

## GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE

MONDAY 28 SEPTEMBER 2020  
7.00 PM

Venue: [Peterborough City Council's YouTube Page](#)

### 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 Meetings Held on:**
  - 3.1 **24 February 2020 - Joint Scrutiny of the Budget** 3 - 22
  - 3.2 **11 March 2020 - Growth, Environment and Resources Scrutiny Committee** 23 - 32
4. **Exclusion of Press and Public**

To determine whether the press and public should be excluded from the meeting on Item 13, Opportunity Peterborough, on the grounds that the item contains exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, because it contains information relating to the financial affairs of Opportunity Peterborough Ltd. The public interest test has been applied to the information contained within this exempt annex and it is considered that the need to retain the information as exempt outweighs the public interest in disclosing it.
5. **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 three Members of a 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.
6. **Appointment of Co-opted Member** 33 - 36

<b>7.</b>	<b>Place and Economy Covid-19 Update</b>	<b>37 - 46</b>
<b>8.</b>	<b>Review - Task and Finish Group to Inform the Development of An Air Quality Ambition Statement Action Plan</b>	<b>47 - 52</b>
<b>9.</b>	<b>Suspension of Affixing Council Seal to Legal Documentation</b>	<b>53 - 56</b>
<b>10.</b>	<b>Review of 2019/2020 and Work Programme for 2020/2021</b>	<b>57 - 88</b>
<b>11.</b>	<b>Forward Plan of Executive Decisions</b>	<b>89 – 126</b>
<b>12.</b>	<b>Date of Next Meeting</b>	
	10 November 2020 – Growth, Environment and Resources Scrutiny Committee	
	11 November 2020 – Joint Scrutiny of the Budget	
<b>13.</b>	<b>Opportunity Peterborough</b>	<b>127 - 182</b>

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**Committee Members:**

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

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

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

**MINUTES OF THE JOINT SCRUTINY COMMITTEE MEETING  
HELD AT 6.00PM ON  
MONDAY 24 FEBRUARY 2020  
IN THE COUNCIL CHAMBER, TOWN HALL PETERBOROUGH**

**Committee Members Present:** Councillors C. Harper (Chairman), A. Ali, S. Bond, C. Burbage, R. Brown, G. Casey, N. Day, A. Ellis, John Fox, Judy Fox, J. Goodwin, T. Haynes, J. Howard, J. Howell, A. Iqbal, M. Jamil, S. Lane, E. Murphy, M. Nadeem, D. Over, S. Qayyum, B. Rush, N. Sandford, N. Simons, H. Skibsted S. Warren, C. Wiggin I. Yasin

Co-opted Members: Parish Councillors Neil Boyce and June Bull

**Also Present:** Councillors:  
S. Bashir – Cabinet Advisor for Children’s Services  
M. Cereste – Cabinet Member for Waste, Street Scene and the Environment  
W. Fitzgerald – Deputy Leader and Cabinet Member for Adult Social Care, Health and Public Health  
M. Farooq – Cabinet Member for Digital Services and Transformation  
D. Seaton – Cabinet Member for Resources  
I. Walsh – Cabinet Member for Communities  
S. Allen – Cabinet Member for Housing, Culture and Recreation  
J. Holdich – Leader of the Council and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority  
P. Hiller – Cabinet Member for Strategic Planning and Commercial Strategy and Investments

**Officers Present:** Jonathan Lewis – Director of Education,  
Gillian Beasley – Chief Executive  
Richard Pearn – Head of Waste, Resources and Energy  
Peter Carpenter – Acting Corporate Director, Resources  
James Collingridge – Head of Environmental Partnerships  
Wendi Ogle-Welbourn – Executive Director, People and Communities  
Graham Hughes – Assistant Director, Highways and Transport  
Amanda Askham – Director of Business Improvement and Development  
Sue Grace – Director of Corporate and Customer Services  
Dr. Liz Robin – Director of Public Health  
Dave Anderson – Interim Development Director  
Amanda Rose – Business Partner for Communications

Rob Hill – Assistant Director, Prevention and Enforcement  
Nick Harding – Head of Development and Construction  
Paulina Ford – Senior Democratic Services Officer  
David Beauchamp - Democratic Services Officer

## **5. APPOINTMENT OF CHAIRMAN**

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

The Chairman welcomed everyone present and explained that the purpose of the meeting was to provide an opportunity for all members of each Scrutiny Committee to scrutinise the Medium Term Financial Strategy, Budget 2020/21 to 2022/23 Tranche Two proposal document as part of the formal consultation process before being presented to Cabinet on 25 February 2020 for approval and recommendation to Full Council on 4 March 2020.

## **6. APOLOGIES FOR ABSENCE**

Apologies were received from:

- Councillor Aitken
- Councillor Barkham
- Councillor Bisby (Councillor Nadeem in attendance as substitute)
- Councillor L. Coles
- Councillor Dowson
- Councillor Fower
- Councillor Hemraj (Councillor Murphy in attendance as substitute)
- Councillor Jones (Councillor Iqbal in attendance as substitute)
- Councillor Robinson

And apologies from Co-opted Members:

- Rizwan Rahemtulla – Independent Co-opted Member
- Junaid Bhatti – Parish Council Independent Co-opted Member
- Keith Lievesley – Parish Council Independent Co-opted Member
- Susie Lucas – Parish Council Independent Co-opted Member
- Peter Cantley – Statutory Education Co-opted Member – Church of England
- Flavio Vettese – Statutory Education Co-opted Member – Roman Catholic Church
- Clare Watchorn – Parent Governor Representative

## 7. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS

There were no declarations of interest or whipping declarations.

## 8. MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2020/21 - 2022/23 – TRANCHE TWO PROPOSALS

The Cabinet Member for Finance gave a short introduction to the Budget 2020/21 – 2022/23 Tranche Two proposals document as per the Cabinet report dated 25 February 2020 in the agenda and made the following points:

- This second budget phase set a balanced budget.
- The Council was spending more than the income it received at a time of rising demand for services and the lowest ever levels of Government funding. These budget proposals contained plans to save money and generate additional income to enable the continued delivery of vital services. However, these savings and income generation measures were 'one-offs' and would not deliver ongoing benefits.
- Praise was given to officers for the reduction of the Council's in-year deficit from £9.7m to £4m which continued to decrease further. This had been achieved via the implementation of controls on recruitment and agency spend and approval had been required from the Acting Corporate Director, Resources for all spend over £1,000 and a business case required for spend over £10,000.
- £24m of new funding and savings had been identified in the Tranche 1 budget, leaving a budget gap of £9m, which had now widened to £15.62m. There were now additional budget pressures of £2.7m including from a reduction in school numbers lowering the amount of minor school repairs available for capitalisation, the move to Universal Credit reducing the Council's ability to chase Housing Benefit arrears, additional service demand for S.E.N. school transport (which now cost £4m/year) and the financing of the Capitalisation Direction discussed later.
- Certain items in the Tranche One Budget needed to be finalised such as the outcome of the Government's Spending Review (confirmed on 8 February and in line with predictions). Certain proposed savings from this tranche had proved undeliverable such as Serco and School Transport and had been removed from the Tranche 2 Budget.
- The Tranche 2 Budget contained £12.89m of savings and income and included the following significant savings:
  - The release of £1.9m from the Business Rates provision. Less appeals than expected had been received on Business Rate valuations which was positive for the Council.
  - Use of £3.9m in capital receipts to support debt.
  - An ongoing £1.5m reduction in housing budgets. Good progress had been made on improving the temporary accommodation situation.
  - £1.3m from the Peterborough and Cambridgeshire Business Rates Pool.
  - £0.7m from the voluntary redundancy programmeThese savings were one-off in nature and future years' Budgets would need to be sustainable. The Council had used its Reserves leaving them at low levels. Investment was required to move towards sustainability.
- The Council had applied to the Government for a Capitalisation Direction to deal with redundancies allowing the Council to treat revenue expenditure as capital expenditure. This Tranche 2 Budget assumed that this request would be approved resulting in a £7.7

reduction in the use of reserves in the next municipal year and £22m in the following financial year.

- The Section 151 Officer had approved a Robustness Statement for this Budget. The state of Reserves in this Budget was dependent on the approval of the Capitalisation Direction. Otherwise, the Council's reserves would be low in 2021. A deliverable savings plan was being sought for 2021/22.
- The Tranche 2 Budget Gap of 1.5m would be met from reserves.
- The Council was investigating how to fundamentally change how services were delivered and would continue to make the case to Government for additional funding. It would not be possible for the Council to operate as it had done previously.
- Thanks to the work of Peterborough's MPs, Cabinet Members and Officers had met a minister in the Ministry of Housing, Communities and Local Government for over 1hr to explain the challenges faced by Peterborough and made a strong case for fairer funding. Peterborough was one of the fastest growing cities yet also had issues with deprivation.

Questions and observations were made by Members around the following areas:

Item / Section of the Budget	Questions / Comment from Members	Response from relevant Cabinet Member / Corporate Director
<p>4. Presentation and Introduction of the Medium Term Financial Strategy Tranche Two Proposals Document</p> <p><b>Cabinet report dated 25 February 2020 (pages 1 to 33) of the MTFS 2020/21 to 2022/23 Tranche Two Proposals Document</b></p>	<p>Members referred to Page 9 of the Budget Book asked if the Government's Fair Funding Review would be beneficial to the Council and if there were assumptions in the budget that depended on its outcome.</p>	<p>The Cabinet Member for Finance responded that there was nothing in the Budget which took the Fair Funding Review into account. There were two key aspects to prove to Government – that Peterborough was a fast-growing City that also contained areas of deprivation. The City Council must also prove that it is well run. Evidence that this was the case includes the fact that the Council met the 100 criteria set by Eric Pickles in the past for a financially prudent Local Authority.</p> <p>The Acting Corporate Director, Resources added that the Council had responded to the Government's consultation on the Fair Funding Review. The Director also noted that since Boris Johnson had become Prime Minister, the Government's focus had shifted to providing additional funding to the North of England. Previous statements had focussed on areas of high growth. New information would be provided in the early part of Spring 2020. Systems would need to be in place for 2021.</p>
	<p>Members asked if there would be any opportunity for any of the proposed one-off Tranche 2 savings to become long term savings.</p>	<p>The Cabinet Member acknowledged concerns regarding the one-off nature of proposed savings and could not see much potential for these to be long-term savings, while not dismissing the possibility entirely.</p> <p>The Acting Corporate Director, Resources, responded that two of the savings were definitely one-offs; capital receipts and the reduction in business rates. Many savings would depend on fairer</p>

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		funding – e.g. the new homes bonus. A call on the collection fund surplus could only be made once a year. If changes were not made on 1 April, the Council might be asked to apply for a business rates ‘pull’.
	Members asked how confident the Council was that its application for a Capitalisation Direction would be approved.	The Cabinet Member responded that he was very confident it would be approved. There was an indication that it would be approved by 31 March, but it would be backdated if this target was not met. The Acting Corporate Director, Resources agreed with these comments.
	Members asked if the Robustness Statement would still be applicable if the request for a Capitalisation Direction was not approved.	<p>The Cabinet Member responded that the Council would be moving into 2021 with limited reserves to fund transformation work to close the deficit. This is why the Robustness Statement highlighted the need for clear plans by the end of July 2020 to deliver a sustainable budget. This allowed a review of overall finances to be made, gave longer to implement savings proposals and allowed reserves to be replenished.</p> <p>The Acting Corporate Director, Resources stated that he was confident that the Capitalisation Direction would be granted. If it was not granted, the Council would need to make sure there were robust and deliverable savings plans to propose to Full Council in July. If approved in July, there would then be 9 months to implement these savings.</p> <p>The Cabinet Member stated that it had been proposed to remove the £6m general fund. There was however a risk if something unexpected took place, as had</p>



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		happened with the demolition of the Northminster Car Park.
	Members asked if closing the existing Budget Gap by July 2020 would be deliverable.	The Acting Corporate Director responded that the Senior Management Team (SMT) were undertaking intensive work to identify savings and efficiencies, develop news of working and develop new business cases. These would then be presented to Councillors.
	Members expressed concern that using capital receipts to pay off debt was not in the spirit of the spirit of legislation and asked if this practice was prudent. Members also noted the current financial pressures and asked if the Council could lobby the Government for additional funding, noting the 80% reduction in the Revenue Support Grant (RST), the £25m new towns fund and £700,000 to help the homeless in 2021.	<p>The Cabinet Member responded that the Council had not received £25m from the New Towns fund. There had previously been an issuing with the Ministry of Housing, Communities and Local Government regarding the Council's policy of meeting minimum revenue provision by selling assets, which had since been resolved despite negative press coverage. Other Councils were now taking the same approach. Work underway to identify savings for July 2020 should be more effective than asking the Government for one-off funding.</p> <p>The Acting Corporate Director, Resources added that the Council needed to demonstrate to the Government that unit cost and Council Tax in Peterborough were low, and its demographics were akin to a London borough. The City was an outlier, and this needed to be considered in the Fair Funding review. In the Consultation, Growth and Deprivation had been highlighted as significant factors.</p> <p>The Cabinet Member added that there was a £14m gap in the</p>

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		Council's finances. If the Council had average levels of Council tax, it would have £7m/year of extra income. Banding was also lower in Peterborough due to the low cost of housing in the City. If the average Council tax band in the City was 'D', the Council would have a £14m surplus from a £21m saving.
	Members followed up by asking for clarity on why the Council could not request additional funding from Government due to its special circumstances.	The Cabinet Member responded that the work to identify savings by July 2020 would render additional funding unnecessary
	Members referred to Page 7 of the Budget Book and asked why the Council did not increase Council tax to U.K. average levels.	The Cabinet Member responded that the Government imposed limits on increases to Council Tax
	Members referred to page 9 of the Budget Book and asked why the Council did not benefit from 'Negative RSG' and asked how Full Council Tax Equalisation functioned.	The Acting Corporate Director responded that in the last few years as RSG formulas were calculated some Councils ended up owing money to the Government. It was therefore decided to compensate Councils for this. When changes were introduced in 2014/2015 (and planned for 2021/22), some Councils benefitted, and others did not. Peterborough was a net contributor as it was a high growth area at a time when some areas were shrinking and had damping mechanisms applied.
	Members referred to section 5.6 on page 18 and asked for confirmation the total budget gap for 2020/21 was £23.7m in Tranche 1 and therefore the budget gap had widened further to £15.9m since then.	The Cabinet Member responded that this figure was not accurate and asked to defer the response to the question to later in the meeting.
	Members referred to pages 2, 3 and 9 of the budget Book and argued that the Budget Could not be considered as 'balanced' as	The Cabinet Member confirmed that selling assets and using reserves formed part of this Budget.

Item / Section of the Budget	Questions / Comment from Members	Response from relevant Cabinet Member / Corporate Director
	promised due to the use of reserves and the sale of assets which was dangerous and unsustainable.	
	Members followed up by asking for confirmation that the Council's budget situation had deteriorated and noted that the Cabinet Member for Finance had approved greater spend on consultants, asking how much more was saved as a result of their work compared with what was promised.	<p>The Acting Corporate Director responded that savings of £14.2m in Tranche 1 had been identified by Grant Thornton with robust processes in place to ensure they were deliverable.</p> <p>The Cabinet Member added that savings had been achieved working with officers and the Local Government Association (LGA), not just Grant Thornton. A benefit of Grant Thornton's involvement was their ability to benchmark across several local authorities.</p>
	Members felt that the savings expected from Grant Thornton's work had not been delivered.	The Cabinet Member responded that this was overly simplistic and substantial savings had been identified. Savings had only been signed off in January and work was now taking place to implement them.
	Member expressed concern about using capital funds to finance redundancy.	<p>The Acting Corporate Director responded that until 2014/15, the Council were permitted to apply for Capitalisation Directions. From 2014/15 to the present, the Government permitted the use of capital receipts to pay for capitalisation. This could be for transformation or redundancies. The Council had applied for the 'debt side'. Other Councils had applied and been successful over the last 3-4 years although this was rarely highlighted.</p> <p>The Cabinet Member added that by doing this, the Council could retain reserve levels for transformation work.</p>

Item / Section of the Budget	Questions / Comment from Members	Response from relevant Cabinet Member / Corporate Director
		The Leader of the Council stated that the budget would be balanced
	Members felt that the Budget was unsustainable, citing an extra spend required on homelessness on Page 9 of the reports pack.	The Cabinet Member responded that this was a grant to be received, not extra expenditure.
	Members sought an explanation on how the proposed savings would affect the people of Peterborough.	The Cabinet Member responded that he did not thinking the proposed Tranche 2 savings would affect Peterborough.
	Members commented that the Tranche 1 Joint Scrutiny Meeting had been told that provision for tackling the Climate Emergency and becoming a zero-Carbon city by 2030 would be included in the Tranche 2 Budget. Where could this provision be found?	The Cabinet Member responded that this had been discussed at Cabinet and the Climate Change Working Group would review and assess proposals on a case by case basis. It was suggested that the Member should put forward a proposal to make a revenue budget available to tackle climate change at Full Council, if they felt this should be done. It was difficult to predict what this amount would be.
	Members felt that difficulties in estimating funding levels were due to a lack of detailed plans. It was noted that other Councils, such as Norfolk County Council had allocated £3m to plant trees with a £3m contingency fund to tackle the climate emergency. Members felt that a zero-carbon city would not be achieved without specific proposals.	<p>The Cabinet Member for Finance responded that the governing administration's environmental plans were more ambitious than those of the opposition, e.g. achieving zero carbon instead of just cutting it and pursuing solar panels on buildings.</p> <p>The Cabinet Member for Waste Street Scene and the Environment added that the situation was more complicated that had been suggested by the member and the Council had started to pursue its Carbon reduction agenda sooner than most. Some measures did not require extra funding such as rationalising floor space, planting trees and reducing energy consumption. The impact that</p>

Item / Section of the Budget	Questions / Comment from Members	Response from relevant Cabinet Member / Corporate Director
		<p>financial savings would have on Carbon would be appraised. Additional examples were raised of Carbon reduction plans as follows:</p> <ul style="list-style-type: none"> <li>• Replacing the Mayor’s car with a zero-emissions model.</li> <li>• The highest levels of solar panels per capita anywhere.</li> <li>• Renewable energy used in Council officers with an ongoing assessment of other buildings owned by the Council.</li> <li>• L.E.D. street lighting in the City.</li> <li>• Investigating new technology with for zero-carbon highways schemes with Skanska.</li> </ul> <p>Work was underway to review everything the Council did to see how it could be improved and made Carbon neutral and this did not necessarily have a high cost and could result in cost savings. While the Members’ stance was understood, the lack of specific funding in the Budget did not mean the Council would not meet the target.</p>
	<p>Councillor Murphy, seconded by Councillor Ellis proposed that the Joint Meeting of the Scrutiny Committees recommends that Cabinet takes the reduction in CO2 emissions in the City more seriously, especially by ensuring properties acquired by the Council are energy efficient and CO2 neutral, including temporary accommodation for</p>	

Item / Section of the Budget	Questions / Comment from Members	Response from relevant Cabinet Member / Corporate Director
	homeless people. A vote was taken (14 in favour, 11 against, 1 abstention). This recommendation was therefore carried.	
	Councillor Murphy, seconded by Councillor Howell proposed that the Joint Meeting of the Scrutiny Committees recommends that Cabinet should reconsider the proposed increase in parking charges as this may reduce footfall in the town centre. Cabinet should instead consider making improvements to public transport to reduce the pressure on city centre car parking, increase town centre footfall and tackle climate change. A vote was taken (14 in favour, 11 against, 1 abstention). This recommendation was therefore carried.	
	Councillor Murphy, seconded by Councillor Yasin, proposed that the Joint Meeting of the Scrutiny Committees recommends that Cabinet considers deferring the capital expenditure on the replacement of refuse collection vehicles so that models that are better value and more eco-friendly may be acquired in the future. A vote was taken (13 in favour, 11 against, 2 abstentions), This recommendation was therefore carried.	
		The Cabinet Member for Waste Street Scene and the Environment stated that there was currently a

Item / Section of the Budget	Questions / Comment from Members	Response from relevant Cabinet Member / Corporate Director
		green paper being considered by Government. Until a decision had been made to Central Government, it would be impossible for the Council to make any decisions on vehicle replacement. The whole system of collection may also change.
<p>The Committee <b>RESOLVED</b> to note this section of the budget.</p> <p><b>RECOMMENDATIONS:</b></p> <ol style="list-style-type: none"> <li>1. The Joint Meeting of the Scrutiny Committees <b>RESOLVED</b> to recommend that Cabinet takes the reduction in CO2 emissions in the City more seriously, especially by ensuring properties acquired by the Council are energy efficient and CO2 neutral, including temporary accommodation for homeless people.</li> <li>2. The Joint Meeting of the Scrutiny Committees <b>RESOLVED</b> to recommend that Cabinet should reconsider the proposed increase in parking charges as this may reduce footfall in the town centre. Cabinet should instead consider making improvements to public transport to reduce the pressure on city centre car parking, increase town centre footfall and tackle climate change.</li> <li>3. The Joint Meeting of the Scrutiny Committees <b>RESOLVED</b> to recommend that Cabinet considers deferring the capital expenditure on the replacement of refuse collection vehicles so that models that are better value and more eco-friendly may be acquired in the future.</li> </ol>		
<p><b>5. Appendix A (a)</b>  <b>Page 35 to 36</b>            2019/2020 – 2021/22            MTFS Detailed Budget            Position            And  <b>Appendix A (b)</b>  <b>Page 37 to 39</b>            2019/20-2021/22 MTFS            Detailed Budget Position            outlining the Gross,            Income and Net Budget            position</p>	<p>Members queried the accuracy of figures given for expenditure on directors on page 38 of the budget book</p>	<p>The Acting Corporate Director responded that these figures included both chief officers and support staff.</p>
	<p>Some members felt using 'Directors' here was misleading and should be</p>	

Item / Section of the Budget	Questions / Comment from Members	Response from relevant Cabinet Member / Corporate Director
	changed to 'Directors and Staff'.	
The Committee <b>RESOLVED</b> to note this section of the budget.		
<b>6. Appendix B</b> <b>Page 40 to 41</b> Tranche One Budget Proposals	There were no questions on this section of the budget.	
The Committee <b>RESOLVED</b> to note this section of the budget.		
<b>7. Appendix C</b> <b>Page 42 to 51</b> Tranche Two Budget Proposals – Future Years	Members praised the Council's receipt of additional Better Care Fund grant money and asked how this would be spent.	The Cabinet Member for Adult Social Care, Health and Public Health responded that the funding would be targeted towards residential and nursing care. The Cabinet Member Praise the record of the social care team in managing demand well.
	Members asked of why £1.15m from the sale of the Peterborough United Football Ground would be paid to the Council over 3 years, rather than immediately.	The Acting Corporate Director responded that negotiations had been underway with Peterborough United Football Club for over a year and a final deal was ready for delivery, including the repayment of back rents.
	Members asked if the Council was serious about tackling the Climate Emergency given that that tree planting budget was due to be cut by £25,000.	The Cabinet Member for Waste, Street Scene and the Environment responded that the Council was serious about tackling the Climate Emergency.
	Councillor Sandford, seconded by Councillor Wiggin, proposed to recommend that Cabinet increases the budget for tree planting rather than reducing it. A vote was taken (11 in favour, 11 against, 5 abstentions). This recommendation was therefore defeated.	
		The Cabinet Member for Resources felt that the recommendations agreed by the Committee all involved spending



Item / Section of the Budget	Questions / Comment from Members	Response from relevant Cabinet Member / Corporate Director
		money and members should consider cuts needed in other areas for this to happen.
	Members commented that the recommendation passed on the acquisition of energy-efficient properties was intended for Cabinet to investigate the issue so that the Council could acquire properties that would not contribute to climate change.	
The Committee <b>RESOLVED</b> to note this section of the budget.		
<b>8. Appendix D</b> <b>Page 52 to 54</b> Grant Register	There were no questions on this section of the budget.	The Acting Corporate Director noted that this section only covered one year, instead of the usual, three due to the upcoming Local Government review. Some settlements were still unknown.
The Committee <b>RESOLVED</b> to note this section of the budget.		
<b>9. Appendix E</b> <b>Page 55</b> Council Tax Information  <b>Appendix F</b> <b>Page 56 – 57</b> Business Rates – Discretionary Retail Relief  <b>Appendix G</b> <b>Page 58 to 60</b> Fees and Charges	Members referred to page 56 of the Budget Book and asked how much Discretionary Retail Business Rate Relief would cost the Council to deliver  Members praised the relief given to live music venues and invited any further comments.	The Acting Corporate Director responded that much of this relief would be covered by a Section 31 grant. Relief levels followed instructions from central government so would be similar across all councils.
<b>10. Appendix H</b> <b>Page 61 to 65</b> Capital Programme Schemes 2019/20-2023/24	There were no questions on this section of the budget.	

