and Resources	All	Relevant internal and external stakeholders	Steve Cox Executive Director, Place Economy Email: steve.cox@peterborough.gov.uk	The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).

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Aragon Direct Services	Shareholder Cabinet Committee	2020	Growth, Environment and Resources	All	Relevant internal and external stakeholders	James Collingridge, Head of Environmental Partnerships, Tel: 01733 864736 Email: james.collingridge@peterborough.gov.uk	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).
Embankment, University Site - KEY/30MAR20/03 - To enter a Subscription and Project Management Agreement with the Combined Authority	Cabinet	30 March 2020	Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders	Dave Anderson , Interim Development Director Email: dave.anderson@peterborough.gov.uk Tel: 07810 839 657	The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).

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<p>North Westgate Development - KEY/30MAR20/04 - Collaboration Agreement</p> <p>115</p>	Cabinet	30 March 2020	Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders	Dave Anderson , Interim Development Director Email: dave.anderson@peterborough.gov.uk Tel: 07810 839 657	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).

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

NON-KEY DECISIONS

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

PREVIOUSLY ADVERTISED DECISIONS

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
1.	<p>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>March 2020</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>
2.	<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>	<p>Councillor Holdich, Leader of the Council and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority</p>	<p>March 2020</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All</p>	<p>All Councils in Peterborough and Cambridgeshire have to agree to the transfer</p>	<p>Peter Carpenter, 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>Combined Authority Statutory Instrument Request</p>

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119	<p>4. Amendment to Environmental Enforcement Contact - Amendment is required to the current environmental enforcement contract</p>	<p>Councillor Irene Walsh, Cabinet Member for Communities</p>	<p>March 2020</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>N/A</p>	<p>Relevant internal and external stakeholders</p>	<p>Clair George Acting Head of Service - Prevention and Enforcement Service Tel: 01733 453576 Email: clair.georgepes@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>5. 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>March 2020</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>

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6.	Approval of Funding for the BID project - To approve the provision of funding for the BID project	Councillor Seaton, Cabinet Member for Finance	March 2020	Growth, Environment and Resources Scrutiny Committee	Central Ward	No formal consultation has been done, a programme of business consultation is planned to take place	Jay Wheeler, Economic Development Manger and Dave Anderson Interim Development Director Tel: 01733 452468 Email: dave.anderson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
7.	Modern Slavery Statement To review and agree for publication an updated Statement in compliance with the Modern Slavery Act 2015.	Cabinet	30 March 2020	Adults and Communities Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Rob Hill, Assistant Director: Public Protection, rob.hill@peterborough.gov.uk Amy Brown, Senior Lawyer and Deputy Monitoring Officer, Amy.brown@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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8.	Peterborough Limited Articles of Association – To alter Peterborough Limited's Articles of Association, and to delegate the power under the Articles.	Cabinet	30 March 2020	Growth, Environment and Resources Scrutiny Committee	All wards	Relevant internal and external stakeholders.	James Collingridge, Head of Environmental Partnerships, 01733864376, james.collingride@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
6/21	Approval to enter into a Section 256 agreement with Cambridgeshire and Peterborough's Clinical Commissioning Group - Approval to enter into a Section 256 agreement with Cambridgeshire and Peterborough Clinical Commissioning Group, for receipt of funding to deliver health and wellbeing support to children and young people and their families	Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University	March 2020	Children and Education Scrutiny Committee	All	Relevant internal and external stakeholders	Pam Setterfield, Children and Families Commissioner, Tel 07920 160394, Email: pam.setterfield@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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10.	<p>To authorise the Council to enter into a Section 76 agreement with Cambridgeshire and Peterborough Clinical Commissioning Group -</p> <p>To authorise the Council to enter into a Section 76 agreement with Cambridgeshire and Peterborough Clinical Commissioning Group, relating to financial contribution to the Speech and Language Services.</p>	<p>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University</p>	<p>April 2020</p>	<p>Children and Education Scrutiny Committee</p>	<p>All</p>	<p>Relevant internal and external stakeholders</p>	<p>Pam Setterfield, Children and Families Commissioner, Tel 07920 160394, Email: pam.setterfield@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>

PART 4 – NOTIFICATION OF KEY DECISIONS TAKEN UNDER URGENCY PROCEDURES

<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.							

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