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The Committee <b>RESOLVED</b> to note this section of the budget.		
<b>11. Appendix I</b> <b>Page 66 to 72</b> Financial Risk Register	Members requested an explanation of the cash flow risks to the Council posed by debts owed to the Council by the Clinical Commissioning Group (CCG) and small NHS organisations.	The Acting Corporate Director Responded that the CCG debt was £10m and work was underway with them to reduce this. Other Councils throughout the country faced similar issues. If the debt was unpaid, it affected the Council's Working Capital which was used to fund other items in the short term rather than taking out loans and short term debt.
<b>12. Appendix J</b> <b>Page 73 to 81</b> Carbon Impact Assessments	There were no questions on this section of the budget.	
The Committee <b>RESOLVED</b> to note this section of the budget.		
<b>13. Appendix K</b> <b>Page 82 to 110</b> Treasury Management Strategy 2020/21 to 23.		The Cabinet Member for Finance noted that the Strategy had been considered by the Audit Committee.
	Members referred to page 103 of the Budget Book and asked why the Council was not borrowing more to invest in infrastructure given current low interest rates.	<p>The Acting Corporate Director responded that the Council had to take into the account the cost of interest and maintain minimum revenue provision.</p> <p>The Ministry for Housing Communities and Local Government (MHCLG) and the Local Government Association (LGA) had commented that interest rates charged by the Public Works Loan Board had limited Councils' ability to borrow to buy properties and invest in city centres.</p> <p>It was noted that Lancashire County Council had borrowed from the UK Municipal Bonds Agency at a rate that was likely cheaper than that offered by the Public Works Loan Board but with conditions attached.</p>

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	Members asked if the use of the U.K. Municipal Bonds Agency had been considered for Peterborough.	The Acting Corporate Director responded that the return on investment would not be adequate.
<b>14. Appendix L</b> <b>Page 111 to 132</b> Capital Strategy 2020/21 - 2022/23	There were no questions on this section of the budget.	
The Committee <b>RESOLVED</b> to note this section of the budget.		
<b>15. Appendix M</b> <b>Page 133 to 151</b> Asset Management Plan	Members referred to the People and Communities Strategy on page 138 of the Budget Book and expressed concern that the move towards a Commissioning role could result in reduced accountability and volunteers being overloaded.	<p>The Cabinet Member for Adult Social Care, Health and Public Health responded that he viewed this approach as a strength in terms of social care. Sharing key officers across Cambridgeshire and Peterborough was beneficial in terms of adding strength and experience. Commissioning social care services across both Councils meant there was less competition and a market overview of the whole county was available.</p> <p>The Acting Corporate Director added that the Asset Management Plan needed to ensure assets were being used in the best way possible to deliver the key strategies mentioned on page 138.</p>
	Members repeated concerns that the Strategy involved the Council delivering fewer services and moving towards commissioning services (e.g. Kingdom), potentially reducing the Councils control and oversight over them and relying too heavily on communities for voluntary work.	<p>The Cabinet Member for Finance responded that this section related to the use of the Council's property portfolio and this could be made clearer in the future.</p> <p>The Cabinet Member for Communities responded to concerns raising about 'volunteer overload' by saying that this could have been expanded upon in the Budget Book but the Think Communities Approach was used in Cambridgeshire and throughout the U.K. This approach was being</p>

Item / Section of the Budget	Questions / Comment from Members	Response from relevant Cabinet Member / Corporate Director
		looked at by Public Service Boards. People were stepping up and undertaking work they would not have done previously. Strength and resilience was being built in communities. A programme of works would be available in the future.
	Referring to the People and Communities Strategy on page 138 of the Budget Book, members asked if there were plans in place to ensure minimum standards of community provision were in place in all areas, noting the possibility of staff reductions and the dangers of overburdening volunteers.	The Cabinet Member responded that the Council's Community Asset Transfer (CAT) scheme demonstrated the commitment to keeping community centres open. Think Communities would enable more capacity and resilience to be provided in communities.
	Members asked if the Cabinet Member was aware that 5 play centres had closed, village halls were in jeopardy and community centres had closed. Members felt that people should have access to a pre-school within 15 miles as a 'floor target'.	The Cabinet Member for Communities responded that she was aware but it was not relevant to this section of the Budget.
<b>16. Appendix N</b> <b>Page 152 to 174</b> Investment Acquisition Strategy	There were no questions on this section of the budget.	
The Committee <b>RESOLVED</b> to note this section of the budget.		
<b>17. General Comments, any overall recommendations</b>	Members requested how Full Council Tax equalisation worked.	The Acting Corporate Director responded that this occurred when the government made changes to how money was collected across the country. Councils in High growth areas would typically give money to low growth areas. Peterborough's levels had remained at the same level for several years as damping mechanisms typically worked for

Item / Section of the Budget	Questions / Comment from Members	Response from relevant Cabinet Member / Corporate Director
		2-3 years and then levels were maintained at the year 3 level.
	Members asked for an assessment of the risk of a future increase in interest rates.	<p>The Acting Corporate Director responded that it was difficult to predict how interest rates would change. The Council should be prudent and take advantage of high or low interest rates, e.g. longer term borrowing if rates are low and vice versa.</p> <p>The Cabinet Member added interest rates had been at 20-25% in the past. There had now been 12 years of the base rate being very low. It was difficult to judge how this would change in the future.</p>

## ACTIONS AGREED

The Joint Meeting of Scrutiny Committees considered the following updates within the Medium Term Financial Strategy 2020/21- 2022/23 - Tranche Two, which is outlined in Appendix 1.

1. The Budget Position for 2020/21-2022/23
2. The Tranche Two service proposals, outlined in Appendix C, within the attached MTFs report;
3. Future strategic direction for the Council;
4. The Robustness Statement, including the reserves position;
5. The revised capital programme;

Recommendations made below by the Joint Meeting of the Scrutiny Committees were reported to Cabinet on 25 February 2020 for consideration.

## RECOMMENDATIONS

1. The Joint Meeting of the Scrutiny Committees **RESOLVED** to recommend that Cabinet takes the reduction in CO2 emissions in the City more seriously, especially by ensuring properties acquired by the Council are energy efficient and CO2 neutral, including temporary accommodation for homeless people.
2. The Joint Meeting of the Scrutiny Committees **RESOLVED** to recommend that Cabinet should reconsider the proposed increase in parking charges as this may reduce footfall in the town centre. Cabinet should instead consider making improvements to public transport

to reduce the pressure on city centre car parking, increase town centre footfall and tackle climate change.

3. The Joint Meeting of the Scrutiny Committees **RESOLVED** to recommend that Cabinet considers deferring the capital expenditure on the replacement of refuse collection vehicles so that models that are better value and more eco-friendly may be acquired in the future.

CHAIRMAN

The meeting began at 6.00pm and ended at 7.32pm

**MINUTES OF THE GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY  
COMMITTEE MEETING  
HELD AT 7PM, ON  
WEDNESDAY, 11 MARCH 2020  
BOURGES / VIERSEN ROOM, TOWN HALL, PETERBOROUGH**

**Committee Members Present:** Councillors C. Harper (Chairman), K. Aitken, R. Brown, C. Burbage, G. Casey (Vice-Chairman), A. Ellis, Judy Fox, J. Howard, H Skibsted, C. Wiggin, I Yasin.

Co-opted Member: Parish Councillor Keith Lievesley

**Officers Present:** Adrian Chapman, Service Director, Communities and Safety  
Pete Carpenter, Acting Corporate Director of Resources  
James Collingridge – Head of Environmental Partnerships  
Richard Pearn – Head of Waste, Resources and Energy  
Steve Cox – Executive Director, Place and Economy

**Also Present:** Councillor Steve Allen, Cabinet Member for Housing, Culture and Recreation  
Peter Appleton, CEO of Vivacity

**44. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**45. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**46. MINUTES OF THE GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY  
COMMITTEE MEETING HELD ON 8 JANUARY 2020**

The minutes of the meeting held on 8 January 2020 were agreed as a true and accurate record, subject to the following amendments:

- Removal of the phrase ‘especially in rural areas’ in the second to last bullet point on page 8.
- Correction from ‘conversation area’ to ‘conservation area’ in the second last bullet point on page 9.
- Inclusion of Steve Cox – Executive Director, Place and Economy in the attendance list.

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

There were no requests for call-in to consider.

**48. VIVACITY ANNUAL REPORT**

The report was presented by the Cabinet Member for Housing, Culture and Recreation, the CEO of Vivacity, and the Service Director, Communities and Partnerships. The report provided an overview of the partnership, service delivery performance, challenges and opportunities.

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

- Members were pleased that a Cultural Strategy was under development and asked when this would be brought to the Committee. The CEO of Vivacity responded that the strategy was being developed by external consultants, supported by Peterborough City Council and the Arts Council. A draft might be made available after the 2020 Local Elections.
- Members requested further information on the Council's financial position regarding the extension of the Museum to host Must Farm findings. The CEO of Vivacity responded that a bid had been developed but this would have to be amended in light of the work on the Station Quarter development. A bid developed in 2018 was unsuccessful but had reached the final stage. Reasons for failure were the facts that heritage was not a risk and no public funding was being provided. The New Towns Fund meant that quasi-public money could be provided and the question of how the city would respond to funding would be more easily answered. The Council would be in a better position to pursue the work if New Towns funding was received. There would still be a funding gap but it created a better opportunity to fundraise.
- Members referred to section 4.7.9 on page 20 of the reports pack and stated they were glad that Vivacity was leading the work on developing Werrington Leisure Centre. Members requested further details of the project, who would be the future operator and the meaning of 'feasibility'. The CEO of Vivacity responded that a feasibility study involved engaging with consultants on the facility mix, design and affordability to ensure a return on capital investment. The facility mix had yet to be decided which created a challenge for the consultants. The Centre would need to have an operating surplus to reduce the management fee. This was based on Vivacity being a selected partner to deliver the project. Vivacity was a strategic partner of the Council which enabled the organisation to sustain itself. A 6 week turnaround would be required to appoint a consultancy team if requested immediately. Construction on the project would not occur for some time.
- Members sought reassurance that there would be no changes to the extent of library services. The CEO responded that there were no plans for rationalisation of the library estate or similar changes. Vivacity was working with Civic to reimagine libraries with Central and Thorney Libraries chosen to test this work. There were opportunities to utilise Library estates, that had no current benefit to the Council, for residential uses while still having a library service provided in that area.
- Members requested clarity of the meaning of the 'development opportunity' for the Regional Pool and asked if this meant there were plans to close the facility. The CEO responded that it would be preferable to close the facility if this was financially feasible. It was split over too many floors, was 40 years old despite only being intended to last 30 years and renewal would be required. The development of a University in Peterborough provided the opportunity to 're-purpose' and re-locate the pool. This would only take place if a business case was developed.
- Members commented the Regional Pool was one of the few pools in Peterborough that did not require a gym membership to attend and it would be unfortunate if the facility was lost. The CEO responded that the levels of accessibility and affordability would depend on the subsidy provided. Vivacity's leisure stock currently created a surplus that was re-invested in unprofitable services for which no funding was



provided. The pool would need to be able to operate profitably unless additional subsidy was received.

Councillor Ellis joined the meeting.

- Members felt that while leisure and recreation facilities were doing well in the City, sport was in decline and more sporting opportunities needed to be offered, such as an Olympic size pool. Members also expressed concern about the competitiveness of Vivacity's fitness centres. The CEO responded that it was difficult to define 'good' but the offer should be about redeveloping the leisure estate. If it was accepted that the Regional Pool was inadequate then investment would be required to avoid a loss of market share. Public provision required re-investment. Keeping the existing pool running would require funding so redevelopment was beneficial.
- Members raised the prospect of theatrical competitions and suggested different stakeholders should be working together to improve the arts in Peterborough, rather than focussing on particular facilities and asked if this was taking place. The CEO responded that the Key Theatre was operated by Vivacity, with no funding received from the Arts Council or the City Council. It was a medium sized 300 seat theatre which was to undergo improvements next year. Holding pantomimes would not attract new audiences. There was no one currently stepping forward to provide additional subsidy.
- Members commented that there was a £100,000 gap between Vivacity's income and expenditure. While noting that it was positive that Vivacity was delivering a wide range of services, Members asked if the CEO agreed that the City Council needed to provide additional funding, e.g. to develop an arts strategy, limit the decline in sport and to have a good quality pool. The CEO responded that the Council would not provide further funding unless a return on investment could be demonstrated. Work had been done in partnership with the Council to develop more creative ways of investing in the leisure estate to achieve the outcomes mentioned by Members. Current operating losses were not sustainable. Vivacity would always welcome additional funding but the organisation could not afford to take on additional ventures to generate a surplus.
- Members criticised the lack of reference to veterans in the report and asked if Vivacity had considered granting them a discount to encourage them to join gyms while on leave. The CEO responded that he would investigate this.
- Members noted that the Lido was a listed building and it would be a shame if it had to close and asked if there was any way to adapt it, e.g. so it could be used during the winter. The CEO responded that the Lido operated at a deficit with support from the Council required. Although it made a profit one year, this was at the expense of the Regional Pool. While it could potentially be used for something else, this was challenging due to the cost base of re-inventing it. It was suggested that if the Regional Pool was relocated, it could be connected to the Lido although this could be difficult due to the Lido's listed status.
- Members praised the fact that the Vivacity was providing £60m of social value to the city, especially in light of culture and leisure services being seen as easy targets for cuts. Members asked if this figure was considered good in comparison with other areas and if it would be possible to increase in the future. The CEO responded that this figure could change in the future. If a person who was already healthy used services, little social value would be added compared with someone who had greater scope to improve their fitness. Figures could be broken down by service areas if required, e.g. libraries, or leisure. Investment would be required to see improvements. Currently, Vivacity could deliver added value via surpluses, e.g. health services, for which the organisation received no additional funding. This was unsustainable and these were not the ultimate responsibility of Vivacity but cutting these services would result in higher costs in the healthcare system. A modest investment would save money elsewhere.

- Members asked what opportunities the development of the University and the growth of the City's population created for Vivacity. The CEO responded that Phase 1 of the University would have little impact due to the low numbers of students, and this was the only phase that was funded currently. Phases 2 and 3 would change this dynamic considerably. Possibly opportunities could include re-purposing the regional pool if phases 2 and 3 resulted in more people coming to Peterborough, but this would be a long-term aspiration.
- Members raised concerns regarding parking by Council employees making it difficult for people to park by the Key Theatre. The Service Director, Communities and Safety responded that these issues had been discussed and a trial undertaken of parking restrictions by the riverside. It was not appropriate to reveal further information at this stage but it was known that there was a shortage of car parking on the Embankment, which could worsen with the opening of the new Premier Inn. A practical solution involved changes to the Riverside Car Park and additional provision was being worked on and officers were confident this would resolve the issue.
- Members wished officers success with the Great Eastern Run and asked for an update on the event and social media work undertaken to promote it. The CEO responded that a large amount of preparatory work had been undertaken but there remained concerns about cash flow and delayed entry due to Coronavirus. There was some risk attached to the event and work was underway with the Council to share this risk in the future. There was confidence that the event would be a success. There were two milestones to achieve: 1<sup>st</sup> - That there was no cost to the Council and 2<sup>nd</sup> – that a surplus would be generated.
- The Chairman congratulated Vivacity on its Community Leisure award.

#### **ACTIONS AGREED:**

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

#### **49. NPS PETERBOROUGH LIMITED 2018-19**

The report was presented by the Acting Corporate Director, Resources, which updated the Committee on the performance of NPS Peterborough during 2018/19.

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

- Members requested a definition of 'external market presence' on page 25 of the reports pack. The Acting Corporate Director responded that this referred to estate services provided to other Councils. A Local Authority Trading company could trade up to 20% of the Councils turnover with external clients.
- Members were glad young farmers were taking on farms and asked for a progress update, e.g. on farms being converted into an education centre. It was noted that there were derelict buildings en route to Spalding with potential to use in collaboration with the City College. The Director responded that he had undertaken a visit with Bridget Slade – Rural Estates Manager but would chase this up further.
- The Committee requested that the Acting Corporate Director, Resources provides the Committee with a briefing note on educational programmes for farmers and the possible conversion of derelict farm buildings to an education centre.
- Members noted that the Council had 11 operational buildings and requested information on future plans for these buildings. The Director responded that the Council was always looking for ways of using assets better. Work would take place

to investigate this further to see if rearranging the use of buildings could result in them being used more effectively.

- Members noted that part of Sand Martin House was let to the Construction Industry Training Board (CITB) and asked if there were further plans to rent out office space. The Director responded that there were two possible outcomes. One was to rent out further office space as Sand Martin House was the most marketable office space in the town and the CITB had proved to be a good partner. This option would be enhanced by the development of the Gin Distillery and Hilton Hotel. The second option was to locate all Council staff within Sand Martin House. It was noted that there were no buses that stopped at Sand Martin and the current close proximity of Cross Keys Homes, the Department for Work and Pensions (DWP) and the Council's Contact Centre on Bridge Street worked well.
- Members commented that the Passport Office was relocating to the Fletton Quays Development in a Government Hub building and raised the prospect of the Council using its floor space to reduce costs. The Director responded that this was under consideration.
- Members requested an update on success and progress of the Community Asset Transfer (CAT) programme. The Director responded that it was key for communities to run services for themselves. The programme was proceeding slower than expected and some community groups had not been set up as expected. The Council had existing leases and agreements which might not be beneficial for community associations if they agreed to waive them. The Council wrote to the associations in September expressing a wish to progress the CAT scheme. If the existing operators were not able to take on the centres then the Council would find others who could. The CAT scheme had some momentum and the halfway point had been reached.
- Members felt it was important to support community groups through the CAT process.
- The Committee requested that the Acting Corporate Director, Resources provides ward councillors with an update on the progress of the Community Asset Transfer (CAT) of Copeland Community Centre in South Bretton.
- Members asked if the CAT process would help the Council to balance its budget. The Director Responded that this was the case. Community Groups would take ownership of assets but the Council would ensure community groups were in a good position to run centres.
- Members commented that the Council had a large budget deficit and asked if there were plans to reduce this and if CAT played a role in this. The Director responded that CAT cost £180,000 from the budget, a small amount.
- It was agreed that Democratic Services Officer would place an agenda item regarding Rural Estates and Farming on the Work Programme for 2020/21.

#### **ACTIONS AGREED:**

The Growth, Environment and Resources Scrutiny Committee **RESOLVED** to:

1. Note the contents of this report

2. Request that the Acting Corporate Director, Resources provides the Committee with a briefing note on educational programmes for farmers and the possible conversion of derelict farm buildings to an education centre.
3. Request the Acting Corporate Director, Resources provides ward councillors with an update on the progress of the Community Asset Transfer (CAT) of Copeland Community Centre in South Bretton.
4. Ask the Democratic Services Officer to place an agenda item regarding Rural Estates and Farming on the Work Programme for 2020/21.

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

The Report was introduced by the Head of Environmental Partnerships and the Head of Waste, Resources and Energy which updated the Committee on the progress of items arising from the report of the Fly Tipping and Waste Management Task and Finish Group.

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

- It was noted that Councillors Aitken and Judy Fox, members of the Task and Finish Group, were in attendance at the meeting.
- Members asked if the Task and Finish group had come to an end, noting that the City continued to experience issues with Fly Tipping. Officers responded that four Key Tasks were the main output of the Task and Finish Group. Progress had not stopped but there were currently insufficient funds to progress the recommendations of the Task and Finish Group due to the additional costs they would incur, e.g. discounted bulky waste services. It was noted that the Group's recommendations could remain in place as there might be other ways of delivering them in the future, e.g. via the operators of the Household Recycling Centre (HRC).
- Aragon Direct Services was examining the issues around commercial waste and considering actions such as fleet renewal where new vehicles would include on-board weighing equipment to get accurate tonnage data to collect different types of waste (e.g. landlord and household waste) as part of the same collection.
- Members felt that than fly-tipping was worse in the townships and asked for an update on an event for the urban fringe. Officers responded that an event had been organised across the Recycling in Cambridge and Peterborough (RECAP) area. RECAP was a group of Councils working together on fly-tipping. It was recognised that Peterborough's urban fringe was unique and a specific event would be organised for it.
- Members felt that the Council had a duty of care to tackle this issue and noted the importance of installing covert cameras. Officers responded that there had been a restructure in the Prevention and Enforcement (PES) team and the roll out of the cameras had been delayed. Both overt and covert cameras had now been obtained however. It was important to ensure the associated signage was correct. The PES team would utilise the cameras going forward.
- Members recognised that there was insufficient funding to roll out bulky waste collection across the entire city and asked how many Parish Councils undertook this work instead. Officers responded that three parishes did so regularly. Members felt that this demonstrated that similar schemes could be rolled out to other Parish Councils
- Members requested that the Head of Environmental Partnerships provides the committee with a Briefing Note containing a ward-specific analysis explaining how bulky waste collections influence fly-tipping.

- Officers felt that local bulky waste collections did not significantly reduce fly-tipping and these services were used by residents who would be likely to already dispose of waste responsibly. This assertion was challenged by some Members who praised the success of certain schemes and felt that the absence of a bulky waste collection might make a situation worse. Officers responded that monthly fly-tipping figures did not indicate significant reductions due to bulky waste collection. Some members wished for further justification for the officer's assertion.
- Members noted that report indicated that the tonnage of fly-tipping was reducing and asked if it was possible to identify reductions in fly-tipping in particular areas. Officers responded that while the tonnage of fly-tipping was coming down, incidences were not. This coincided with the opening of the Household Recycling Centre (HRC) due to it being easier to use.
- Members commented that incidents in particular parishes were likely to be caused by people from outside the parish.
- Members asked how the CCTV cameras would be targeted to particular locations. Officers responded that the PES team were managing the cameras. Feedback from Councillors was key.
- Members asked what was being done to educate the public on how to dispose of waste and recycle responsibly. Officers responded that Aragon Direct Services now employed a full time Education Officer to organise workshops, roadshows, and regular social media campaigns across the city.
- Members suggested that information leaflets could be sent out with Council Tax letters. Officers responded that leaflets and city-wide bin stickers had been deployed but this sort of communication was costly.
- Members asked how many prosecutions had been completed for fly-tippers and if changes to the PES team had impacted on their ability to tackle fly-tipping. It was agreed that this information would be distributed to Members in the form of a briefing note.
- Members asked if HRC permits could be sent out via email to save money. Officers responded that while electronic permits would be beneficial, their use made it difficult to ensure users of the HRC lived in the City and these issues had been reported in other local authorities. This could lead to escalating costs. Issuing permits by posts helped to limit this issue.
- Members enquired if the Council had the ability to tackle the contamination of bins in Houses of Multiple Occupancy (HMOs). Officers responded that if contamination was reported at an address, intelligence was built up and stickers placed on the bins. The second stage would be for the Council to send an Education Officer to the premises, after a single collection of the contamination by the Council.
- Members commented that bin contamination could escalate into a report of fly-tipping and attract even attract more waste. Could this issue be proactively prevented earlier? Officers responded that they could indeed pass on fly-tipping reports which were enforceable when the incident was located on a public highway. The agent of the property was ultimately responsible for tackling the issue however.
- Members asked how the issue of fraudulent Environment Agency Waste Carrier Licences was being tackled. Officers responded that the Government were working to make this fraud more difficult. It was now possible to verify the authenticity of a licence on the Environment Agency's website. The Task and Finish Group had

recommended digitising permits and licences to improve security and the Environment Agency were considering digitising Waste Carrier Licences across the country.

- Members asked if the Council would direct people to the Environment Agency's website to verify the authenticity of carriers and noted an issue in a particular ward involving a fraudulent licence. It was also asked if people could be educated to check this themselves. Officers responded that the PES team already did this, e.g. by informing people of the correct procedure if fly-tipping issues were posted on Facebook. This work was also done across RECAP. The Council was putting together a list of legitimate waste companies operating in Peterborough who held a Waste Carriers Licence.
- Some Members felt that fines given to fly-tippers were too low. It was suggested that publicising a case involving a large fine would be beneficial.
- It was agreed that a Briefing Note would be provided to Councillors outlining the number of cases taken through the courts.
- Members asked how the team became aware of fly-tipping incidents if these were posted in closed Facebook groups. Officers responded that the Council would try to join groups if invited but it could be difficult for the Corporate Body of the Council to join these groups.
- Members commented that there were 60 Councillors and many of them were members of these Groups and could disseminate information.
- Members requested that the Head of Waste, Resources and Energy adds information to the Council's website or social media pages on correctly dealing with waste issues that Councillors might share in Facebook groups
- Members felt that the price of the Bulky Waste Collection Service was reasonable.
- Members requested that the Head of Waste Resources and Energy provides the Committee with a Briefing Note containing information on:
  - The number of fly-tipping prosecutions made
  - How many of these prosecutions were successful
  - A breakdown of the levels of fines issued
  - The cost to the Council of pursuing a prosecution and if this acted as a deterrent to initiating prosecutions
  - How changes to the Prevention and Enforcement (P.E.S.) team had influenced their ability to tackle the issue of fly-tipping.
  - Whether the fines for fly-tippers were decided by standardised guidelines or by magistrates
- Members requested that the Head of Waste, Resources and Energy provides the committee with a list of legitimate waste collection service operating in Peterborough.

#### **ACTIONS AGREED:**

The Growth, Environment and Resources Scrutiny Committee **RESOLVED** to:

1. Note the contents of the report
2. Request that the Head of Environmental Partnerships provides the committee with a Briefing Note containing a ward-specific analysis explaining how bulky waste collections influence fly-tipping.

3. Request that the Head of Waste Resources and Energy provides the Committee with a Briefing Note containing information on:
  - a. The number of fly-tipping prosecutions made
  - b. How many of these prosecutions were successful
  - c. A breakdown of the levels of fines issued
  - d. The cost to the Council of pursuing a prosecution and if this acted as a deterrent to initiating prosecutions
  - e. How changes to the Prevention and Enforcement (P.E.S.) team had influenced their ability to tackle the issue of fly-tipping.
  - f. Whether the fines for fly-tippers were decided by standardised guidelines or by magistrates
4. Request that the Head of Waste, Resources and Energy adds information to the Council's website on dealing with waste issues that individual councillors may share in closed Facebook groups.
5. Request that the Head of Waste, Resources and Energy provides the committee with a list of legitimate waste collection service operating in Peterborough.

## 51. 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.

It was noted that the Corporate Strategy was still under development but would not be approved until the next municipal year. The Strategy would return to Scrutiny in September or November 2020. Members had also been sent an update on the Housing Revenue Account (HRA) recommendation.

It was clarified that the Corporate Strategy was separate to the Opportunity Peterborough Business Plan.

### **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.

## 52. 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.

Members requested a briefing note on the Forward Plan Item – 'Approval of funding for the provision of accommodation to reduce homelessness' - KEY/14OCT19/01. If the Member felt further attention by the Committee was required, this request could be submitted via their Group Representative.

### **ACTIONS AGREED:**

The Growth, Environment and Resources Scrutiny Committee **RESOLVED** to consider the Forward Plan of Executive Decisions and requested that the Acting Corporate Director, Resources provides a briefing note containing further information on the

forward plan item 'Approval of funding for the provision of accommodation to reduce homelessness – KEY/14OCT19/01.

Chairman

7pm – 8.42pm



<b>GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 6
<b>28 SEPTEMBER 2020</b>	<b>PUBLIC REPORT</b>

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

## APPOINTMENT OF CO-OPTED MEMBER

<b>R E C O M M E N D A T I O N S</b>	
<b>FROM:</b> <i>Director of Law and Governance</i>	<b>Deadline date:</b> <i>N/A</i>
<p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <p>Appoint Parish Councillor Keith Lievesley as a non-voting co-opted member to represent the rural area for the municipal year 2020/2021. Appointment to be reviewed annually at the beginning of the next municipal year.</p>	

### 1. ORIGIN OF REPORT

1.1 The report is presented to the Committee on behalf of the Director of Law and Governance.

### 2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to request that the Committee appoint Parish Councillor Keith Lievesley as a Non-Voting Co-opted Member for municipal year 2020/21 to the Growth, Environment and Resources Scrutiny Committee in accordance with Part 3, Section 4 – Overview and Scrutiny Functions:

*Paragraph 4.3 The Scrutiny Committees shall be entitled to co-opt, as non-voting members, up to four external representatives or otherwise invite participation from non-members where this is relevant to their work.*

And Part 4, Section 8 – Overview and Scrutiny Procedure Rules: Paragraph 3 - CO-OPTED MEMBERS

3.1 As well as any statutory co-opted members, Scrutiny Committees can co-opt up to four non-voting members on to the Committee.

3.2 There must be at least one non-voting position reserved for a Parish Councillor from a rural area with one substitute member. The Parish Council Liaison Committee will decide these.

3.3 A Scrutiny Committee can co-opt a further three members at its discretion. One of these can be a second parish council member identified by the Parish Council Liaison Committee.

2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference No. 4.3 of Part 3, Section 4 – Overview and Scrutiny Functions – Co-optees.

### 3. **TIMESCALES**

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

#### 4.1 **Parish Councillor Co-opted Members**

Each Scrutiny committee has the ability to co-opt up to four non-voting co-opted members one of which will be a Parish Councillor representing the rural area to ensure the voice of the rural communities are reflected.

Parish Councillor co-opted members are nominated through a process which is handled by the Think Communities Service area in People and Communities on behalf of the Parish Council Liaison Committee. This is done by sending out an advert and Terms of Reference for each Scrutiny Committee to all Parish Councils asking for expressions of interest for the position. Any expressions of interest received are assessed by the Chair of the Parish Council Liaison for experience and skills and why the candidate wishes to become a co-opted member of a particular scrutiny committee. The final nominations are then put forward to the relevant committee for approval. The Parish Council Liaison committee has therefore proposed that Parish Councillor Keith Lievesley be nominated for a second year to represent the rural area on the Growth, Environment and Resources Scrutiny Committee.

It is therefore proposed that the Committee approve the appointment of Keith Lievesley as a Parish Councillor co-opted member of this committee to represent the rural area for the municipal year 2020/21.

#### **NEXT STEPS**

If the Committee agree to appoint the above nomination as a co-opted member of the Growth, Environment and Resources Scrutiny Committee from 28 September 2020, they will be able to attend and take part in all meetings of the Committee and any Task and Finish Groups that the Committee agree that they may be assigned to with no voting rights.

### 5. **CONSULTATION**

5.1 *None*

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

6.1 The inclusion of the co-opted members will allow the Committee a wider, more diverse input to discussion, drawing on the relevant expertise of the additional members.

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

7.1 The recommendation is made to assist the Scrutiny Committee in fulfilling its terms of reference as set out in the constitution Part 4, Section 8 – Overview and Scrutiny Procedure Rules: Paragraph 3 - CO-OPTED MEMBERS

3.1 As well as any statutory co-opted members, Scrutiny Committees can co-opt up to four non-voting members on to the Committee.

3.2 There must be at least one non-voting position reserved for a Parish Councillor from a rural area with one substitute member. The Parish Council Liaison Committee will decide these.

3.3 A Scrutiny Committee can co-opt a further three members at its discretion. One of these can be a second parish council member identified by the Parish Council Liaison Committee.

## **9. IMPLICATIONS**

### **Financial Implications**

- 9.1 Co-opted Members may receive a special responsibility allowance of £250 per annum as stated in the Members' Allowances Scheme.

### **Legal Implications**

- 9.2 Due process has been followed with regards to the appointment of the co-opted members.

### **Equalities Implications**

- 9.3 Members are keen to ensure that the Committee membership is as inclusive as possible and provides relevant expertise in accordance with the terms of reference for this committee.

### **Rural Implications**

- 9.4 The appointment of a Parish Councillor as a co-opted member representing the rural area will ensure that the voice of the rural communities is reflected.

## **10. BACKGROUND DOCUMENTS**

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

- 10.1 None

## **11. APPENDICES**

- 11.1 *None*

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<b>GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 7
<b>28 SEPTEMBER 2020</b>	<b>PUBLIC REPORT</b>

Report of: Place and Economy Covid-19 Update	Steve Cox, Executive Director, Place and Economy	
Cabinet Member(s) responsible:	Cllr Cereste, Cabinet Member for Waste, Street Scene and Environment Cllr Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments	
Contact Officer(s):	Steve Cox, Executive Director, Place and Economy	Tel. 01223 715 660

**Place and Economy Covid-19 Update**

R E C O M M E N D A T I O N S	
<b>FROM:</b> <i>n/a</i>	<b>Deadline date:</b> <i>n/a</i>
<p>It is recommended that Growth, Environment and Resources Committee:</p> <ol style="list-style-type: none"> <li>Note and comment on the report</li> </ol>	

**1. ORIGIN OF REPORT**

1.1 This report was requested by the Growth, Environment and Resources Scrutiny Committee in order to update them regarding work undertaken by the Place and Economy directorate during the Covid-19 outbreak.

**2. PURPOSE AND REASON FOR REPORT**

2.1 This report is to update the Committee on the work undertaken by Place and Economy in response to the Covid-19 crisis and the impact of the crisis on services.

The report is broken down into key service areas that are within the remit of the Committee.

- Active Travel
- Development Management
- City Centre Recovery
- Waste, recycling and Aragon Services

Officers representing the service areas will be available to answer questions at the meeting.

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:

- 1. City Centre Management
- 3. Environment Capital
- 4. Economic Development and Regeneration including Strategic Housing and Strategic Planning

### 3. **TIMESCALES**

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

#### 4.1 **Active Travel**

The Council has received funding of approximately £175k from Government as part of Government's Emergency Active Travel Fund. This funding came with the instruction that Local Authorities should reallocate road space in favour of pedestrians and cyclists by using temporary pop-up facilities such as highway barriers. The strength of the bid submitted by the Council (and Cambridgeshire County Council) through the Combined Authority resulted in an additional 11% of funding being allocated.

The Council has installed a number of measures around the city centre as part of the tranche 1 funding. These measures are all currently temporary measures and no decision have been made on when (or if) they will be removed. The measures include:

- **School Street Closures:** We have had ten schools confirm their interest in being involved in this scheme. Risk assessments have been undertaken at the majority of these schools, with the remainder due to take place shortly. The closures themselves commenced at some locations as the new school term commenced with others due to begin shortly. Residents and ward councillors will be contacted with further information nearer the time if they haven't been already.
- **Broadway:** The lower section near Westgate has had bays suspended to allow more room for pedestrians.
- **Cattle Market Rd:** Parking bays have been suspended to create more room for pedestrians.
- **New Road:** A new pop-up cycle lane was installed in w/c 7th September and in order to accommodate the cycle lane a one way system was introduced.
- **City Road:** A pop up cycle lane has been installed between St Johns and Northminster (westbound only) making this section of road one way.
- **Priestgate:** A pop-up cycle lane has been installed on Priestgate, the road has become one way with parking bays suspended to allow more room for pedestrians and cyclists.
- **Crescent Bridge:** A pop up cycle lane has been operating on Crescent Bridge for a few weeks. We have monitoring devices in place for this scheme and they are showing an average of 190 cyclists per day. Traffic is also being monitored and there are no congestion issues currently.
- **Signage:** We are producing a number of signs on some of the key routes around Peterborough to advise people how long it takes to walk and cycle to a destination as a further means of encouraging people to travel sustainably.

In addition to the tranche 1 funding, the Council has submitted an application via the CPCA for an additional £625k to install more on-road cycling schemes as part of the second phase of the Government's Emergency Active Fund. The Council is expecting to hear in September how much funding it will be allocated but all funding must be spent this financial year. Three streets were identified for tranche 2 funding and these are:

- Oundle Rd from Pleasure Fair Meadows car park to Lady Lodge Drive
- Park Road from Huntly Rd to Dogsthorpe Rd
- Broadway from junction of Eastfield Rd to Park Crescent

Later this month Cabinet will consider a proposal to establish a Cross Party Working Group to assist the delivery of schemes due by March 2021, together with the monitoring of the measures delivered to date. Five Members will sit on the Working Group, with one representative from each political party, together with officer representation as appropriate.

## Development Management

	<b>April to August 2020</b>	<b>Comments</b>
<b>Planning Fee Income</b>	£310, 271	Fee income is 35% lower than for the same period in 2019 (application fee income in 2019 was £471,263). It should be noted that planning fees are set nationally and that we have actually received more planning application this year compared to last year but their value has been less.
<b>Planning Related Applications received – all types</b>	All types - 667 applications received	Applications received dropped significantly during lockdown between April-June, reached normal levels in July and have dropped again in August though not to the same levels as during lockdown. Overall, applications received for the year to date are 25% lower than in 2019.
<b>Planning Applications received</b>	602	During the same period last year we received 483 planning applications so there has actually been an increase (through the fee income has been lower)
<b>Planning Applications determined within target or agreed timescale</b>	Major 100% Minor 80% Others 87%	In 2019, the overall performance was: Major 93% Minor 88% Other 90%  Notwithstanding the reduced performance, it still exceeds the Government set targets.
<b>Enforcement enquiry acknowledged in 3 days</b>	96%	Similar performance to same period in 2019
<b>Enforcement visits carried out within 7 days</b>	75%	Lower performance following lockdown to same period in 2019 which was 80%.
<b>Cases closed in 8 weeks where no breach found</b>	60%	Similar performance to same period in 2019
<b>Volume of incoming cases and cases closed</b>		The number of enforcement enquiries has increased significantly during June to August 2020 particularly relating to alleged householder breaches. To date we have received 270 cases and in the same period last year we had 240 cases.

## **City Centre Recovery**

Footfall into the city centre has increased, the latest Google Community Mobility report shows footfall for the retail and recreation sector in Peterborough to be 80% of pre-lockdown levels. Based upon this trend, footfall for this sector could return to pre-lockdown levels by early October 2020.

The Peterborough Economic Recovery Programme (PERP) team, is a collaborative project led by PCC, with Opportunity Peterborough and local businesses. The team have developed an outline plan to deliver economic recovery in the City.

The PERP team has worked with local businesses to roll out social distancing messaging in the city centre throughout the summer. A bespoke communications strategy was deployed for the Lincoln Road neighbourhood shopping area. This included messaging via local community radio stations. We understand from local businesses that the bespoke messaging in Lincoln Road has helped contribute to ensuring that thus far Covid-19 transmission has been limited in the area.

Representatives from the PERP made a presentation to the Cambridgeshire and Peterborough Combined Authority Entrepreneurs Panel on the 25<sup>th</sup> August. The presentation was in support of an application for £800k. This will be match funded by £183k from PCC. The application is to fund the physical infrastructure that will support the development of a “cafe culture” in Cathedral Square.

Initial feedback was that the presentation was well received. If successful the application will receive approval from the CPCA Business Board on the 15<sup>th</sup> September and be ratified by the Combined Authority on the 30<sup>th</sup> September.

## **Waste and Recycling and Aragon services**

The Waste and Recycling service has seen an increase in tonnages throughout the Covid-19 lockdown as more residents were spending time at home, we found a lot more DIY waste was being put in the Black residual bins which did impact on crews workload.

Due to the increase in tonnages we had to as per Government Guidance prioritise the Residual, Food and Recycling waste streams for collections and as such Garden Waste was moved to Four Weekly and Bulky Waste Collections were stopped.

Unfortunately, due to sickness and Covid-19 related absence we had one week of Garden waste that could not be collected as such we reacted to move all collection forwards one week to ensure these properties still got a collection. Garden waste was also collected free of charge for those residents that previously subscribed following the end of last year's paid for scheme.

In August we brought back the Garden Waste to be fortnightly and the new chargeable scheme has opened for residents to sign up for again.

It is hoped as lockdown now eases and we have fortnightly garden waste back in operation we will start to see household residual tonnages dropping allowing operatives to be released back onto their normal duties. As of week commencing the 21 September 2020 we will be restarting the Bulky Waste service this will be limited to 5 items and 30 collections per day, the collections will be done on the same day as your black bin so one half of the City will be collected one week and the other half the next week.

## **Street Care and Grounds Maintenance**



Street Care and Grounds Maintenance has operated a normal service throughout Covid-19 they have ensured the grass has continued to be cut, trees maintained, litter bins emptied, and the streets cleaned.

We worked closely with the City Centre team when shops started to reopen to put additional measures in place in the city centre with bench, bin and cycle rack washing, sanitiser dispensers and a daily presence from the Hot Wash to keep the City Centre looking safe, clean and presentable.

Play areas were shut due to lockdown, when the Government announced they could reopen in July officers worked with Aragon and arranged for Central Park to open first as they have a full-time gardener on site that could react to any issues that arose. Following this we worked closely with Public Health to look at the current rate of infection within the City to see when it would be safe to open the remaining play areas. As of week commencing the 17<sup>th</sup> of August Aragon are planning for all 150 play areas to be opened for use with measures put in place including clear signage on how they should be used safely.

Fly tipping has been on the increase throughout lockdown and following lockdown easing, Aragon have however been keeping to their KPI's and removing non-hazardous in 48 hours and hazardous within 24 hours of it being reported to them. It was hoped following the reopening of the HRC that we would see a reduction in fly tipping but to date this has not been the case, we continue to work closely with the PES team to take evidence from fly tips where possible. The following tables shows the amounts of fly tipping removed since March 2020

<b>Month</b>	<b>Fly tips</b>
March	616
April	764
May	833
June	835
July	950
August	777

### **Building Cleaning**

The Building Cleaning Team have reacted well to ensure PCC have sufficient supplies of hand sanitiser and antibacterial wipes for the offices that are open, they also implemented a cleaning regime using a Virucidal cleaning product daily.

Support was given to the Rough Sleeper team to arrange cleaning of the Hotels that were used during lockdown and deep cleans for any suspected cases of Covid-19 within PCC buildings.

### **Home to School Transport**

Due to the closure of several schools the Home to School Transport team had a minimal service, those schools that had Key Worker children attending were still provided with transport but this meant that the coaches were not being utilised to typical levels.

Aragon working with PCC were informed that a local employment agency that was transporting workers to food production factories were struggling with social distancing within their coaches. Aragon offered their coaches to be used to help eliminate these issues and safely transport the workers to and from the factories.

### **Property Maintenance**

The PCC estate has been managed throughout with Statutory Testing being conducted and work to make offices Covid-19 secure carried out. Where buildings have been reopened following a period of closure all relevant checks have been carried out to ensure they are safe to be occupied.

## **Waste Treatment.**

As mentioned above there has been a noticeable rise in the amount of waste and recycling materials collected from households through the Green and Black bin and food caddy services. For the period of January to July 2020 there has been an increase of just under 9% in the total amount of material collected from the kerbside across all material types. Current kerbside collected material recycling rates compared to this point last financial year are shown below.

January 2019 – July 2019 = 41.73% Recycled/Composted  
January 2020 – July 2020 = 40.04% Recycled/Composted

The main element in the minor reduction in kerbside performance is from the reduced frequency of the garden waste collection service, which as mentioned above was required to support the core collections in line with government advice. Although waste was up the amount of recycling and food waste was also increased with the percentage split across the collections remaining like that experienced before the Covid-19 situation arose.

These increased volumes have had the effect of increasing expenditure on waste treatment, as one might expect, however the most recent data available indicates that these elevated levels have lessened, and we will continue to monitor the impact of returning to fortnightly garden waste collections.

## **Recycling Improvement - Education and Awareness Raising.**

During the extended period of restrictions and increased home working there has been an increase in the amount of materials collected through the kerbside service, both recycling, food and residual wastes. However there have been several incidents of loads of Dry Mixed Recycling (DMR) being rejected by the Materials Recycling Facility (MRF) contractor. To date 3 bulk carrying vehicles have been rejected and the material sent for landfill, this equates to approximately 45 tonnes of materials that could have been processed for recycling.

Officers are working closely with Aragon to improve inspection and monitoring both during the collection process and the handling of the material when it arrives at the transfer station in Peterborough before being loaded onto vehicles for transfer to the MRF. In doing so the aim is to minimise the chance of poor quality material being sent for processing as well as identifying the areas of the collection rounds where the material is being collected so education and enforcement action can be directed to where it is most effective.

Officers are working with Aragon and Viridor on the development of education and awareness raising tools that can be used remotely so we will be able to engage with schools and interested groups whilst social distancing measures remain the norm and preclude physical visits to the ERF and roadshow events.

## **Fengate HRC.**

Waste and recycling through the HRC has been more complicated to assess on a year to year basis as the site had been closed for a period, so we had to break the numbers down to an analysis of material per day the site was open. April was closed, but total material was up over 7% in May and over 36% in June.

The HRC has seen overall material, both residual wastes and recycling materials, up by on average over 18% per day open for the first quarter ending June 2020. June was the peak month so far with recycling and green waste up by 31% and residual waste up by over 50% in the month when compared to the same period a year ago.

The HRC is seeing a strong increase in the volumes/weights of materials associated with DIY, so rubble and hardcore, wood and metals, with a lower than one might expect volume of cardboard and similar packaging materials arising from home deliveries of good. Materials like

this are mainly captured by the kerbside service.

The Council and its contractor FCC have followed both the latest National Guidance specifically on the management of such facilities in the light of the Covid-19 situation, both that produced by the government and industry experts. Of note is the fact that FCC operate a significant number of these facilities and bring that experience and learning to Peterborough.

The Public Health team for Peterborough have been and continue to be involved in the management of the facility through the development and evolution of procedures and issuance of guidance taking account of the specific needs of Peterborough and the continually changing situation locally.

New signs have been installed including new floor stickers reminding people of the 2-metre Social Distancing rule as well as two number larger signs reiterating the need to remain vigilant and maintain social distancing also highlighting that visitors may be asked to leave if they fail to comply.

Additional staff members have been employed, initially on a temporary basis, specifically to increase the presence and guidance available on the top deck where parking and skip access is located as well as to manage the traffic entering the facility. Alternate parking bays have been closed off to improve the distance site users can maintain and this has led to reduced capacity that has necessitated the above-mentioned staffing increases and traffic management measures.

### **RECAP Fly Tipping Group**

SCRAP It Fly Tipping Campaign in conjunction with the Recycling for Cambridgeshire and Peterborough (RECAP) Partnership continues to work together on sharing intelligence and best practice in the fight against fly tipping. The Covid-19 situation has curtailed much of the practical aspect of the project however the project is continuing to deliver and move forward. The PES team are currently investigating several fly tipping incidents which occurred since the start of lock down - 58 in total, we are also looking at how we can start PACE interview again in line with guidance.

The special CCTV cameras have been purchased but limited opportunity to use them considering the pandemic and associated issues. The situation has allowed works to be undertaken to explore opportunities with neighbouring councils on sharing different technologies for locations and incidents to bring the best equipment to bear as required.

### **Resources and Waste Strategy – RECAP**

A project is being undertaken across the RECAP Authorities (Cambridgeshire County Council and its constituent District Councils and Peterborough City Council), to develop proposals for waste and recycling collection to allow partners to move services towards ways of working that will align with the developing government Resources and Waste Strategy.

The Covid-19 situation has directed significant efforts across the partnership to meeting the operational challenges that have arisen and as such progress locally, and nationally on the wider strategy consultations, has understandably been quite limited.

However, members of the partnership have been able to continue to participate in the preparatory works being undertaken by local authority and industry groups through developmental workshops as the second round of government consultation is developed. The second round of consultation is expected to be released in spring 2021 and the partnership is gearing itself up to participate actively in this process.

## **5. CONSULTATION**

### **5.1 Consultation through the Growth, Environment and Resources Scrutiny Committee.**

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

- 6.1 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.

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

- 7.1 To allow scrutiny of work undertaken by the Place and Economy Directorate in light of the Covid-19 Pandemic.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 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 was important to allow clear and transparent scrutiny of these front-line services.

## **9. IMPLICATIONS**

### **Financial Implications**

- 9.1 The budgetary control report for August includes the following forecast variances covering the period April 2020 to March 2021, resulting from Covid-19:

- £0.3m Development Management (reduced Planning Fee, Building Control and staffing income);
- £1.1m Waste and Recycling and Aragon Services (reduced Electricity income from Energy Recovery facility, reduced Garden and Bulky Waste collection fee income, and additional costs for Covid-secure measures such as at Nursery Lane and the Household Recycling Centre);

These costs are partially covered by £13m of additional un-ring-fenced grant funding from Government, which is also supporting other Covid-19 related costs across the Council, resulting in a current funding gap of £12.3m attributable to Covid-19.

The Active Travel costs referred to in the report are separately funded by ring-fenced grant.

Applications for further grant funding are pending, specifically in relation to rough sleeper costs and loss of income.

### **Legal Implications**

- 9.2 This report is to give an overview / progress update for Place and Economy during the Covid-19 outbreak as such there are no direct legal implications. As regards specific projects, legal advice has been sought on a case by case basis.

### **Equalities Implications**

- 9.3 This report is to give an overview / progress update for Place and Economy during the Covid-19 outbreak as such there are no anticipated equality implications.

### **Rural Implications**

- 9.4 The Emergency Active Travel funding detailed in the Active Travel section of this report has been allocated to areas of the city where there is a high propensity to cycle and as such does not propose any schemes in rural areas of the city. However, the Council has allocated funding to make significant improvements to the Green Wheel Cycle Network and more detailed plans for this work will come forward in due course.

### **Carbon Impact Assessment**

9.5 No impact - This report is an update report. Committee Members are not being asked to make any decisions or recommendations as a result of this report.

**10. BACKGROUND DOCUMENTS**

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

10.1 None

**11. APPENDICES**

11.1 None

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<b>GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 8
<b>28 SEPTEMBER 2020</b>	<b>PUBLIC REPORT</b>

Report of:	Steve Cox, Executive Director; Place & Economy, Cambridgeshire and Peterborough	
Cabinet Member(s) responsible:	Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments	
Contact Officer(s):	Charlotte Palmer - Group Manager, Transport and Environment	01733 453538

**REVIEW – TASK AND FINISH GROUP TO INFORM THE DEVELOPMENT OF AN AIR QUALITY AMBITION STATEMENT ACTION PLAN**

R E C O M M E N D A T I O N S	
<b>FROM:</b> Steve Cox, Executive Director; Place & Economy, Cambridgeshire and Peterborough	<b>Deadline date:</b> N/A
<p>It is recommended that Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> <li>1. Review and comment on the report.</li> </ol>	

**1. ORIGIN OF REPORT**

1.1 At Annual Council on 21 May 2018, Cllr John Holdich OBE, Leader of the Council requested that a cross-party scrutiny Task and Finish Group be established to inform the development of the Council’s air quality ambitions and make recommendations for specific actions that should be taken by the Council and partners to achieve such ambitions. The Group was established by the Growth, Environment and Resources Scrutiny Committee on 5 September 2018. The recommendations of the Group were endorsed by this Committee on 8 January 2020 and subsequently approved by Cabinet at a meeting on 13 January 2020, tasking officers with delivering them. This report provides an update detailing progress made to date.

**2. PURPOSE AND REASON FOR REPORT**

2.1 This report provides an opportunity for the Committee to review progress and ask questions of relevant officers.

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

3. Environmental Capital;

2.3 The outcome of this work has the potential to directly and indirectly support all of the Council’s corporate priorities.

2.4 The recommendations referred to in this report are designed to improve air quality across the city which will therefore also have a corresponding benefit for children in care.

### 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 At Annual Council on 21 May 2018, Cllr John Holdich OBE, Leader of the Council requested that a cross-party scrutiny Task and Finish Group be established to inform the development of the Council's air quality ambitions and make recommendations for specific actions that should be taken by the Council and partners to achieve such ambitions. Subsequently Cabinet, at a meeting on 13 January 2020, agreed to endorse the recommendations made by this Group and tasked officers with delivering them. This report provides an update detailing progress made to date.

4.2 **Recommendation 1: Work with the Cambridgeshire and Peterborough Combined Authority (CPCA) to encourage them to use their Passenger Transport Powers to secure air quality benefits. This should include: supporting the Council and Stagecoach to relocate the bus depot; improve vehicles to reduce emissions from the fleet; ensure the lowest emission vehicles only are used in areas of poorer air quality; and, encourage young people to use public transport.**

All aspects of this recommendation have been significantly impacted by the Covid-19 pandemic. Since the lockdown measures were introduced there has been significant pressure on commercial bus operators and understandably their focus has been on delivering their local operations to the best of their ability. As the country comes out of lockdown discussions are taking place between the Council, the CPCA and local operators to discuss how patronage may be increased but social distancing measures continue to make this challenging. Early discussions have taken place with the Council, the CPCA and Stagecoach to discuss the requirements for a new site and potential locations. However, these discussions have stalled recently due to the impacts of the pandemic. Officers will continue to progress this item of work in due course.

The CPCA continue to undertake work in relation to a bus reform project that commenced in 2019. Its aim, in line with the Local Transport Plan, is to look at different ways in which bus services can be drawn together into a well-functioning integrated transport network. The project is led by the Mayor, who chairs a Bus Reform Task Force. This is supported by an officer team which brings together officers the Council and the Combined Authority.

As a result of initial work, four options were identified: Deregulated bus services – the current structure for bus services; Advanced Quality Partnership Scheme (AQPS); Enhanced Partnership (EP); Franchising. The different options were assessed, and a public consultation exercise was held between September and December 2019. Over 5,000 people participated either face to face or on line, with statistically significant numbers of bus users and non-users across the two larger cities and four districts. A Vision for Buses was devised to capture these views about the status quo and to develop a vision of what the public want for the future. Work is now underway to produce an Outline Business Case (OBC) which involves gathering data, assessing, and considering what the implications of an enhanced bus network are. This is due to be produced later this year. Each part of the appraisal process needs to differentiate between the different options and consider any complimentary measures such as parking policies or land use changes. However, whilst this work continues, the impact of the Covid-19 pandemic and government messages to avoid using public transport, have severely reduced ridership. The fiscal sustainability of any concept of new bus service networks therefore faces significant challenge in an audit, which is due to take place later this year.

The Mayor has discussed the Combined Authority's bus reform proposals with the Minister of State for Transport and agreed that we should seek to coordinate plans with the work DfT have under way to prepare a new National Bus Strategy. Officers of the Combined Authority are meeting senior officers at the Department for Transport for discussions about how to achieve that. In the meantime,



the Combined Authority are keen to trial new models of service, which may include both Demand Responsive Transport and more conventional services, in response to the changes in market conditions to inform reform proposals. The details of those trials, as they emerge, will be shared accordingly.

**4.3 Recommendation 2: Undertake a parking review with the aim of discouraging single occupancy car travel and prioritising Ultra Low Emission Vehicles.**

A study into long term demand for car parking provision in the city has been commissioned by the Council jointly with the Peterborough Investment Partnership. The study is being managed by Royal Haskoning and will also explore issues including the need for electric vehicle charging points and the use of car parks as distribution hubs for a future in which autonomous vehicles may play an increasing role in urban mobility. The study is expected to conclude in October 2020.

**4.4 Recommendation 3: Increase the activities undertaken to encourage residents to opt for active modes of transport including robust evaluation and monitoring.**

The Council has received additional funding from the CPCA as part of the Department for Transport's Emergency Active Travel fund. This has allowed a number of measures to be brought forward. For example, the Council have offered all schools across the city the opportunity to undertake a School Streets project. To date Expressions of Interest have been received from 12 schools and the first scheme has now commenced at Lime Academy in Parnwell. School Streets involves closing the road outside a school to encourage walking, cycling, scooting or park and stride with careful monitoring undertaken to assess the overall impact. In order to implement schemes of this nature an Order under the Road Traffic Regulation Act 1984 is required to allow roads to be closed and consultation is required to be undertaken with relevant stakeholders. Whilst this funding has not, to date, enabled the Council to increase the overall FTE in the Travelchoice Team discussions are continuing. A meeting with the Mayor and Leader of the Council is scheduled to take place in late September to identify how this work can be developed further over the coming months.

At this stage work has not been undertaken to identify the feasibility of introducing a workplace parking levy due to the impact of the Covid-19 pandemic. Monitoring of traffic data across the city shows that traffic patterns have not returned to pre-covid levels and more work is required over the next 6-18 months to understand more about the impact such a levy might have.

**4.5 Recommendation 4: Identify the feasibility of introducing a new policy to ensure that all taxi and private hire vehicles use alternative low emissions fuels only by 2030.**

The Licensing team can take actions, such as restricting the number of newly licensed diesel/petrol vehicles in the coming years and incentivising vehicle proprietors to licence Low Emission Vehicle's (LEV's) or Ultra Low Emissions Vehicle's (ULEV's)\*, with a particular emphasis on the latter.

Since the 1<sup>st</sup> January 2020, 78 new private hire vehicles (PHV) were licensed for the first time by Peterborough City Council. These vehicles were all under 6 years old with mileage restrictions in place. Approximately 25% of these were either hybrid or electric vehicles, but all fall into the LEV category with the exception of one ULEV.

<b>Diesel</b>	<b>Petrol</b>	<b>Hybrid/Electric</b>
56	3	19
2 x Euro 6 compliant	1 x Euro 6 Compliant	1 x ULEV (18x LEV)

Since the 1<sup>st</sup> January 2020, 5 Hackney carriage vehicles (HCV) were licensed for the first time by Peterborough City Council. These vehicles were all 3 years or newer.

Diesel	Petrol	Hybrid/Electric
4	0	1
2 x Euro 6 compliant	0	1 x ULEV

### **Vehicles options – Hackney, People Carriers, Wheelchair Accessible Vehicles (WAVs)**

The current market for vehicle options that meet ULEV standards is very small. There is a much wider number of LEV's available with vehicles such as the older Prius' falling into the LEV category. There is a distinct lack of larger vehicles, such as those used by passenger transport and a concerning absence entirely of PHV wheelchair accessible vehicles. It may be therefore necessary to consider LEV's as an acceptable option until more WAVs are available on the market.

The Council's current policy for PHV's and HCV's imposes both age and mileage restrictions. This policy will need to be reviewed to ensure that drivers are actively seeking to licence ULEVs before it becomes compulsory and to ensure that older, higher polluting vehicles are leaving the trade in a timely manner. HCV's can be licensed up to 15 years old and PHV up to 10 years old. A tiered age restriction may be necessary to allow the trade to licence diesel/petrol engines but with a lower life span compared to LEV or ULEV until the motor industry produces a wider range of vehicles, especially PHV compatible WAVs. Some local authorities, such as Leeds and Oxford have successfully implemented this approach.

There are potential challenges to a full ULEV fleet in respect to HCV and PHV licensing which must be considered with any future policy changes, mainly;

- Limited HCV specific vehicles on the market - two
- Currently there are only 2 WAV vehicles on the market and both are HCV so could not be driven by PHD's
- Initial cost of vehicles even with government grant
- Limited public charging access
- Limited mileage range

Further research and engagement with vehicle owners and operators is required to ensure they are prepared for any future changes. The Council's policy will be subject to a full public consultation and ratification by the licensing committee and full council and we are currently in the process of preparing this revision to the policy.

#### **4.6 Recommendation 5: Work in partnership with the Cambridgeshire and Peterborough Combined Authority (CPCA) to develop a Mass Rapid Transit (MRT) proposal for the city.**

A Council have commissioned and completed a Mass Rapid Transit study, funded by the CPCA. The CPCA are now in the process of identifying if and how elements of this study can be taken forward in line with the work they are undertaking on bus reform and the Cambridgeshire Autonomous Metro. This meeting is due to take place in late September.

#### **4.7 Recommendation 6: Support local businesses to make the investment necessary to encourage the transition to active modes of travel and alternatively fuelled vehicles.**

The Council's Travelchoice team, funded by the CPCA, are working with 15 businesses across the city to encourage staff and visitors to travel to and from their premises more sustainably. Clearly the Covid-19 pandemic has had a significant impact on how individuals undertake their employment with a substantial proportion of office workers, including council officers, still undertaking their roles from home, therefore reducing the need to travel. It is difficult, if not impossible at this stage, to predict how this situation will develop in the future but the Council are actively undertaking measures, supported by the Governments Emergency Active Travel Funding to introduce measures to encourage the use of active travel.

In addition, officers are supporting 3 local businesses to apply for Business Grants which will allow

them to install measures to encourage active travel.

**4.8 Recommendation 7: Identify opportunities to install or maximise the benefits of green infrastructure to provide barriers between people and emissions.**

No new schemes have been developed since this recommendation was made where this has been deemed to be appropriate. However, this is a regular agenda item at the Highway Services Project Board meeting to ensure any future opportunities are not overlooked. The Council is not yet in a position to review LP29 (Local Planning Policy) (Trees and Woodland) but will do so as part of the next iteration of the Local Plan.

**4.9 Recommendation 8: Explore opportunities to for further pedestrianisation in all future public realm works.**

No new public realm schemes have been developed since this recommendation was made however this is a regular agenda item at the Highway Services Project Board meeting to ensure any future opportunities are not overlooked.

**4.10 Recommendation 9: Work in partnership with Fenland District Council to evidence the basis for revocation of AQMA No1.**

A joint Peterborough City Council (PCC), Fenland District Council (FDC), Environment Agency and Forterra meeting was held on 17 March 2020, during which Forterra agreed to commission modelling and the process for reviewing monitoring data and modelling stack emissions for this AQMA was agreed.

Similar to previous modelling studies the proposed modelling will consider the impact of sulphur dioxide at relevant locations in Whittlesey and within Peterborough City Council's authority area. The study will focus on the 5-year operation period (2015-2019) of the kilns at Kings Dyke Brickworks (Saxon Brickworks is no longer operational) and compare this with monitoring data from the Bradley Fen and Saxon air quality monitoring stations (AQMS). The modelling will also include additional scenarios to assess the impact of future emissions, and a sensitivity analysis to determine the uncertainty in predicting exceedances of the 15-minute air quality objective. This modelling will only consider the impact of SO<sub>2</sub> emissions as the key pollutant emitted from the brickworks stack, with odour emissions (not part of the AQMA) considered in a separate study.

The modelling and report will serve two purposes. It will provide evidence to PCC and FDC to consider revocation of the AQMA's, as well as providing information to the Environment Agency required by the site's permit. Due to Covid-19 progress on this has been hampered. Forterra closed during the main coronavirus lock-down period and kiln three was not back in operation until the end of July 2020. Further updates to be provided as and when work progresses.

## **5. CONSULTATION**

5.1 No consultation has been necessary in order to prepare this progress report.

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

6.1 It is anticipated that members of the Committee review and comment on this report.

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

7.1 This report provides a report on progress that officers have been able to make against each of the recommendations accepted by Cabinet on 13 January 2020.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 Officers considered an alternative option, to delay preparing a progress report, due to the impact of the Covid-19 pandemic which has inevitably delayed progress. However, it was determined that although only limited progress has been made it would prove useful to provide an update.

## **9. IMPLICATIONS**

### **Financial Implications**

- 9.1 There are no financial implications associated with this report.

### **Legal Implications**

- 9.2 There are no legal implications associated with this report.

### **Equalities Implications**

- 9.3 There are no equalities implications associated with this report.

### **Rural Implications**

- 9.4 There are no rural implications associated with this report.

### **Carbon Impact Assessment**

- 9.5 There are no carbon/environmental implications associated with this report because it is an update on progress and nothing will directly change as a result.

## **10. BACKGROUND DOCUMENTS**

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

- 10.1 Report of the Task and Finish Group to Inform the Development of an Air Quality Ambition Statement and Action Plan:  
<https://democracy.peterborough.gov.uk/documents/s40744/Item%204%20-%20Air%20Quality%20Task%20and%20Finish%20Group.pdf>

## **11. APPENDICES**

- 11.1 None

<b>GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 9
<b>28 SEPTEMBER 2020</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Farooq, Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	Israr Ahmed, Lawyer	452326

**SUSPENSION OF AFFIXING COUNCIL SEAL TO LEGAL DOCUMENTATION**

R E C O M M E N D A T I O N S	
<b>FROM:</b> Fiona McMillan, Director of Law and Governance and Monitoring Officer	<b>Deadline date:</b> N/A
It is recommended that the Growth, Environment and Resources Scrutiny Committee note the decision taken by the Chief Executive under Part 4, Section 4.6.1 of the constitution as set out in this report.	

**1. ORIGIN OF REPORT**

- 1.1 This report is submitted to the Growth, Environment and Resources Scrutiny Committee following referral from the Monitoring Officer.

**2. PURPOSE AND REASON FOR REPORT**

- 2.1 The purpose of this report is for the Growth, Environment and Resources Scrutiny Committee note the decision taken by the Chief Executive under Part 4, Section 4.6.1 of the constitution, which permits the Chief Executive to undertake emergency action as follows;

*6.1 When the Chief Executive feels that circumstances make it necessary for the Council to take urgent action which would not otherwise be in accordance with the Constitution the Chief Executive is deemed to have delegated authority for this purpose, in consultation with the Leader and the Chairman of the relevant Scrutiny Committee.*

*6.2 A report on this action, and why it was necessary will be made to the next meeting of the Cabinet and the relevant Scrutiny Committee*

The Council' s constitution contains the following provisions in relation to the Council's seal:

**Article 12.5 – Finance, Contracts and Legal Matters**

*The Monitoring Officer will keep the Council's Common Seal (our official seal) in a safe place. A decision made by the Council, or any part of it, gives authority for any document to be marked with the Common Seal and so take effect. The Common Seal will be placed on documents which, in the opinion of the Monitoring Officer, should be sealed. When the Common Seal is placed on*

*a document it will be witnessed and signed by the Monitoring Officer or some other person authorised by him or her.*

#### **Part 4 – Standing Orders – Section 4.3 – Sealing Documents**

*3.1 The Council will not attach its common seal to any document unless the sealing has been authorised in accordance with this Constitution*

*3.2 The following person or people will attach the seal:*

*(a) the Chief Executive, the Corporate Director Resources, the Director of Law and Governance or any lawyer authorised by him or her;*

*(b) the Mayor, the Deputy Mayor or another Member, together with the Chief Executive or the Director of Law and Governance or any lawyer authorised by him or her*

#### **Part 4 – Standing Orders – Section 4.4 – Authority to Sign Documents**

*4.1 The Chief Executive, the Corporate Director Resources, the Director of Law and Governance or any lawyer authorised by him/her can sign on behalf of the Council:*

*(a) any contract (without the seal); and*

*(b) any document which that officer considers is proper and necessary to give effect to a resolution;*

*as long as nothing in this paragraph prevents any other person from being authorised to sign the document, where this Constitution allows.*

#### **Part 4 – Standing Orders – Section 10.2.D.47 – Contract Rules**

*...Contracts between £50,000 and £100,000 need to be signed by an Authorised Signatory or sealed in the presence of an Authorised Signatory. All contracts over £100,000 must be sealed in the presence of an Authorised Signatory.*

#### **Part 4 – Standing Orders – Section 10.2.E.14 – Contract Rules – Contracts above EU values**

*All contracts above £100,000 must be sealed in the presence of an Authorised Signatory and, once sealed, will be retained by Legal Services within the Deeds Room.*

Under the Contract Rules, there is a requirement for all contracts over £100k to be sealed. Once a contract is ready to be signed, the seal is physically placed on the document by an officer. In light of COVID-19 and the practical impact of the difficulties in arranging for an authorised signatory to physically sign documents under seal, it makes sense that for an interim period and where legally possible, there is an attempt to limit the requirement for documents to be affixed with the Council's seal.

The legal team is required to complete legal documentation on a regular basis. The decision seeks to suspend this requirement until further notice.

Local Authorities usually execute contract documentation by a deed, however there is no legal requirement to do so. Documents will be executed as simple contracts where possible and enable an electronic signature of the authorised signatory to be inserted.

However, there are some documents that will still be required to be executed as a deed by affixing the Council's seal where;

1. There is no consideration; or

2. The original document was executed as a deed and a variation is required to that document;  
or

3. In the professional judgement of the legal officer the document is required to be executed as a deed; or

4. Where statute requires the following transactions to be made by deed:

1. Various arrangements relating to property, including conveyances of land or interests in land and mortgages, and instruments under the Land Registration Act 2002;
2. Powers of attorney;
3. Powers of appointment;
4. Certain actions under the Trustee Act 1925;
5. Certain ecclesiastical matters (church);
6. Other transactions such as leases under the Settled Land Act 1925;
7. A conveyance of an “incorporeal hereditament” such as a rent issuing out of land;
8. A grant of a right to enter land and remain there; and
9. An express release of certain rights.

2.2 This report is for Growth, Environment and Resources Scrutiny Committee to consider as set out in Part 4, Section 4.6.1 of the Council’s constitution.

3. **TIMESCALES** *[If this is not a Major Policy item, answer **NO** and delete the second line of boxes.]*

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

4.1 As set out in section 2.1 of this report.

**5. CONSULTATION**

5.1 The Leader and Chair of the Growth and Resources Scrutiny Committee have been consulted on the proposed action and are agreeable to this.

**6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 The suspension of the requirement for contracts over £100,000 to be affixed with the Council’s seal until further notice.

**7. REASON FOR THE RECOMMENDATION**

7.1 To ensure that the Council’s resources are used in an effective and efficient manner, together with maintaining the health and safety of employees in relation to the current circumstances relating to COVID-19.

**8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 Not to make the amendment – This was discounted on the basis of the practical difficulties that may occur following government requirement for officers to work from home.

**9. IMPLICATIONS**

**Financial Implications**

9.1 There are none.

**Legal Implications**

9.2 There are none.

**Equalities Implications**

9.3 There are none.

**Rural Implications**

9.4 There are none.

**Carbon Impact Assessment**

9.5 There are none.

**10. BACKGROUND DOCUMENTS**

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

10.1 Council Standing Orders, Part 4.

**11. APPENDICES**

11.1 None.



<b>GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 10
<b>28 SEPTEMBER 2020</b>	<b>PUBLIC REPORT</b>

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

**REVIEW OF 2019/2020 AND WORK PROGRAMME FOR 2020/2021**

R E C O M M E N D A T I O N S	
<b>FROM:</b> Director of Law and Governance	<b>Deadline date:</b> N/A
<p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> <li>1. Considers items presented to the Growth, Environment and Resources Scrutiny Committee during 2019/20 and makes recommendations on the future monitoring of these items where necessary.</li> <li>2. Determines its priorities and approves the draft work programme for 2020/2021 attached at Appendix 1.</li> <li>3. Notes the Recommendations Monitoring Report attached at Appendix 2 and considers if further monitoring of the recommendations made during the 2019/2020 municipal year is required.</li> <li>4. Notes the Terms of Reference for this Committee as set out in Part 3, Section 4, Overview and Scrutiny Functions and in particular paragraph 2.1 item 4, Growth, Environment and Resources Scrutiny Committee and paragraph 3.8 Flood Risk Management as attached at Appendix 3.</li> </ol>	

**1. ORIGIN OF REPORT**

1.1 The report is presented to the Committee on behalf of the Director of Law and Governance.

**2. PURPOSE AND REASON FOR REPORT**

2.1 To provide the committee with a review of the work undertaken during 2019/20 by the Growth, Environment and Resources Scrutiny and to consider if further monitoring of these items is required.

To determine the committee's priorities and approve the draft work programme for 2020/2021 attached at Appendix 1.

To note the recommendations made last year attached at Appendix 2 and consider if further monitoring is required.

To note the Terms of Reference for this Committee attached at Appendix 3.

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, paragraphs 2.1, and paragraph 3, Specific Role of Overview and Scrutiny, sub paragraphs 3.1, 3.2, 3.3 and 3.8.

### 3. **TIMESCALES**

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

4.1 The Growth, Environment and Resources Scrutiny Committee was established by Council at its Annual meeting on 12 October 2016.

4.2 During 2019/20 the Growth, Environment and Resources Scrutiny committee scrutinised the following items:

#### **Information / Update**

- Co-opted Member report
- Review of 2018/19 and Work Programme for 2019/2020
- Meeting Start Time report
- Libraries Future Model – Civic Programme

#### **Monitoring / Calling to Account**

- Monitoring Scrutiny Recommendations
- Forward Plan of Executive Decisions
- Verge Parking Policy Update
- Coroner Service Update Report
- Skanska Annual Report 2018/19
- Portfolio Progress Report: Cabinet Member for Strategic Planning and Commercial Strategy and Investments
- Serco Annual Report 2018/19
- Portfolio Progress Report: Cabinet Member for Finance
- Portfolio Progress Report; Cabinet Member for Waste, Street Scene and the Environment
- Vivacity Annual Report
- NPS Peterborough Limited 2018-19
- Report of the Task and Finish Group to Review Fly Tipping and Waste Policy – Phase 2
- Six monthly review – Outcomes of Task and Finish Group to Review Fly-tipping and Waste Management
- Report of the Task and Finish Group to Inform the Development of an Air Quality Ambition Statement and Action Plan

#### **Policy / Plans / Consultation**

- Peterborough City Council's Submission to the Combined Authority's Local Transport Plan Consultation

### 4.3 **Call-In**

None

### 4.4 **Task & Finish Groups**

- Task and Finish Group to Review Fly Tipping and Waste Policy - Completed July 2019

- Task and Finish Group to Inform the Development of an Air Quality Ambition Statement and Action Plan - Completed January 2020

## **Joint Committees**

- 4.5
- Joint Scrutiny of the Budget - 18 December 2019
  - Joint Scrutiny of the Budget – 12 February 2020

## **4.6 Recommendations Made**

A list of any recommendations made during the year are attached at Appendix 2 for consideration.

## **5. WORK PROGRAMME 2020/2021**

5.1 The Committee is asked to consider the work undertaken during 2019-2020 and make recommendations on the future monitoring of any of these items where necessary.

5.2 In preparing a work programme for 2020-2021, the Committee is requested to consider its functions as set out in the terms of reference attached at Appendix 3 - Part 3, Section 4, Overview and Scrutiny Functions and Terms of Reference, paragraph 2.1 section 3.

5.3 A draft work programme which shows the items identified for scrutiny at a Group Representatives meeting held on 30 July 2020 is attached at Appendix 1 for consideration and approval.

## **6. CONSULTATION**

6.1 None.

## **7. REASON FOR THE RECOMMENDATIONS**

7.1 To ensure the Scrutiny Committee fulfils the requirements as set out in the terms of reference attached at Appendix 3.

## **8. IMPLICATIONS**

### **Financial Implications**

8.1 None.

### **Legal Implications**

8.2 A review of last year's priorities, acting upon lessons learnt and continuous improvement and approval of the coming year's Scrutiny priorities providing a planned and focussed approach to the work of Scrutiny, is in keeping with good governance.

### **Equalities Implications**

8.3 None.

### **Rural Implications**

8.4 None.

## **9. BACKGROUND DOCUMENTS**

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

9.1 Minutes of the meetings of the Growth, Environment and Resources Scrutiny Committee held on 10 July 2019, 4 September 2019, 8 January 2020, and 11 March 2020.

**10. APPENDICES**

10.1 Appendix 1 – Draft Work Programme 2020/2021  
Appendix 2 – Recommendations made during 2019/2020  
Appendix 3 – Part 3, Section 4 – Overview and Scrutiny Functions

**Draft Growth, Environment and Resources Scrutiny Committee Work Programme 2020/2021**

Updated: 18 September 2020

Meeting Date	Item	Indicative Timings	Comments
<p><b>28 SEPTEMBER 2020</b>  <i>Draft Report 9 September</i>  <i>Final Report 16 September</i></p>	<p><b>Co-opted Member Report</b>                      To agree to the appointment of co-opted members to the committee for the municipal year 2019/2020</p> <p><b>Contact Officer: David Beauchamp, Democratic Services Officer</b></p>		
	<p><b>COVID-19 Response and Recovery</b>                      This report updates the Committee on the work undertaken by Place and Economy in response to the Covid-19 crisis and the impact of the crisis on services.</p> <p><b>Contact Officer – Steve Cox</b></p>		
	<p><b>Review – Task and Finish Group to Inform the Development of an Air Quality Ambition Statement Action Plan</b>                      This report provides an opportunity for the Committee to review progress on the outcomes of the Task and Finish Group.</p> <p><b>Contact Officer: Charlotte Palmer</b></p>		
	<p><b>Opportunity Peterborough</b>                      This report provides an update on the activities and achievements of Opportunity Peterborough; to provide an overview of the opportunities and challenges that face the company in the very near future; and to provide information to the Committee for its consideration regarding the continued funding of the company.</p>		

	<b>Contact Officer: Tom Hennessy</b>		
	<p><b>Suspension of Affixing Council Seal Legal Documentation</b></p> <p>The purpose of this report is for the Growth, Environment and Resources Scrutiny Committee note the decision taken by the Chief Executive under Part 4, Section 4.6.1 of the constitution, which permits the Chief Executive to undertake emergency action.</p> <p><b>Contact Officer: Israr Ahmed</b></p>		
	<p><b>Review Of 2019/2020 And Work Programme For 2020/2021</b></p> <p>To review the work undertaken during 2019/20 and to consider the work programme of the Committee for 2020/2021</p> <p><b>Contact Officer: Paulina Ford, Democratic Services Officer</b></p>		
	<p><b>Forward Plan of Executive Decisions</b></p> <p>That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p><b>Contact Officer: David Beauchamp, Democratic Services Officer</b></p>		
<p><b>10 NOVEMBER 2020</b>  <i>Draft Report 22 October</i>  <i>Final Report 29 October</i></p>	<p><b>Opportunity Peterborough Draft Business Plan 2021</b></p> <p><b>Contact Officer: Tom Hennessy</b></p>		

	<p><b>Portfolio Progress Report for the Cabinet Member for Waste, Street Scene and Environment to include update on climate change working group</b></p> <p><b>Contact Officer: James Collingridge / Charlotte Palmer / Steve Cox</b></p>		
	<p><b>Monitoring Scrutiny Recommendations</b> To monitor progress made on recommendations made at the previous meeting.</p> <p><b>Contact Officer: David Beauchamp, Democratic Services Officer</b></p>		
	<p><b>Forward Plan of Executive Decisions</b> That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p><b>Contact Officer: David Beauchamp, Democratic Services Officer</b></p>		
	<p><b>Work Programme 2020/2021</b> To consider the Work Programme for 2020/2021</p> <p><b>Contact Officer: David Beauchamp, Democratic Services Officer</b></p>		
<p><b>11 NOVEMBER 2020</b> Joint Scrutiny of the Budget Meeting</p>	<p><b>Medium Term Financial Strategy 2021/22 to 2023/24 -</b></p> <p><b>Contact Officer: Peter Carpenter</b></p>		

<b>13 JANUARY 2021</b> <i>Draft Report 16 December</i> <i>Final Report 23 December</i>	<b>Update on Culture and Leisure Services</b>  <b>Contact Officer: Adrian Chapman</b>		
	<b>Portfolio Progress Report for the Cabinet Member for Strategic Planning and Commercial Strategy and Investments including Peterborough Highway Services Annual Report / Skanska and NPS Annual Report</b>  <b>Contact Officer: Steve Cox</b>		
	<b>Monitoring Scrutiny Recommendations</b> To monitor progress made on recommendations made at the previous meeting.  <b>Contact Officer: David Beauchamp, Democratic Services Officer</b>		
	<b>Forward Plan of Executive Decisions</b> That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.  <b>Contact Officer: David Beauchamp, Democratic Services Officer</b>		
	<b>Work Programme 2020/2021</b> To consider the Work Programme for 2020/2021  <b>Contact Officer: David Beauchamp, Democratic Services Officer</b>		



<b>10 FEBRUARY 2021</b> Joint Scrutiny of the Budget Meeting	<b>Medium Term Financial Strategy 2021/22 to 2023/24 -</b>  <b>Contact Officer: Peter Carpenter</b>		
<b>10 MARCH 2021</b> <i>Draft Report 19 February</i> <i>Final Report 26 February</i>	<b>Portfolio Progress Report for the Cabinet Member for Digital Services and Transformation to include the Serco Annual Report and updates on CityFibre and 5G.</b>  <b>Contact Officer: Steve Cox</b>		
	<b>Monitoring Scrutiny Recommendations</b> To monitor progress made on recommendations made at the previous meeting.  <b>Contact Officer: David Beauchamp, Democratic Services Officer</b>		
	<b>Forward Plan of Executive Decisions</b> That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.  <b>Contact Officer: David Beauchamp, Democratic Services Officer</b>		
<b>Pending for 2020/2021</b>	<b>One-year review of Task and Finish Group to Review Fly-Tipping and Waste Policy</b>  <b>Contact Officer: James Collingridge / Richard Pearn</b>		
	<b>Rural Estate Update</b>		

	<b>Contact Officer: Felicity Paddick</b>		
	<b>January: 12 month review – Task and Finish Group to Inform the Development of an Air Ambition Statement Action Plan</b>		
	<b>January / March - E-scooter Review</b>		
	<b>Mass Transit Review</b>		

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
<b>2019/20</b>					
10 JULY 2019	Councillor Marco Cereste – Cabinet Member for Waste and Street Scene	<b>6. Report of the Task and Finish Group to Review Fly Tipping and Waste Policy – Phase 2</b>	The Growth, Environment and Resources Scrutiny Committee <b>RESOLVED</b> to endorse the report and recommendations for submission to Cabinet.	July 15 Cabinet Meeting:  Cabinet considered the report and <b>RESOLVED:</b>  1. To endorse the Task and Finish Group Review Fly Tipping and Waste Policy report (Appendix 1 to the report) and recommendations for implementation.  2. For recommendations where financial implications have been identified agree that a business case be produced and brought back to Cabinet for approval.	<b>Completed.</b>
18 DECEMBER 2019 – JOINT	Cabinet	<b>4. Medium Term Financial Strategy</b>	The Joint Scrutiny of the Budget Committee <b>RESOLVED</b> to recommend to Cabinet that, in	Recommendation considered by Budget Cabinet	<b>Ongoing</b>

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
SCRUTINY OF THE BUDGET	Councillor Seaton, Cabinet Member for Finance	<b>2020/21 to 2022/23 - Tranche One</b>	reviewing the support given to Councillors' Car Parking, consideration should be given to the subsidy of public transport as an alternative option.	on 3 February 2020 as follows:  It was agreed that the options of looking at more sustainable methods of transport for Councillors was something that could be looked into in the future it was not workable at present.  No changes made to Budget.	
18 DECEMBER 2019 – JOINT SCRUTINY OF THE BUDGE	Cabinet  Councillor Seaton, Cabinet Member for Finance	<b>4. Medium Term Financial Strategy 2020/21 to 2022/23 - Tranche One</b>	The Joint Scrutiny of the Budget Committee <b>RESOLVED</b> to recommend that Cabinet reconsiders the £59,000 savings proposal to increase the non-hazardous fly-tipping removal period.	Recommendation considered by Budget Cabinet on 20 December 2020 and approved as follows:  Cabinet considered the report and <b>RESOLVED</b> to recommend to Council:  1. The Tranche One service proposals, outlined in Appendix C	<b>Ongoing</b>

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
				<p>with the following amendments:</p> <p>A revision to the wording around the proposed saving of £59,000 a year to reduce fly-tipping, keeping the 2 day response time, with the £59,000 savings now to be identified from other sources.</p> <p>Approved by Council on 15 January 2020 as amended.</p>	
18 DECEMBER 2019 – JOINT SCRUTINY OF THE BUDGET	Cabinet  Councillor Seaton, Cabinet Member for Finance	<b>4. Medium Term Financial Strategy 2020/21 to 2022/23 - Tranche One</b>	The Joint Scrutiny of the Budget Committee <b>RESOLVED</b> to recommend that Cabinet reviews the budget to determine its effect on tackling the Climate Emergency.	Recommendation considered by Budget Cabinet on 20 December 2020 as follows:  “Cabinet were already reviewing finances that were to be directed at the climate change emergency. However it was important to await	<b>Ongoing</b>

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
				<p>the action plan when this came forward next year.”</p> <p>No changes made to Budget.</p>	
8 JANUARY 2020	<p>Councillor Marco Cereste – Cabinet Member for Waste and Street Scene</p> <p>Richard Pearn, Head of Waste, Resources and Energy</p>	<p><b>5. Portfolio Progress Report – Cabinet Member for Waste, Street Scene and the Environment</b></p>	<p><b>RECOMMENDATION:</b></p> <p>The Growth, Environment and Resources Scrutiny Committee <b>RESOLVED</b> to recommend that the Head of Environmental Partnerships re-establishes email notifications to alert Ward Councillors of the following:</p> <ul style="list-style-type: none"> <li>• Missed bin collections</li> <li>• Grass cutting and shrub cutback schedules</li> <li>• Ward ‘Walkabouts’</li> </ul>	<p>Sent to Officer on 09/01/2020.</p> <p>Response received from Head of Environmental Partnerships on 03/03/20:</p> <p>“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.”</p>	<b>Ongoing</b>
8 JANUARY 2020	<p>Councillor Marco Cereste – Cabinet Member for Waste and Street Scene</p>	<p><b>6. Report of the Task and Finish Group to Inform the Development of an Air Quality Ambition Statement Action Plan</b></p>	<p>The Growth, Environment and Resources Scrutiny Committee <b>RESOLVED</b> to endorse the report and recommendations for</p>	<p>Sent to Cabinet Member on 09/01/2020.</p> <p>Cabinet Meeting 13 January 2020:</p>	<b>Ongoing</b>

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
			submission to Cabinet on 13 January 2020.	<p>Cabinet considered the report and <b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>1. Note the Task and Finish Group report at Appendix A.</li> <li>2. Endorse the report and recommendations.</li> <li>3. Request officers to continue to investigate and report back to the Climate Change Working Group:               <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>iii) whether greater use could be made of the city's river through, for example, the use of water taxis for commuting</li> </ol> </li> </ol>	

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
				Update report provided at 28 September 2020 Committee meeting.	
24 FEBRUARY 2020 – JOINT SCRUTINY OF THE BUDGET	Cabinet  Councillor Seaton, Cabinet Member for Finance	<b>8. MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2020/21 - 2022/23 – TRANCHE TWO PROPOSALS</b>	The Joint Meeting of the Scrutiny Committees <b>RESOLVED</b> to recommend that Cabinet takes the reduction in CO2 emissions in the City more seriously, especially by ensuring properties acquired by the Council are energy efficient and CO2 neutral, including temporary accommodation for homeless people.	Recommendation considered by Budget Cabinet on 25 February 2020 as follows:  Cabinet considered the report and <b>RESOLVED</b> to note the recommendations and take no further actions for the following reasons:  That the Council did take the reduction of CO2 emissions in the city seriously and that properties acquired or built by the Council were maintained to a high standard. In many cases it would be impractical or	<b>Ongoing</b>



Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
				would have a significant cost implication to ensure properties were CO2 neutral.	
24 FEBRUARY 2020 – JOINT SCRUTINY OF THE BUDGET	Cabinet  Councillor Seaton, Cabinet Member for Finance	<b>8. MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2020/21 - 2022/23 – TRANCHE TWO PROPOSALS</b>	The Joint Meeting of the Scrutiny Committees <b>RESOLVED</b> to recommend that Cabinet should reconsider the proposed increase in parking charges as this may reduce footfall in the town centre. Cabinet should instead consider making improvements to public transport to reduce the pressure on city centre car parking, increase town centre footfall and tackle climate change.	Recommendation considered by Budget Cabinet on 25 February 2020 as follows:  Cabinet considered the report and <b>RESOLVED</b> to note the recommendations and take no further actions for the following reasons:  That to remove the increased parking charges from the budget would result in the loss of approximately £300,000 of savings, with no alternative provided. Any improvements to public transport were the	<b>Ongoing</b>

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
				responsibility of the Cambridgeshire and Peterborough Combined Authority.	
24 FEBRUARY 2020 – JOINT SCRUTINY OF THE BUDGET	Cabinet  Councillor Seaton, Cabinet Member for Finance	<b>8. MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2020/21 - 2022/23 – TRANCHE TWO PROPOSALS</b>	3. The Joint Meeting of the Scrutiny Committees <b>RESOLVED</b> to recommend that Cabinet considers deferring the capital expenditure on the replacement of refuse collection vehicles so that models that are better value and more eco- friendly may be acquired in the future.	Recommendation considered by Budget Cabinet on 25 February 2020 as follows:  Cabinet considered the report and <b>RESOLVED</b> to note the recommendations and take no further actions for the following reasons:  That should the expenditure for the replacement of refuse collection vehicles not be achieved in the 20/21 financial year, this would automatically be deferred to the following year.	<b>Ongoing</b>

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

Initial response from Cabinet Member:

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

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

[https://cccandpcc-my.sharepoint.com/:w:/g/personal/paulina\\_ford\\_peterborough\\_gov\\_uk/EVh0dYTjnBhdEvpX2900Q-EB9kEpaX2e2ywg6Vxd1u6MyQ?e=dGA3Ac](https://cccandpcc-my.sharepoint.com/:w:/g/personal/paulina_ford_peterborough_gov_uk/EVh0dYTjnBhdEvpX2900Q-EB9kEpaX2e2ywg6Vxd1u6MyQ?e=dGA3Ac)

Cabinet Meeting – 23 September 2019

Agenda Item 8. Peterborough Housing Strategy

Cabinet considered the report and RESOLVED to:

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

Update provided on 09/03/20

Following the Cabinet agreement on 23rd September 2019 to restart a Housing Revenue account within PCC and the Growth Scrutiny recommendation, delays have occurred that have set back the start date of the project.

The original business case was predicated upon borrowing from the Public Works Loan Board as a worst case scenario at a borrowing rate of around 1.8%. This would have provided funding for the introduction of a viable affordable housing service within the Council. The PWLB raised its interest rates by 1% on 9th October 2019, increasing the borrowing rate to 2.8%. This meant that the outline business case, which is over a 25 year period, has needed to be re-evaluated.

There remains the option of grant funding and to this end PCC met with Homes England, who are the funding body for grants for affordable housing outside of London. The meeting, on 9th January 2020, was positive and PCC were encouraged to put forward their proposals. There has been a range of grant options available. However, they are all coming to the end of their cycle and Homes England made us aware that the new administration is working on a revised set of initiatives for housing funding.

While they were not yet aware of the details of these initiatives, the information they have is that there is likely to be funding available.

We are therefore awaiting the publication of the details of any new government housing funding plans.

13 MARCH 2019	Cllr John Holdich – Leader of the Council and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority	<b>5. Corporate Strategy 2019-2021</b>	The Growth, Environment and Resources Scrutiny Committee <b>RESOLVED</b> to endorse the proposed Corporate Strategy 2019-2021 to be approved by Cabinet in June 2019 and Full Council in July 2019.	Please see below.	<b>Ongoing.</b>
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Recommendations sent to Cllr Holdich, Cllr Fitzgerald and Amanda Askham on 18/03/2019.

Update from the Director of Business Improvement and Development on 04/03/20.

“During 2019/20, the Council has been working to the draft Corporate Strategy as recommended by Cabinet and endorsed by The Growth, Environment and Resources Scrutiny Committee. In response to the Council’s current budget challenges and as part of the Financial Improvement Programme (FIP), the Corporate Strategy will be reviewed and refreshed following March ’20 Full Council where budget and priorities will be agreed. Any amendments will go through Cabinet and Scrutiny prior to approval at Full Council.”

It was noted at the 11 March 2020 Committee meeting that the Corporate Strategy was still under development but would not approved until the next municipal year. The Strategy would return to Scrutiny before being approved.

**RECOMMENDATION MONITORING REPORT 2020/21**

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
20 MAY 2020 – JOINT SCRUTINY	Fiona McMillan, Director of Law and Governance	<b>Peterborough City Council’s Response to COVID-19</b>	The Committee recommended that Full Council meetings (virtual) should resume from July 2020 for urgent or time critical motions as agreed by Group Leaders	Full Council meetings resumed in virtual form from 29 July 2020 onwards.	<b>Ongoing.</b>
2 JULY 2020 – JOINT SCRUTINY	Steve Cox, Executive Director – Place and Economy  Jonathan Lewis, Service Director – Education.	<b>Peterborough City Councils Response to COVID-19 Recovery Plan</b>	The Joint Meeting of the Scrutiny Committee <b>RESOLVED</b> to recommend that the Service Director – Education, investigates and reports back to the relevant Scrutiny Committee on the issues surrounding Period Poverty, especially over the summer holidays, noting that schools’ involvement in tackling this issue has been reduced by Coronavirus.	Response received and sent to members on 21/07/2020.	<b>Ongoing.</b>

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
22 JULY 2020 - JOINT SCRUTINY	<p>Councillor John Holdich - Leader of the Council and Deputy Mayor of the Combined Authority.</p> <p>Graham Hughes – Service Director, Highways and Transport.</p>	<b>Peterborough City Council's Response to COVID-19</b>	The Joint Meeting of the Scrutiny Committees <b>RESOLVED</b> to recommend that Cabinet requests that the Combined Authority Board provides additional funding to invest in cycling provision and bridleway improvement in Peterborough	<p>Response received from Graham Hughes on 17/09/2020 as follows:</p> <p>The Combined Authority have awarded funding to the Council through the Emergency Active Travel programme for the DfT amounting to circa £800k. In addition, the Council has allocated £500k to undertaken improvements to the Green Wheel Cycle Network. Officers are now beginning discussions with the Combined Authority to consider options for how this could be developed further and have a meeting scheduled later this month with the Mayor.</p>	<b>Ongoing</b>

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
22 JULY 2020 - JOINT SCRUTINY	<p>Councillor Peter Hiller - Cabinet Member for Strategic Planning and Commercial Strategy and Investments.</p> <p>Graham Hughes – Service Director, Highways and Transport.</p>	<b>Peterborough City Council's Response to COVID-19</b>	The Joint Meeting of the Scrutiny Committees <b>RESOLVED</b> to recommend that Cabinet investigates introducing 20mph speed limits, including in rural areas and outside schools, to encourage safer cycling.	<p>Response received from Graham Hughes on 17/09/2020 as follows:</p> <p>As part of the Emergency Active Travel programme the Council has written to all schools to ask them to take part in a programme called 'School Streets' which involves closing roads outside of schools during drop off and pick up time. So far 10 schools have expressed an interest and it is already operating very effectively at the first school, Lime Academy Parnwell. Alongside this officers are in the process of reviewing work undertaken historically in relation to 20mph zones to identify if this work can be brought forward for consideration again.</p>	<b>Ongoing.</b>

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## Section 4 – Overview and Scrutiny Functions & Terms of Reference

### 1. OVERVIEW AND SCRUTINY COMMITTEES

1.1 The Council has appointed the following Overview and Scrutiny Committees to carry out those functions under Sections 9F to 9FI of the Local Government Act 2000, as amended by:

- (a) Section 19 of the Police and Justice Act 2006 in relation to the scrutiny of crime and disorder matters;
- (b) Section 244 of the Health & Social Care Act 2012 in relation to health matters; and
- (c) Section 22 of the Flood Risk Management Act 2010 in relation to flood risk management.

### 2. TERMS OF REFERENCE

2.1 Council has established the following Scrutiny Committees and they shall have responsibility for overview and scrutiny in relation to the matters set out below:

<b>1.</b>	<b>Children and Education Scrutiny Committee</b>	
	<b>No of Elected Members appointed by Council:</b>  Eleven, none of whom may be a Cabinet Member.	<b>Chairman and Vice-Chairman</b>  Appointed by Council.
	<b>Quorum:</b>  At least half the Members of the Committee (including voting co-opted members).	<b>Co-opted Members to be appointed by the Committee/Council</b>  Four representatives as follows with full voting and call-in rights on education matters only: (a) 1 Church of England Diocese representative; (b) 1 Roman Catholic Diocese representative; and (c) 2 parent governor representatives.  No more than four non-voting members.
	<b>Functions determined by Council</b>  1. Children's Services including <ul style="list-style-type: none"> <li>a) Social Care of Children;</li> <li>b) Safeguarding; and</li> <li>c) Children's Health.</li> </ul> 2. Education, including <ul style="list-style-type: none"> <li>a) University and Higher Education;</li> <li>b) Careers; and</li> <li>c) Special Needs and Inclusion.</li> </ul>	

	<p><b>Functions determined by Statute</b></p> <p>All powers of an Overview and Scrutiny Committee as set out in Sections 9F to 9FI Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, and any subsequent regulations.</p>
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<b>2.</b>	<b>Adults and Communities Scrutiny Committee</b>	
	<p><b>No of Elected Members appointed by Council:</b></p> <p>Eleven, none of whom may be a Cabinet Member.</p>	<p><b>Chairman and Vice-Chairman</b></p> <p>Appointed by Council.</p>
	<p><b>Quorum:</b></p> <p>At least half the Members of the Committee.</p>	<p><b>Co-opted Members to be appointed by the Committee/Council</b></p> <p>No more than four non-voting members.</p>
	<p><b>Functions determined by the Council</b></p> <ol style="list-style-type: none"> <li>1. Adult Social Care;</li> <li>2. Safeguarding Adults;</li> <li>3. Housing need (including homelessness, housing options and selective licensing);</li> <li>4. Neighbourhood and Community Support (including cohesion and community safety);</li> <li>5. Equalities;</li> <li>6. Libraries, Arts and Museums;</li> <li>7. Adult Learning and Skills;</li> <li>8. Targeted Youth Support (including youth offending).</li> </ol>	
	<p><b>Functions determined by Statute</b></p> <p>To review and scrutinise crime and disorder matters, including acting as the Council's crime and disorder committee in accordance with Sections 19 of the Police and Justice Act 2006;</p>	

<b>3.</b>	<b>Health Scrutiny Committee</b>	
	<b>No of Elected Members appointed by Council:</b> Eleven, none of whom may be a Cabinet Member or the Health and Wellbeing Board.	<b>Chairman and Vice-Chairman</b>  Appointed by Council.
	<b>Quorum:</b>  At least half the Members of the Committee.	<b>Co-opted Members to be appointed by the Committee/Council</b>  No more than four non-voting members.
	<b>Functions determined by the Council</b>  1. Public Health; 2. The Health and Wellbeing including the Health and Wellbeing Board; and 3. Scrutiny of the NHS and NHS providers.	
	<b>Functions determined by Statute</b>  To review and scrutinise local authority services under Sections 9F to 9FI Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, and any subsequent regulations  To review and scrutinise matters relating to the Health Service and to make reports and recommendations to local NHS bodies in accordance with section 244 of the National Health Service Act 2006. This will include establishing joint health committees in relation to health issues that cross local authority boundaries and appointing members from within the membership of the Committee to any joint health overview and scrutiny committees with other local authorities. (Also see The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013)	

<b>4.</b>	<b>Growth, Environment and Resources Scrutiny Committee</b>	
	<b>No of Elected Members appointed by Council:</b> Eleven, none of whom may be a Cabinet Member.	<b>Chairman and Vice-Chairman</b>  Appointed by Council.
	<b>Quorum:</b>  At least half the Members of the committee.	<b>Co-opted Members to be appointed by the Committee/Council</b>  No more than four non-voting members.
	<b>Functions determined by the Council</b>  1. City Centre Management; 2. Tourism, Culture & Recreation; 3. Environmental Capital; 4. Economic Development and Regeneration including Strategic Housing and Strategic	

	<p>Planning;</p> <p>5. Transport, Highways and Road Traffic;</p> <p>6. Flood Risk Management;</p> <p>7. Waste Strategy &amp; Management;</p> <p>8. Strategic Financial Planning;</p> <p>9. Partnerships and Shared Services; and</p> <p>10. Digital Services and Information Management.</p>
	<p><b>Functions determined by Statute</b></p> <p>To review and scrutinise flood risk management in accordance with Section 21F of the Local Government Act 2000 (as amended by the Flood and Water Management Act 2010 and under the Flood Management Overview &amp; Scrutiny (England) Regulations 2011 No. 697).</p>

### **3. SPECIFIC ROLE OF OVERVIEW AND SCRUTINY**

- 3.1 To review and scrutinise the planning, decisions, policy development, service provision and performance within their terms of reference as follows:

#### **POLICY DEVELOPMENT AND REVIEW**

- 3.2 Within their terms of reference the scrutiny functions will:

- (a) Help the Council and the Executive to develop its budget and policy framework and service Budgets;
- (b) Carry out research into and consultation about policy issues and possible options;
- (c) Consider and promote ways of encouraging the public to take part in developing the Council's policies;
- (d) Question Members of the Cabinet, Committees and senior officers about their views on policy proposals;
- (e) Work with outside organisations in the area to make sure the interests of local people are taken into account;
- (f) Question, and gather evidence from, any person who gives their permission; and
- (g) Monitor and scrutinise the implementation of Council policy.

#### **SCRUTINY**

- 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;
- (e) Question, and gather evidence from any person with their consent;
- (f) Hold the Executive to account for the discharge of functions in the following ways:
  - i. By exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or decisions which have been delegated to an officer;
  - ii. By scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan of executive decisions;

- iii. By scrutinising decisions the Executive are planning to make; and
  - iv. By scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
- (g) To consider petitions submitted to it;
- (h) Establish ad-hoc Task and Finish Groups to investigate specific topics on a time-limited basis in accordance with the Scrutiny Committee Procedure Rules; and

## **CRIME AND DISORDER**

- 3.4 The Scrutiny Committee responsible for crime and disorder shall, and any sub committees may:
- (a) Act as the crime and disorder committee within the meaning of Section 19 of the Police and Justice Act 2006;
  - (b) Review or scrutinise decisions made, or other actions taken by bodies or persons responsible for crime and disorder strategies in the Peterborough area;
  - (c) Make reports or recommendations to the local authority on any local crime and disorder matter in relation to a member of the authority; and
  - (d) Consider any crime and disorder matters referred by any Member of the Council.

## **HEALTH ISSUES**

- 3.5 The Scrutiny Committee responsible for health and any sub committees shall undertake their responsibilities under section 244 of the National Health Service Act 2006 as follows:
- (a) May review and scrutinise any matter relating to the planning, provision and operation of the health service in the Peterborough area (including NHS Bodies and other NHS providers);
  - (b) Must invite interested parties to comment on the matter and provide reasonable notice;
  - (c) Take account of relevant information available to it and, in particular, from a Local Healthwatch organisation or representative;
  - (d) Acknowledge any referral within 20 working days and keep the referrer informed of any action taken;
  - (e) Request information about the planning, provision and operation of health services in the area to enable it to carry out its functions;
  - (f) Make reports or recommendations on a matter it has reviewed or scrutinised including;
    - i) An explanation of the matter reviewed or scrutinised;
    - ii) A summary of the evidence considered;
    - iii) A list of the participants involved in the reviews; and
    - iv) An explanation of any recommendations made.
  - (g) Where the Committee asks for a response, the person must respond in writing within 28 days of the request.

- 3.6 The Committee will consider any proposals received from a National Health Service body, Clinical Commissioning Groups or other provider about;
- (a) Any substantial development of the health service in Peterborough; or
  - (b) Any substantial variation to the provision of NHS Services as set out the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- 3.7 In considering the proposals, the Committee must take account of the effect or potential effect of the proposals on the sustainability of the Health Service in its areas and may refer proposals to the Secretary of State in certain circumstances.

## **FLOOD RISK MANAGEMENT**

- 3.8 The Scrutiny Committee responsible for flood risk management, and any sub committees shall undertake their responsibilities under the Flood and Water Management Act 2010 as follows:
- (a) May review and scrutinise any matter relating to the planning, provision and operation of the flood risk management in the Peterborough area;
  - (b) May invite those authorities responsible for flood risk management to comment on the matter;
  - (c) Request information from them to enable it to carry out its responsibilities; and
  - (d) Make reports or recommendations and request a response from flood risk management authorities.

## **4. MEMBERSHIP**

- 4.1 All Members, except Members of the Executive, may be a member of a Scrutiny Committee. However, no Member may be involved in scrutinising a decision with which he or she has been directly involved. Members of the Health and Wellbeing Board should not be a member of the Health Scrutiny Committee.
- 4.2 It is advised that Members undertake relevant training within the past three years in order to hold a seat on a Scrutiny Committee.

## **CO-OPTES**

- 4.3 The Scrutiny Committees shall be entitled to co-opt, as non-voting members, up to four external representatives or otherwise invite participation from non-members where this is relevant to their work.
- 4.4 The Children and Education Scrutiny Committee shall include in its membership the following representatives. These representatives will have full voting and call-in rights on education matters only, and when other matters are dealt with they may stay in the meeting and speak:
- (a) 1 Church of England Diocese representative;
  - (b) 1 Roman Catholic Diocese representative; and
  - (c) 2 parent governor representatives.

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<b>GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 11
<b>28 SEPTEMBER 2020</b>	<b>PUBLIC REPORT</b>

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

**1. ORIGIN OF REPORT**

1.1 The report is presented to the 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?	<b>NO</b>	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 12 October 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: 11 SEPTEMBER 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](mailto:philippa.turvey@peterborough.gov.uk) or by telephone on 01733 452460.

All decisions will be posted on the Council's website: [www.peterborough.gov.uk/executivedecisions](http://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 12 OCTOBER 2020**

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>Sale of the freehold of the London Road Stadium and the Allia Business Centre – KEY/12OCT20/01</b></p> <p>Sale of the freehold of the London Road Stadium and the Allia Business Centre</p>	<p><b>Councillor David Seaton, Cabinet Member for Finance</b></p>	<p><b>January 2021</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Fletton and Stanground</p>	<p>Relevant internal and external stakeholders.</p>	<p>Pete Carpenter, Acting Corporate Director Resources, Tel: 01733 452520, Email: peter.carpenter@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</b></p>

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<b>COVID-19 Urgent and Surge Community Swabbing Service - delegation of function to Cambridgeshire County Council - KEY/12OCT20/02 - Decision to delegate a function</b>	<b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</b>	<b>31 October 2020</b>	<b>Health Scrutiny Committee</b>	All Wards	Consultation with Public Health	Dr Emily Smith, Consultant Public Health, CCC & PCC, 07788389673 emilyr.smith@cambridgeshire.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

**PREVIOUSLY ADVERTISED KEY DECISIONS**

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p>1. <b>Affordable Warmth Strategy 2019 – 2021 - KEY/17APR17/03</b>                      Recommendation to approve the Affordable Warmth Strategy 2019 – 2021</p>	<p><b>Councillor Walsh, Cabinet Member for Communities</b></p>	<p><b>September 2020</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p> <p>The draft strategy will be placed on PCC Consultation pages for 3 week consultation period</p>	<p>Sharon Malia, Housing Programmes Manager,                      Tel: 01733 863764                      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>

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2.	<b>Disposal of freehold in Centre of the City - KEY/12JUN18/01</b> To delegate authority to the Corporate Director of Growth and Regeneration to sell the property	<b>Councillor Seaton, Cabinet Member for Finance</b>	<b>September 2020</b>	Growth, Environment and Resources Scrutiny Committee	Central	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.  <b>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</b>



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<p>3. <b>To approve the awarding of contracts to external providers following a competitive tender exercise led by Cambridgeshire County Council - KEY/25JUNE18/02</b>            Cambridgeshire County has recently conducted a tendering exercise to establish a Dynamic Purchasing System for the provision Supported Living Services for Adults with a Learning Disability (Reference number: DN311905). Peterborough City Council is the named authority under this arrangement and would want to commission care and support packages (call-off).</p>	<p><b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health &amp; Public Health</b></p>	<p><b>September 2020</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p> <p>Relevant consultations has been carried out with the service users, family carers, Health colleagues and care and support providers across Cambridgeshire and Peterborough.</p>	<p>Cris Green, Commissioner for Learning Disabilities &amp; Autism, 0793261226 6419, cris.green@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>4. <b>Adoption of the “Dynamic Purchasing System” (DPS) procedure for Public Health contracts with Primary Care providers – KEY/10DEC18/01</b>  To seek the approval to adopt the “Dynamic Purchasing System” (DPS) procedure for contracts with Primary Care providers for the duration of up to five years. The proposals have been approved by the Cambridgeshire and Peterborough Joint Commissioning Board.</p>	<p><b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health &amp; Public Health</b></p>	<p><b>September 2020</b></p>	<p>Health Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Val Thomas, Consultant in Public Health  Val.Thomas@cambridge-shire.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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5.	<p><b>Vehicle removal for Parking contravention – KEY/15APR19/02</b></p> <p>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>	<b>Councillor Walsh, Cabinet Member for Communities</b>	<b>September 2020</b>	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
6.	<p><b>Approval for contract to be awarded to Skanska to deliver design of Eastern Industries Access Phase 1 scheme - KEY/10JUN19/01</b></p> <p>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>	<b>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b>	<b>September 2020</b>	Growth, Environment and Resources Scrutiny Committee	East Ward	<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>	Lewis Banks, Principal Sustainable Transport Planning Officer, 01733 317465, lewis.banks@peterborough.gov.uk	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.

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<p>7. <b>Approval for contract to be awarded to Skanska to deliver design of A1260 Nene Parkway Junction 15 Improvement scheme – KEY/10JUN19/02</b>  The Council has previously received funding of £362.4k from the Cambridgeshire and Peterborough Combined Authority (CPCA) to deliver the strategic outline business case and outline business case for A1260 Nene Parkway Junction 15 improvement scheme. Now that these stages are complete, the CPCA is in the process of awarding a further £650k so that the detailed design and full business case can be undertaken. The additional funding for the scheme subject to approval will now total £1,012,400. Approval is required for contract to be awarded to Skanska to undertake detailed design and full business case for the scheme.</p>	<p><b>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>September 2020</b></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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8. 101	<p><b>Contract for remedial works by PCC to the Stanground Bypass – KEY/2SEP19/02</b> 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><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>September 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Stanground South and Hargate and Hempstead</p>	<p>Relevant internal and external stakeholders  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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102	<p><b>9. Approval of funding for the provision of accommodation to reduce homelessness</b>  <b>KEY/14OCT19/01</b> – Following Cabinet Decision JAN18/CAB/18 this is a new project to increase the supply of housing and address the demand for accommodation resulting from the increase in homelessness.</p>	<p><b>Councillor Steve Allen, Cabinet Member for Housing, Culture and Recreation</b></p>	<p><b>September 2020</b></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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103	<p><b>10. Introduction of Civil Enforcement of Bus Lane and Bus Gate contraventions pursuant to the Transport Act 2000 - KEY/09DEC19/02</b></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>	<p><b>Councillor Irene Walsh, Cabinet Member for Communities</b></p>	<p><b>September 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<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>	<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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<b>11. Disposal of land at 7-23 London Road, Peterborough - KEY/06JAN20/01</b> 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.	<b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b>	<b>September 2020</b>	Growth, Environment and Resources Scrutiny Committee	Central	Relevant internal and external stakeholders.	Tristram Hill, Strategic Asset Manager, Tel: 07849 079787 Email: <a href="mailto:tristram.hill@pete-rborough.gov.uk">tristram.hill@pete-rborough.gov.uk</a>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  There will be an exempt annex with details of the commercial transaction.



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12.	<p><b>The disposal of former playing fields at Angus Court, Westtown, Peterborough - KEY/06JAN20/02</b> Approval to dispose of former playing fields and Angus Court</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>September 2020</b></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: 07849 079787 Email: <a href="mailto:tristram.hill@peterborough.gov.uk">tristram.hill@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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106	<p><b>13. Contract Award for the Provision of Children and Family Centres in Peterborough and Cambridgeshire - KEY/20JAN19/01 -</b></p> <p>The contract for the delivery of children's centres is due to expire on 30 September 2020. Therefore a tender process is being undertaken for providers to deliver the services. This is a joint procurement for the Peterborough Children's Centres and Cambridgeshire Child and Family Centres in the South Fenland area. Approval will be sought to award a contract to the successful supplier following a compliant tender process.</p>	<p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University</b></p>	<p><b>September 2020</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>All Wards.</p>	<p>Relevant internal and external stakeholders.</p>	<p>Pam Setterfield Children's, Commissioner 07920 160394</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
	<p><b>14. Heltwate Expansion – KEY20JAN19/03</b></p> <p>Expansion of Heltwate Primary School</p>	<p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University</b></p>	<p><b>September 2020</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>Bretton</p>	<p>Public Consultation to be held March 2020 prior to planning submission in April 2020</p>	<p>Vikki Spittalls, Education Capital Projects Officer, vikki.spittles@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>

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<p>15. <b>Refurbishments to a Peterborough City Council owned building – KEY/17JAN20/01</b>  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><b>Councillor Lynne Ayres, Cabinet Member for Children’s Services and Education, Skills and University</b></p>	<p><b>September 2020</b></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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<p>16. <b>A605 Whittlesey Access Phase 2 - Stanground Access: Contract exemption for Cadent Gas works – KEY/17JAN20/02</b>            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><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>September 2020</b></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 - <a href="https://democracy.peterborough.gov.uk/ideDecisionDetails.aspx?ID=1680">https://democracy.peterborough.gov.uk/ideDecisionDetails.aspx?ID=1680</a></p>



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18.	<p><b>Approval for Framework for Early Intervention and Prevention Services</b>  <b>KEY/27APR20/02</b> - Approval for Pseudo Framework for the commissioning of Early Intervention and Prevention Services in Peterborough</p>	<p><b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</b></p>	<p><b>December 2020</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Sarah Bye, Senior Commissioner for Early Intervention and Prevention.            Email: sarah.bye@cambbridgeshire.gov.uk            Tel: 07468 718793</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
19.	<p><b>Re-implementation of the Millfield, New England, Eastfield and Embankment Public Space Protection Order – KEY/11MAY20/01</b>            The current PSPO for Millfield, New England, Eastfield and Embankment expires in July 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><b>Councillor Irene Walsh, Cabinet Member for Communities</b></p>	<p><b>September 2020</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>Central, North, Park and East Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>A consultation will be carried out with the Police &amp; 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 Problem Solving Officer, T: 01733 453563            laura.kelsey@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>KEY DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</b>
20.	<p><b>Award of Community Alarm (Lifeline) Contract to commence 1/4/2021 – KEY/8JUN20/01</b></p> <p>Award of Lifeline contract to successful bidder following formal procurement process.</p>	<p><b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</b></p>	<p><b>November 2020</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards.</p>	<p>Relevant internal and external stakeholders.</p> <p>Public consultation through PCC medium term financial strategy 2020-21</p>	<p>Diana Mackay, Commissioner. diana.mackay@cambridgeshire.gov.uk, 07879 430819</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
21.	<p><b>Supply of Agency Staff to the Council – KEY/8JUN20/02</b></p> <p>Framework Agency contracts for the supply of staff to the Council expire in September 2020. This process puts in place a replacement set of contract(s).</p>	<p><b>Councillor Mohammed Farooq, Cabinet Member for Digital Services and Transformation</b></p>	<p><b>September 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards.</p>	<p>Relevant internal and external stakeholders.</p> <p>Normal Contract, no further consultation required further than affected internal stakeholders</p>	<p>Pete Carpenter, Acting Corporate Director Resources, 01733 452520, peter.carpenter@peterborough.gov.uk</p>	<p>Analysis of options and recommended solution</p>
22.	<p><b>Acquisition of a freehold commercial property in Peterborough City Centre – KEY/8JUN20/03</b> - Acquisition of a freehold property for a community hub.</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>September 2020</b></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: 07849 079787 Email: tristram.hill@peterborough.gov</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>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</b>
<p><b>23. Approval of the adoption of Child Yield Multipliers (0-16 age range) - KEY/06JUL20/02</b>  - To approve the adoption of child yield multipliers for children in the 0-16 age range in order to better inform the planning of early years and education places in new communities and growing communities</p>	<p><b>Cabinet</b></p>	<p><b>16 November 2020</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Clare Buckingham-Strategic Education Places Planning Manager (Cambridgeshire and Peterborough)  01223 699779  clare.buckingham@cambridgeshire.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p>
<p><b>24. Mental Health and Autism (Adults) Accommodation Framework - KEY/20JUL20/03</b>  The Award of a Framework for the provision of accommodation based support for Adults with Mental Health needs and/or Autism.</p>	<p><b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</b></p>	<p><b>September 2020</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All</p>	<p>No further consultation undertaken</p>	<p>Sarah Bye, Senior Commissioner, Tel:07468 718793, Email: sarah.bye@camb ridgeshire.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><b>25. Review and Re-Implementation of Gating and Designated Public Place Orders (Public Space Protection Orders) – KEY/17AUG20/01</b>  The Local Authority is required to review the Designated Public Place Orders (DPPOs) and Gating Orders across Peterborough and re-implement these (if required) by October 2020 - under the ASB, Crime &amp; Policing Act these orders converted to Public Space Protection Orders in October 2017.</p>	<p><b>Councillor Irene Walsh, Cabinet Member for Communities</b></p>	<p><b>September 2020</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>Orton Longueville Ward, Orton Waterville Ward, Dogsthorpe Ward, Park Ward, North Ward, Paston &amp; Walton Ward</p>	<p>Relevant internal and external stakeholders.   For orders where there is evidence that these are still required the following will be consulted: Statutory consultees, ward councillors, key interested parties and the public.</p>	<p>Laura Kelsey, Senior Problem Solving Officer, Prevention &amp; Enforcement Service 01733 453563  laura.kelsey@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</b>
<p>26. <b>Approval for contract to be awarded to Skanska to deliver detailed design and full business case for A1260 Nene Parkway Junction 32 to Junction 3 improvement scheme - KEY/17AUG20/03</b>  The Council has previously received funding of £352.4k from the Cambridgeshire and Peterborough Combined Authority (CPCA) to deliver the strategic outline business case and outline business case for A1260 Nene Parkway Junction 32 to Junction 3 improvement scheme. Now that these stages are complete, the CPCA is in the process of awarding a further £500k so that the detailed design and full business case can be undertaken. The additional funding for the scheme subject to approval will now total £852.4k. Approval is required for the contract to be awarded to Skanska to undertake detailed design and full business case for the scheme.</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>September 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Hargate &amp; Hempsted Ward and Orton Longueville Ward</p>	<p>Consultation will be undertaken with members of the public and relevant to inform the detailed design.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer, Tel: 01733 317465, Email: lewis.banks@pet erborough.gov.uk</p>	<p>Currently the relevant documents for this decision are not available. The minutes of the CPCA Board meeting scheduled for 5 August 2020 will serve as confirmation of the additional grant funding award. The minutes and any supporting documents will be provided once they are made available.</p>

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27.	<p><b>Tender for the services of the Dementia Resource Centre Peterborough - KEY/17AUG20/04 -</b> The re-procurement of the Dementia Resource Centre and its services</p>	Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health	<b>October 2020</b>	Health Scrutiny Committee	All Wards	Consultations with internal and external stakeholders have taken place	Jaynee Ramsurun, Assistant Commissioner - Mental Health, Tel: 07881 500 801 Email: Jaynee.ramsurun@cambridgeshire.gov.uk	Service specification, Cambridge and Peterborough Dementia Strategy
28.	<p><b>Dedication of common land at Tenter Hill – KEY/31AUG20/01</b> To approve the dedication of land to village green status at Tenter Hill.</p>	<b>Councillor Steve Allen, Cabinet Member for Housing, Culture and Recreation</b>	<b>September 2020</b>	Growth, Environment and Resources Scrutiny Committee	Fletton and Stangr ound	Relevant internal and external stakeholders.  Consultation has taken place between the ward councillor, PCC Legal and the planning department.	Tristram Hill. Strategic Asset Manager, 07849 079787, tristram.hill@pete rborough.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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29.	<p><b>Arrangements for transfer of land for the new Peterborough University – KEY/31AUG20/02</b></p> <p>This report requires a decision to be made on the final form of legal arrangements concerning the transfer of Council owned land at the Wirrina Car Park for the new University, now that Anglia Ruskin has been chosen as the Academic Partner. It seeks approval for a 3 way venture between the Council, CPCA and ARU.</p>	<b>Cabinet</b>	<b>21 September 2020</b>	Children and Education Scrutiny Committee	Central	<p>Relevant internal and external stakeholders.</p> <p>There has been consultation with various partners over plans for the new University. There will be wider public consultation on the first phase buildings through the planning process.</p>	Dave Anderson Interim development Director, 01733 452468, 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
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30.	<p><b>Integrated Community Equipment Service – KEY/31AUG20/03</b></p> <p>Contract extension to 31/3/2022</p>	<b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</b>	<b>October 2020</b>	Adults and Communities Scrutiny Committee	All wards.	<p>Relevant internal and external stakeholders</p> <p>No additional consultations have been conducted in respect of this decision</p>	Diana Mackay, Commissioner (Adults), 07879 430819, diana.mackay@cambridgeshire.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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<b>31.</b>	<p><b>Purchase of new Fleet and Plant for Environment Base Services – KEY/31AUG20/04</b> Approval for Capital funding to be released from the capital programme to fund the purchase of new fleet and plant for delivering Environment Base Services delivered by Peterborough Limited.</p>	<p><b>Councillor Marco Cereste , Cabinet Member for Waste, Street Scene and the Environment</b></p>	<p><b>September 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Kitran Eastman, Managing Director, Peterborough Ltd kitran.eastman@peterboroughlimited.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>
<b>32.</b> 117	<p><b>8 month extension to the Interim, Respite and Reablement beds in Peterborough – KEY/14SEP20/01</b> The Interim, Respite and Reablement beds in Peterborough are due to expire on 31/03/2021. An extension to 27/11/2021 is requested in order to allow an assessment and redevelopment of a new step up/step down service to reduce hospital admission and facilitate hospital discharge.</p>	<p><b>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Public Health</b></p>	<p><b>September 2020</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>None - not needed at this stage</p>	<p>Alison Bourne, Commissioner, Tel: 01223 703584 Email: alison.bourne@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>

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<p><b>33. Pupil Forecasts – Adoption of Multipliers for Forecasting Education Provision Arising from New Developments – KEY/28SEP20/01</b> To approve the adoption of child yield multipliers which are one of the forecasting tools used in the planning of education provision in new and expanding communities and inform.</p>	<p><b>Councillor Lynne Ayres, Cabinet Member for Children’s Services and Education, Skills and University</b></p>	<p><b>November 2020</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>All Wards</p>	<p>None specifically. This is a forecasting tool but part of the work to develop it involves surveying recent new communities e.g. The Hamptons, Paston and Cardea</p>	<p>Clare Buckingham, Strategic Education Place Planning Manager for Cambridgeshire and Peterborough, 01223 699779 <a href="mailto:clare.buckingham@cambridgeshire.gov.uk">clare.buckingham@cambridgeshire.gov.uk</a></p>	<p>Methodology Paper from Business Intelligence Service will be an Appendix to the Report</p>
<p><b>34. Disposal of Whitworth Mill – KEY/28SEP20/02</b> The decision concerns a proposal to sell Whitworth Mill to an under bidder following the withdrawal of the previous bidder.</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>October 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Fletton and Stangr ound</p>	<p>Relevant internal and external stakeholders.  The proposal to dispose of the property was subject to an open market bidding process from November 2019 to January 2020</p>	<p>Dave Anderson Interim Development Director Tel: 07810 839657 Email: <a href="mailto:Dave.Anderson@peterborough.gov.uk">Dave.Anderson@peterborough.gov.uk</a></p>	<p>Property Agents report</p>

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<p><b>35.</b> <b>Proposed transfer of the management for the Energy Hub from the CPCA to PCC – KEY/28SEP20/03</b>  The Energy Hub is one of five hubs created and funded by Central Government, which aims to advance new energy schemes, energy saving programmes, carbon reduction and promote renewables. One of the partners of the Hub is required to act as the coordinating and employing organisation. Until now this has been the CPCA, but subject to agreeing suitable terms it is intended that this role will pass to PCC.</p>	<p><b>Councillor Marco Cereste , Cabinet Member for Waste, Street Scene and the Environment</b></p>	<p><b>October 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Elliot Smith, Commercial Manager - Smart Energy, Infrastructure and Regeneration, <a href="mailto:elliott.smith@peterborough.gov.uk">elliott.smith@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>36.</b> <b>Agency Worker extensions – KEY/28SEP20/04</b>  Authority to extend the current corporate frameworks with agency worker providers for social care, and extend with Reed via the MSTAR framework for the provision of non-social care agency workers.</p>	<p><b>Councillor David Seaton, Cabinet Member for Finance</b></p>	<p><b>September 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.   Legal and Procurement</p>	<p>Peter Carpenter, Acting Corporate Director, Resources  Tel: 07920160122  Email: <a href="mailto:peter.carpenter@peterborough.gov.uk">peter.carpenter@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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

**KEY DECISIONS TO BE TAKEN IN PRIVATE**

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



**PART 3 – NOTIFICATION OF NON-KEY DECISIONS**

**NON-KEY DECISIONS**

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

**PREVIOUSLY ADVERTISED DECISIONS**

<i><b>DECISION REQUIRED</b></i>		<i><b>DECISION MAKER</b></i>	<i><b>DATE DECISION EXPECTED</b></i>	<i><b>RELEVANT SCRUTINY COMMITTEE</b></i>	<i><b>WARD</b></i>	<i><b>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b></i>
1.	<p><b>Disposal of former Barnack Primary School caretaker house -</b> Delegate authority to the Corporate Director of Growth and Regeneration to dispose of the property.</p>	<p><b>Councillor Seaton, Cabinet Member for Finance</b></p>	<p><b>September 2020</b></p>	<p>Growth, Environment &amp; Resources Scrutiny Committee</p>	<p>NVA</p>	<p>Relevant internal and external stakeholders.</p>	<p>Stuart Macdonald, Property Manager.  Tel: 07715 802 489. Email: stuart.macdonald@peterborough.gov.uk  Bill Tilah (Bill.Tilah@nps.co.uk)</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</b></p>

<b>DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
2.	<p><b>Approval of the leasehold disposal of a brownfield site to a care provider –</b> 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><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>September 2020</b></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, <a href="mailto:tristram.hill@nps.co.uk">tristram.hill@nps.co.uk</a></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>
3.	<p><b>Approval of Funding for the BID project -</b> To approve the provision of funding for the BID project</p>	<p><b>Councillor Seaton, Cabinet Member for Finance</b></p>	<p><b>September 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central Ward</p>	<p>No formal consultation has been done, a programme of business consultation is planned to take place</p>	<p>Jay Wheeler, Economic Development Manger and Dave Anderson Interim Development Director Tel: 01733 452468 Email: <a href="mailto:dave.anderson@peterborough.gov.uk">dave.anderson@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
4.	<p><b>Modern Slavery Statement</b> To review and agree for publication an updated Statement in compliance with the Modern Slavery Act 2015.</p>	<p><b>Councillor Walsh, Cabinet Member for Communities</b></p>	<p><b>September 2020</b></p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Rob Hill, Assistant Director: Public Protection, <a href="mailto:rob.hill@peterborough.gov.uk">rob.hill@peterborough.gov.uk</a></p> <p>Amy Brown, Senior Lawyer and Deputy Monitoring Officer, <a href="mailto:Amy.brown@peterborough.gov.uk">Amy.brown@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
5.	<p><b>Peterborough Limited Articles of Association –</b> To alter Peterborough Limited's Articles of Association, and to delegate the power under the Articles.</p>	<p><b>Cabinet</b></p>	<p><b>September 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>James Collingridge, Head of Environmental Partnerships, 01733864376, <a href="mailto:james.collingridge@peterborough.gov.uk">james.collingridge@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p>

<b>DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
6.	<b>Leisure Facility Options Appraisal</b> - Cabinet Member approval to proceed with the development of a business case to test the viability of a new leisure facility in the city	<b>Councillor Steve Allen, Cabinet Member for Housing, Culture and Recreation</b>	<b>September 2020</b>	Adults and Communities Scrutiny Committee	N/A	None at this stage	Dave Anderson Interim Development Director Tel: 07810 839657 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.	<b>Adoption of Housing Related Support Commissioning Strategy</b> - A Housing Related Support Strategy is being developed for Peterborough and Cambridgeshire. This will set out the commissioning intentions for Housing Related Support Services and identify the commissioning priorities for 2021/22. Once adopted an Action plan will also be developed to monitor implementation.	<b>Councillor Steve Allen, Cabinet Member for Housing, Culture and Recreation</b>	<b>October 2020</b>	Adults and Communities Scrutiny Committee	N/A	N/A	Lisa Sparks, Commissioner - Housing Related Support, Tel: 07900163590, Email: lisa.sparks@cambridgeshire.gov.uk	Housing Related Support Strategy, Cambridgeshire and Peterborough

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

<b>DECISION TAKEN</b>	<b>DECISION MAKER</b>	<b>DATE DECISION TAKEN</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>Transfer of Services from Vivacity to Peterborough Limited and City College Peterborough - AUG20/CMDN/22</b></p> <p>The Cabinet Member approved:</p> <ol style="list-style-type: none"> <li>1. The transfer of services provided by Vivacity to Peterborough Limited and City College Peterborough;</li> <li>2. The proposed client arrangements and the associated processes to re-open services;</li> <li>3. The draft timetable and review process to transfer these services to their final delivery provider;</li> <li>4. The financial remuneration package for Peterborough Limited and City College Peterborough to deliver services in this interim period.</li> </ol>	<p><b>Councillor Steve Allen, Cabinet Member for Housing, Culture and Recreation</b></p>	<p><b>24 August 2020</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>There has been consultation as this is a significant transfer including Staff of Vivacity, Council Cabinet, The Board of Peterborough Limited, The Governors of City College Peterborough, Unions.</p>	<p>Pete Carpenter, Acting Corporate Director Resources, Email: <a href="mailto:peter.carpenter@peterborough.gov.uk">peter.carpenter@peterborough.gov.uk</a>, 0792016 0122</p>	<p>N/A</p>

<b>GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 13
<b>28<sup>th</sup> SEPTEMBER 2020</b>	<b>PUBLIC REPORT</b>

Report of:	Tom Hennessy, CEO, Opportunity Peterborough	
Cabinet Member(s) responsible:	Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments	
Contact Officer(s):	Tom Hennessy, CEO, Opportunity Peterborough	Tel. 01733 317412

## OPPORTUNITY PETERBOROUGH

R E C O M M E N D A T I O N S	
<b>FROM:</b> Tom Hennessy, CEO, Opportunity Peterborough	<b>Deadline date:</b> N/A
<p>The Growth, Environment, and Resources Scrutiny Committee is asked to:</p> <ul style="list-style-type: none"> <li>• Note the achievements and impact of Opportunity Peterborough with regards to support for the local economy and jobs creation as described in this report and Appendix A.</li> <li>• Note the opportunities for enhancing its services, and thus its impact, as laid out in the Business Plan in Appendix B.</li> <li>• Note the challenges that the company will face should it be unsuccessful in securing a new contract with the CPCA.</li> <li>• Consider the benefits of Opportunity Peterborough as a valued asset, and the potential to share costs and service outcomes with neighbouring authorities such as Cambridgeshire County Council and South Kesteven District Council.</li> </ul>	

### 1. ORIGIN OF REPORT

- 1.1 This report is submitted to Growth, Environment, and Resources Scrutiny Committee following a request from the Committee.

### 2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to provide an update on the activities and achievements of Opportunity Peterborough; to provide an overview of the opportunities and challenges that face the company in the very near future; and to provide information to the Committee for its consideration regarding the continued funding of the company.

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

5. Economic Development and regeneration including Strategic Housing and Strategic Planning  
10. Partnerships and Shared Services

- 2.3 There is an exempt annex (Appendix B) attached to this report that is NOT FOR PUBLICATION by reason of paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972 because

it contains information relating to the financial affairs of Opportunity Peterborough Ltd. The public interest test has been applied to the information contained within this exempt annex and it is considered that the need to retain the information as exempt outweighs the public interest in disclosing it.

### 3. **TIMESCALES**

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

### 4.1 **Introduction**

**4.1.1** Opportunity Peterborough is the city’s economic development company, a private, not-for-profit company, limited by guarantee. It was formed in 2005 as an Urban Regeneration Company but in 2010/11, with the dissolution of two of its shareholders, the East of England Development Agency and English Partnerships, it was reconstituted as an economic development company under the sole ownership of Peterborough City Council.

**4.1.2** Today, Opportunity Peterborough’s mission is to support economic growth across the Greater Peterborough area, improving prosperity, job opportunities, and life chances for those who live and work here. It does this by engaging with local companies to support growth and development, by marketing Peterborough to attract new businesses, by working with partners at a strategic level to create an enabling environment, and by playing a leading role in the city’s skills agenda to ensure the current and future talent pool have the skills they need to drive the region forward.

**4.1.3** Opportunity Peterborough supports a wide range of stakeholders to achieve their objectives including Peterborough City Council, the Cambridgeshire and Peterborough Combined Authority, the Department for International Trade, the Careers Enterprise Company, South Holland District Council, schools and colleges across Peterborough and Cambridgeshire, and businesses seeking support to grow as well as those seeking a suitable location for expansion or relocation. To each of these stakeholders Opportunity Peterborough’s offer is different but to each of them it is the same – a deep pool of knowledge, experience, and expertise that they can draw upon, and a creative, proactive, and dedicated team, committed to delivering excellent results, client satisfaction, and ultimately, a positive impact on the local economy for the benefit of all.

**4.1.4** Opportunity Peterborough has received a core grant of £100,000 from Peterborough City Council for the last 4 years (having previously been in excess of £500,000) as well as £40,000 for the provision of services related to strategic funding, and has successfully secured substantial grant funding from European and national sources to deliver specific programmes that align with its mission. It delivers inward investment and careers education services on behalf of the Cambridgeshire and Peterborough Combined Authority and provides economic development and skills services on a commercial basis to other local authorities. It also runs a fee-based membership network for businesses and other stakeholders in and round the city.

**4.1.5** The company currently employs 20 individual equating to approximately 17 FTEs.

### 4.2 **2019/20: A review**

**4.2.1** The 2019/20 financial year saw Opportunity Peterborough build on its success for delivering economic growth in Peterborough to establish a prominent role in driving growth at a regional level. Although international economies slowed towards the end of the financial year, confidence within Peterborough remained relatively high before the COVID pandemic, and international investment is still being secured for the city and its neighbouring districts.



**4.2.2** During the year 35 investment enquiries were handled by Opportunity Peterborough, and a number of international companies established operations in Peterborough including US retailer URBN, and holiday agents JTA Travel. Foreign owned businesses such as Coloplast, are continuing to show confidence in Peterborough, reinvesting and expanding their operations.

**4.2.3** Based on the organisation's strong track record with local partners, Opportunity Peterborough is leading a one year pilot for the Cambridgeshire & Peterborough Combined Authority (CPCA) on a cohesive inward investment proposition for the Greater Peterborough area, comprising the Peterborough, Fenland, Huntingdonshire and East Cambridgeshire areas. This approach combines the districts' shared economic strengths across five priority sectors - Agri-tech, Digital & IT, Advanced Manufacturing & Engineering, Logistics & Distribution, and Construction - to create a more compelling proposition for international investors and make significant contributions towards CPCA's ambitious targets for jobs growth and increasing prosperity. This work is complemented with the ongoing support provided to South Holland District Council's economic development team.

**4.2.4** To future-proof one of the area's most important sectors, Opportunity Peterborough has made successful funding applications to establish a Smart Manufacturing Association. The investment will provide the platform for optimising the sector, developing workforce skillsets and catalysing growth, building on Peterborough's success as an internationally recognised smart city. This funding will not be paid to Opportunity Peterborough but will instead be paid to a JV to be established between Opportunity Peterborough and the CPCA.

**4.2.5** Throughout this period, Opportunity Peterborough has provided key strategic advice and support for a wide range of public sector partners, ensuring that local decision-making around projects such as the University of Peterborough, the Local Industrial Strategy, and the Cambridge and Peterborough Skills Strategy are informed by the areas true economic needs. This level of high level strategic engagement has continued into 2020-21 as Opportunity Peterborough has been involved in regular stakeholder meetings regarding with Peterborough City Council, the Cambridgeshire and Peterborough Combined Authority, and the Mayoral Forum regarding to the immediate response to the COVID19 pandemic as well as the longer term recovery plans, confirming OP's growing influence in policy formulation across the CPCA area.

**4.2.6** As well as the success of new investment into the city, there have been a number of other key highlights for the company over the period. The Skills Service continues to be a highly regarded element of Opportunity Peterborough's economic growth portfolio with over 34,000 young people across five districts gaining direct contact with employers to help increase knowledge of careers pathways, develop employability skills, and raise aspirations. Now in its ninth year, it delivered its 1,000<sup>th</sup> event since launch, having run 205 events in the 2019-2020 financial year alone. The team were key partners for the hugely successful Peterborough STEM Festival, have established a popular digital enterprise challenge, "Inspire Your City" with CityFibre, and have also begun work with cross-sector partners to make Peterborough the UK's first Youth Employment Friendly city.

**4.2.7** Fundamentally, Opportunity Peterborough's approach to building Peterborough's economic success is not only through the breadth of its work, but also building confidence in the city. Through engagement with the Peterborough Tourism Focus Group, Peterborough Positive (the city's Business Improvement District initiative), and the City Leadership Forum, work has begun to establish a member funded forum for the leisure and tourism sector in Peterborough, funding co-ordinated marketing of the city and its attractions to increase visitor numbers, and develop a longer lasting, more positive perception of the city among residents and externally.

**4.2.8** An overview of performance against KPIs can be found in the Business Plan in Appendix A. As can be seen from the KPI table, Opportunity supported the creation of 338 jobs across the CPCA area in 2019-20. Using the average salary for the CPCA area of £30,000, this has resulted in a GVA uplift of £10.14m. This means that for every £1 of PCC grant funding,

Opportunity Peterborough was able to generate £101.40 in increased GVA for the local economy.

### **4.3 Opportunity**

**4.3.1** The financial year 2020/21 holds many challenges and some opportunities. For Opportunity Peterborough and the company's long term security can be realised through being part of a consortium that wins the Cambridgeshire and Peterborough Combined Authority's Growth Service contract. This is a 3 year contract for the provision of economic development and skills support services across the Cambridgeshire and Peterborough area worth £32m. It also replaces a number of Opportunity Peterborough's existing contracts. The 2020/21 Business Plan (Appendix A) is based on the successful outcome of this bid and securing the 3 year contract. Our optimism is based on the success of our previous work as described earlier and the value offer that Opportunity Peterborough provides to Peterborough and beyond. It would be unwise to ignore the threat to Opportunity Peterborough from not securing this important contract and therefore a 2020-21 Reserve Business Plan is also provided within the Business Plan.

**4.3.2** An announcement regarding the outcome of the contract is expected w/c 21<sup>st</sup> September 2020.

### **4.4 Support for Peterborough City Council**

**4.4.1** The CPCA Business Growth Service contract presents a great opportunity for the company, but as a contract it is very specific in terms of the scope of activity and the nature of outcome being procured. In this instance this would be for the provision of inward investment services across Cambridgeshire and Peterborough in order to create high quality jobs, and the creation of additional apprenticeships.

**4.4.2** However, there are numerous ways on which Opportunity Peterborough supports the city's economy beyond these narrow services and which can continue to be realised through Peterborough Council's ongoing support and funding of the company.

**4.4.3** Opportunity Peterborough has long enjoyed the support of Peterborough City Council and is proud of its continued close working relationship with both organisations striving to improve the resilience and vibrancy of the local economy as well as the livelihoods of residents.

**4.4.4** The structure of Peterborough City Council having its economic development function placed within a wholly-owned company has been very effective over the years, providing a sense of separation from the public sector which can prove beneficial when working with the business community, enabling a degree of flexibility and agility that could not necessarily be achieved as a local authority department, but also allowing officers to work hand-in-glove when required in order to achieve positive outputs for the city.

**4.4.5** Due to ongoing pressures on the public purse originating around the time of the 2008 financial crisis, PCC's funding for OP is not what it once was having reduced from in excess of £500,000 p.a. to core funding of £100,000 p.a. plus an additional £40,000 for services related to funding and strategic input. However, for a number of years, due to increasing budgetary pressures, there has existed a risk that PCC may need to withdraw its funding and so in preparation for this OP has been working towards becoming a more commercial organisation so that it can be more self-sufficient and move to a model that is sustainable without the Council's financial support.

**4.4.6** However, despite Opportunity Peterborough's ability to become self-sufficient should it win the CPCA contract, continuation of funding would result in Peterborough City Council continuing to benefit from Opportunity Peterborough's activity in the city, over and above inward investment and apprenticeship activity, such as:

- Peterborough City Council would retain an experienced, effective, and reputable economic development function at a time when support for businesses, jobs, and the economy has rarely been more needed.
- PCC would continue to receive excellent value for money. OP currently takes £140,000 of PCC funding and turns it into an economic development unit with a turnover in excess of £800,000 employing 20 individuals (c.17 FTEs). In the last financial year OP supported the creation of 338 jobs just through its inward investment activity. This equates to additional economic output of £10.14m, a return on investment to PCC of £101.40 for every £1 invested.
- OP would continue to respond to consultations on behalf of Peterborough regarding the development of strategic documents such as the National Industrial Strategy, the Cambridgeshire and Peterborough Independent Economic Review, the Local Industrial Strategy, the CPCA Skills Strategy, or the CPCA Local Economic Recovery Strategy.
- OP would continue to represent Peterborough on strategic groups such as the CPCA's Economic Recovery Sub-Group or the Mayoral Forum, both of which have been set up in response to the current COVID crisis.
- OP would continue to organise events such as the Thomas Cook jobs fair which was put together at less than a week's notice in response to the closure of the company.
- OP would continue to run the Bondholder network which provides PCC with a highly effective channel through which to drive business engagement.
- OP would continue to support PCC business facing teams by presenting the needs, challenges, language, and perceptions of business in ways that enhance policy making and service delivery.
- OP would continue to support PCC in major initiatives such as the re-opening of the city centre in which OP has played a critical but low key role:
  - Leading on the development and delivery of directional signage in and around the city centre to reinforce and encourage social distancing
  - Focusing on targeting communities where English is a Second Language – producing signage and adverts on local community radio stations (including translation into Urdu)
  - Production of directional signage for businesses
  - Working with PCC Comms on COVID-19 media activity, supporting the business messaging
  - Creating and managing a Facebook group for city centre businesses, providing updates on funding / regulatory changes, answering questions
  - Test and trace - identifying and contacting employment agencies that provide staff to priority workplaces (logistics, distribution, food, cold storage, warehousing), and development surveys for agencies.

**4.4.7** The very specific nature of CPCA Business Growth Service contract would require that services delivered under the contract would be focussed on inward investment and the creation of additional apprenticeships. That means foreign-owned businesses, and those headquartered outside of the CPCA area, would take priority and it would be very difficult for OP to directly support any home grown businesses. Continued funding would enable OP to continue supporting PCCs strategic work regarding sustainability, inclusive growth, and smart cities.

**4.4.8** If OP were unsuccessful in securing the CPCA Business Growth Service contract then PCC's continued financial support would enable OP to pursue its reserve business plan. In doing so it would continue promoting the city through the development of a commercial, place marketing model; provide consultancy services to businesses and local authorities; continue to deliver the Smart Manufacturing Association JV with the CPCA; and refocus efforts on the commercialisation of the Bondholder Network.

## **5. CONSULTATION**

**5.1** No consultation is required at this time.

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

**6.1** Continued funding of Opportunity Peterborough will enable the company to continue to play an active role in supporting the Council in its strategic priorities namely:

1. Drive growth, regeneration and economic development
2. Improve educational attainment and skills
3. Implement the Environment Capital agenda

Continued funding will enable the company to work with business and residential communities across the city to help drive economic resilience and vibrancy in ways that have farther reaching impacts than those that can be achieved via commercial contracts by specifically addressing market failure.

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

**7.1** It is recommended that the Growth, Environment, and Resources Scrutiny Committee consider the benefits and valued services that Opportunity Peterborough could continue to deliver, particularly in this time of economic uncertainty.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

**8.1** **8.1.1** Peterborough City Council could withdraw funding for Opportunity Peterborough from 2021/22 with the associated loss of the benefits as outlined above.

**8.1.2** Peterborough City Council could contract Opportunity Peterborough to deliver specific services to the Council on a case by case basis. However, without a long term commitment to levels of funding it would be difficult to retain resources to enable delivery.

**8.1.4** Given that Cambridgeshire County Council and Peterborough City Council enjoy a close relationship sharing many officers, and given that CCC does not have its own economic development function, services could be further enhanced or a cost saving could be realised if costs were shared with CCC and both organisations were provided with access to OP's services. Likewise, an approach by PCC to South Kesteven District Council suggesting a merging of OP with InvestSK, which has recently been through a streamlining process, could again provide some costs savings to PCC whilst retaining access to services currently provided by OP. Such arrangements would not have to be mutually exclusive and could provide increased efficiencies and collaborative working across Cambridgeshire, Peterborough and South Lincolnshire providing ongoing benefits to all involved.

## **9. IMPLICATIONS**

### **Financial Implications**

**9.1** This report is provided for information and to update Members on the opportunities and challenges currently facing Opportunity Peterborough, as well as to highlight the benefits that the Council would continue to receive in support of the delivery of its aims and objectives. There are therefore no financial implications.

### **Legal Implications**

**9.2** There are no legal implication arising from this report.

### **Equalities Implications**

**9.3** There are no equalities implications arising from this report.

## **10. BACKGROUND DOCUMENTS**

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

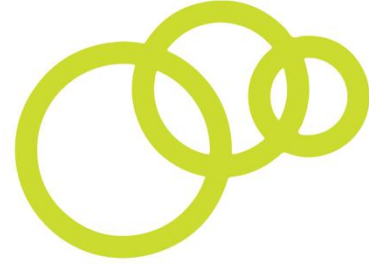
10.1 N/A

**11. APPENDICES**

11.1 Appendix A – Opportunity Peterborough Update  
EXEMPT Appendix B - Opportunity Peterborough Business Plan 2020/21  
Appendix C – Opportunity Peterborough Ltd Annual Report and Financial Statements Year Ended 2019/20

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Supporting businesses  
Growing our economy



Opportunity Peterborough

#OPBondholder

# About Opportunity Peterborough

Opportunity Peterborough is the city's economic development company.

Our mission is to support economic growth across the Greater Peterborough area, improving prosperity, job opportunities, and life chances for those who live and work here.





# Supporting Economic Growth

We do this by:

- Supporting Peterborough's businesses to grow, innovate, diversify, and become more resilient and more sustainable
- Attracting new companies to the city to create new jobs and support a diverse and vibrant economy
- Making sure students and workers have the skills businesses need, and by raising the career aspirations of young people
- Working with partners at a strategic level to create an enabling environment
- Delivering the Future Cities Programme to help make Peterborough a smarter, more sustainable, resilient, and attractive city in which to work, live, and play

# Services to PCC

In addition to its external services, Opportunity Peterborough provides a range of services directly to Peterborough City Council, including (but not limited to):

- Responding to consultations on behalf of Peterborough regarding the development of strategic documents such as the National Industrial Strategy and Local Industrial Strategy
- Representing Peterborough on strategic groups such as the CPCA's Economic Recovery Sub-Group and Mayoral Forum, both of which have been set up in response to the current COVID crisis
- Organising events such as the Thomas Cook jobs fair
- Running the Bondholder Network which provides PCC with a highly effective channel through which to drive business engagement.
- Supporting PCC business facing teams by presenting the needs, challenges, language, and perceptions of business in ways that enhance policy making and service delivery.
- Supporting PCC in major initiatives such as the re-opening of the city centre in which OP has played a critical but low key role.

# Impact 2019/20

Across 2019/20, Opportunity Peterborough...

- Handled 35 inward investment enquiries, conducted 58 investor development meetings, and supported 19 investment projects creating 351 jobs
- Provided over 34,000 young people with access to employers via 205 events, to help increase knowledge of careers pathways, develop employability skills, and raise aspirations
- Supported the creation of £10m+ of additional economic output in the Greater Peterborough area, a return of over £100 for every £1 invested by Peterborough City Council
- **This service (and much more) costs Peterborough City Council £140,000 p.a. Market price for this service would exceed £935,000 p.a.**



Opportunity Peterborough  
Bondholder Network

# Supporting Business Growth

# Bondholder Network

- Regular networking and collaboration opportunities
- Sharing news, events and the latest business opportunities
- Economic intelligence
- Providing an effective 2-way communication channel between Peterborough City Council and the business community
- Bondholder Dinner – “The highlight of Peterborough’s business calendar”



# LEADER Programme (2015-2019)

- £1m EU grant funding programme across Rural Peterborough and Rutland
- 27 projects with a total value of £2.5 million across farming, tourism, rural services and SMEs, and rural community groups
- Created 40 jobs



[www.leaderfunding.co.uk](http://www.leaderfunding.co.uk)



# GrowIn 4.0



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An EU project with 14 other international partners supporting the digitisation of manufacturing with toolkits to help with benefits identification, ROI analysis, and change management.

In November 2019, partners visited Peterborough to discuss the project's progress and to meet manufacturing innovators in the city.

# Smart Manufacturing Association

Having secured funding in principle via the Local Growth Fund, Opportunity Peterborough is currently negotiating the creation of a joint venture with the CPCA to support the manufacturing sector. We will do this by:

- Supporting businesses to adopt Industry 4.0 technologies such as IoT, automation, and digitisation, as well as new business models such as Circular Economy and Product-as-a-Service, in order to drive innovation, productivity, and competitiveness.
- Better connecting and strengthening relationships between industry, universities, researchers, training providers, centres of excellence, and schools in a coordinated and collaborative cluster to drive sector growth.
- Sharing of knowledge, best practice and ideas. Providing benchmarking, training workshops, and learning programs to develop better informed leaders and a higher skilled workforce.





Opportunity Peterborough  
Bondholder Network

# Inward Investment

# Inward Investment

- Raising the profile of Peterborough nationally and internationally
- Attracting businesses to locate in the city, invest, and create jobs
- Attracting capital investment into regeneration opportunities, i.e. Station Quarter
- Proving Peterborough is a great place for businesses to thrive
- Supporting investors to find offices, land, finance, and providing economic intelligence
- Introducing investors to Peterborough's politicians and business leaders



# Inward Investment



Welcoming the Dept. for International Trade team from Poland. International delegations were also hosted from China, Japan, Nigeria, and from across Europe.

# Inward Investment

## Some successes...

- McCormick – US food manufacturer
- URBN – US online clothing retailer
- AM Fresh – Spanish fresh food co.
- Construction Industry Training Board – HQ relocation
- Coloplast – Danish health product manufacturer (reinvestment)
- Anker Stuy - Dutch paint manufacturer
- Kingsley Beverages – South African drinks manufacturer
- ABAX – Norwegian telematics and IoT company
- Addison Lee – US personal and corporate taxi service







Opportunity Peterborough  
Bondholder Network

# The Skills Service

# The Skills Service



Working with schools and businesses so young people understand the career opportunities provided by local industry, as well as the skills needs.

# The Skills Service

- Brokerage between businesses and education providers across Peterborough, Huntingdon, Fenland, East Cambs and South Holland.
- Engaging careers activities to inform and develop young people's careers choices. 34,000 engagements in 2019/20
- More opportunities for students to meet local employers to find out about different career pathways – employer engagement has been linked to higher attainment and motivation
- Businesses can bridge industry skills gaps and boost their brand recognition
- Now also working in primary schools
- Supported with the annual Peterborough STEM Festival
- Working to establish Peterborough as the UK's first Youth Employment Friendly City to tackle high NEET and youth unemployment levels



# The Skills Service



*“We thoroughly enjoy working with The Skills Service in schools... As a company we are passionate about supporting and working with schools and students, helping with insights on different career opportunities and employers’ expectations and developing the students’ future employability.”*

Julia Edwards, Corporate Social Responsibility Manager at Caterpillar



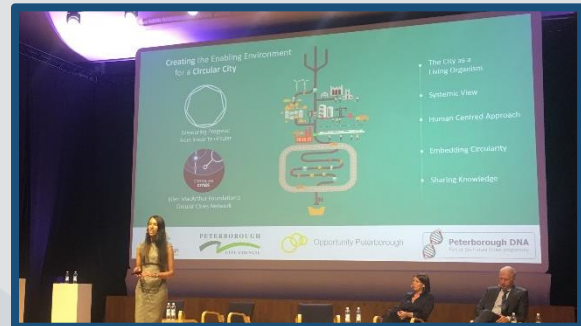


Opportunity Peterborough  
Bondholder Network

# Future Peterborough

# Future Peterborough

- Awarded £3 million from Innovate UK in 2012 to become a Future City Demonstrator
- Peterborough won the title 'World Smart City of the Year 2015'
- Developing a Circular Economy in Peterborough
- Sharing our Smart City experience internationally, raising the profile of Peterborough – India, Canada, Taipei, Barcelona, Copenhagen, Helsinki and more!



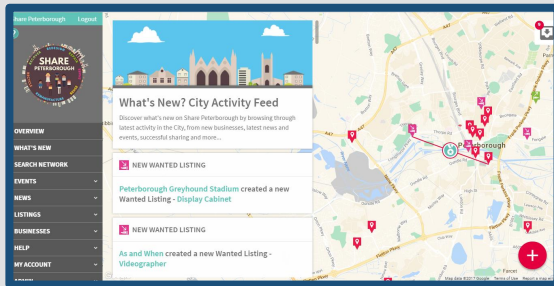
# Future Peterborough

The screenshot displays the Share Peterborough website interface. On the left is a dark navigation menu with the following items: OVERVIEW, WHAT'S NEW, SEARCH NETWORK, EVENTS, NEWS, LISTINGS, BUSINESSES, HELP, MY ACCOUNT, and ADMIN. The main content area features a header with a city skyline illustration and a 'What's New? City Activity Feed' section. This feed lists two 'NEW WANTED LISTING' items: 'Peterborough Greyhound Stadium created a new Wanted Listing - Display Cabinet' and 'As and When created a new Wanted Listing - Videographer'. To the right of the feed is a map of Peterborough with several red location pins and a red circle highlighting the city center. The map includes street names like A47, Frank Perkins Pkwy, and Oundle Rd. At the bottom of the map, it says 'Map data ©2017 Google' and 'Report a map error'.

Championing circular and shared economy approaches via the Share Peterborough website.

[www.sharepeterborough.com](http://www.sharepeterborough.com)

# Future Peterborough



- Over 50 international speaking opportunities since 2015 to share Peterborough's work
- Established the first city-wide resource sharing platform, Share Peterborough
- International conference hosted in January 2019 for circular economy and public sector professionals with over 50 attendees

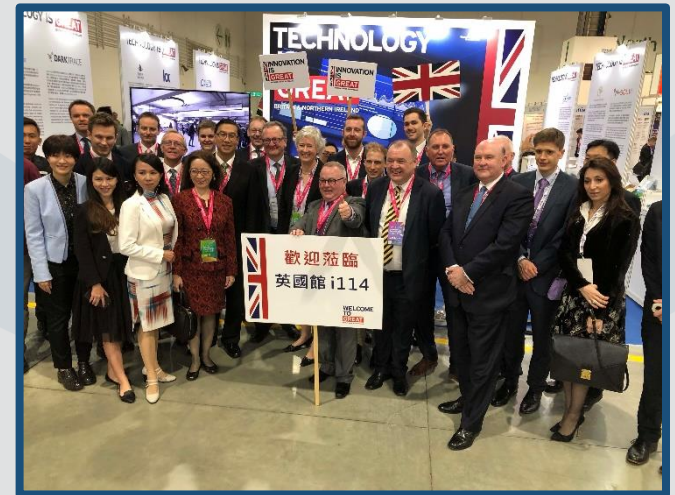
Endorsements as a circular economy innovator from:

- [Ellen MacArthur Foundation](#)
- [World Circular Economic Forum](#)
- [Collaborating Centre for Sustainable Consumption and Production](#)
- [Dutch Financial Times](#)
- RTVE (Spanish equivalent of BBC)



# Future Peterborough

- Delivered a DFID-funded Smart City Leadership Programme for the Indian city of Amaravati and for the state of Madhya Pradesh.
- Developing international relationships to share intelligence and develop trade opportunities, particularly within Asia
- Played a lead role in the development of British Standards Institute's (BSI) suite of Smart City Standards
- Chair of BSI's Smart and Sustainable Cities Committee (SDS/2) and a founder member of the Cities Standards Institute
- Attends the All Party Parliamentary Group on Smart Cities





Opportunity Peterborough  
Bondholder Network

# Combating COVID19

# Combating COVID-19 – What Opportunity Peterborough is doing

- Conducted an impact survey of c.100 Peterborough businesses
- Representing Peterborough on the CPCA Economic Recovery Sub-Group
- 159 • Working with Peterborough City Council and BID team, Peterborough Positive, to support communications to businesses, HMG grant programmes (£34m+), and re-opening of the city centre
- Supporting the launch and delivery of the CPCA's Talent Portal for job seekers and hiring companies
- Working with partners like KTN and InnovateUK to share details of sector funding programmes and business development opportunities.
- Sharing the updates from the PCC, CPCA, and HMG through regular newsletters to c.6,000 business contacts and via pro-active social media campaign

# Talent Portal



CAMBRIDGESHIRE  
& PETERBOROUGH  
COMBINED AUTHORITY

JAMES PALMER  
CAMBRIDGESHIRE &  
PETERBOROUGH MAYOR



THE BUSINESS BOARD



## CPCA Talent Portal

Below you will find a range of support offered by the Cambridgeshire and Peterborough Combined Authority to help your business succeed through these challenging times.

<https://cpcabusinesssupport.co.uk/talent-portal/>



# Contact

For more information please contact:

[info@opportunitypterborough.co.uk](mailto:info@opportunitypterborough.co.uk)

T: 01733 317417

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**OPPORTUNITY PETERBOROUGH LIMITED**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

# OPPORTUNITY PETERBOROUGH LIMITED

## COMPANY INFORMATION

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<b>Directors</b>	Mr A Barker Mr I Forsythe Mrs C Gostick Dr A Kennedy OBE Mr J Holdich OBE Mr P J Hiller Mr S Magenis
<b>Company number</b>	05377004
<b>Registered office</b>	Allia Future Business Centre London Road Peterborough PE2 8AN
<b>Auditor</b>	Baldwins Audit Services Ruthlyn House 90 Lincoln Road Peterborough Cambridgeshire PE1 2SP
<b>Bankers</b>	Barclays Bank PLC Peterborough Business Centre PO Box 294 1 Church Street Peterborough Cambridgeshire PE1 1EZ

# OPPORTUNITY PETERBOROUGH LIMITED

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# OPPORTUNITY PETERBOROUGH LIMITED

## DIRECTORS' REPORT

**FOR THE YEAR ENDED 31 MARCH 2020**

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The directors present their annual report and financial statements for the year ended 31 March 2020.

### **Principal activities**

The main remit of Opportunity Peterborough is to drive the economic growth of Peterborough. At its core, this involves providing business support activities through the highly popular Bondholder Network, advice and signposting to funding, as well as attracting new inward investment to Peterborough. Opportunity Peterborough has established a strong reputation in these areas and is delivering this support service to surrounding areas in the Peterborough sub-regional economy.

Alongside these core, traditional economic development activities, Opportunity Peterborough has also led the future cities programme in the city, encouraging innovation and business opportunities for a more successful and resilient economy and city. Through its Skills Service, Opportunity Peterborough brings together businesses, young people, and schools to develop work readiness in young people and inspire their career choices.

Underpinning this activity is a strong marketing and communications activity which promotes the city and its businesses, to secure new investment, and raise Peterborough's profile nationally and internationally.

To deliver this range of services and initiatives in the city, and maximise the core funding by its sole member, Peterborough City Council, Opportunity Peterborough consistently secures additional funding and has a strong record of successful partnerships both nationally and internationally.

### **Directors**

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

Mr A Barker  
Mr I Forsythe  
Mrs C Gostick  
Dr A Kennedy OBE  
Mr J Holdich OBE  
Mr P J Hiller  
Mr S Magenis

The company is incorporated under the Companies Act 1985 and it is limited by guarantee. The liability is limited to £1 each. Peterborough City Council is the sole member and guarantor.

### **Auditor**

In accordance with the company's articles, a resolution proposing that Baldwins Audit Services be reappointed as auditor of the company will be put at a General Meeting.

### **Statement of disclosure to auditor**

So far as each person who was a director at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, the directors individually have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditor is aware of that information.

# OPPORTUNITY PETERBOROUGH LIMITED

## DIRECTORS' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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#### Review of the Year to 31 March 2020

The 2019/20 financial year saw Opportunity Peterborough build on its success for delivering economic growth in Peterborough to establish a prominent role in driving growth at a regional level. Although international economics slowed towards the end of the financial year, confidence within Peterborough remains relatively high, and international investment is still being secured for the city and its neighbouring districts.

With 35 investment enquiries handled by Opportunity Peterborough, a number of international companies have established operations in Peterborough including US retailer URBN, and holiday agents JTA Travel. Foreign-owned businesses such as Coloplast, are continuing to show confidence in Peterborough, reinvesting and expanding their operations.

Based on the organisation's strong track record with local partners, Opportunity Peterborough is leading a one-year pilot for the Cambridgeshire & Peterborough Combined Authority (CPCA) on a cohesive inward investment proposition for the Greater Peterborough area, comprising the Peterborough, Fenland, Huntingdonshire and East Cambridgeshire areas. This approach combines the districts' shared economic strengths across five priority sectors - Agri-tech, Digital & IT, Advanced Manufacturing & Engineering, Logistics & Distribution, and Construction - to create a more compelling proposition for international investors and make significant contributions towards CPCA's ambitious targets for jobs growth and increasing prosperity. This work is complemented with the ongoing support provided to South Holland District Council's economic development team.

To future-proof one of the area's most important sectors, Opportunity Peterborough has made successful funding applications to establish a Smart Manufacturing Association. This will lead the way in optimising the sector, developing workforce skillsets and catalysing growth, building on Peterborough's success as an internationally lauded smart city.

Throughout this period, Opportunity Peterborough has provided key strategic advice and support for a wide range of public sector partners, ensuring that local decision-making around projects such as the University of Peterborough are informed by the areas true economic needs.

As well as the success of new investment into the city, there have been a number of other key highlights for the company over the period. The Skills Service continues to be a highly regarded element of Opportunity Peterborough's economic growth portfolio with over 34,000 young people across five districts gaining direct contact with employers to help increase knowledge of careers pathways, develop employability skills, and raise aspirations. Now in its ninth year, it delivered its 1,000th event since launch, having run 205 events in the 2019-2020 financial year alone. The team were key partners for the hugely successful Peterborough STEM Festival, have established a popular digital enterprise challenge, "Inspire Your City" with CityFibre, and have also begun work with cross-sector partners to make Peterborough the UK's first Youth Employment Friendly city.

Internationally, Opportunity Peterborough continues to lead work with India's '100 Smart Cities' programme, and in partnership with the British Standards Institute (BSI), is now supporting cities in Africa. The Future Peterborough programme, led by Opportunity Peterborough and Peterborough City Council, has bolstered the city's international reputation even further, with the team taking up invitations to speak at 14 different international conferences in 2019-2020 to share expert insight on Peterborough's smart city and circular economy approaches. Working partnerships with the likes of PECT (Peterborough Environmental City Trust) and the Knowledge Transfer Network are also helping to tackle waste and sustainability challenges in specific sectors.

Fundamentally, Opportunity Peterborough's approach to building Peterborough's economic success is not only through the breadth of its work, but also building confidence in the city. Work has begun to establish a member-funded forum for the leisure and tourism sector in Peterborough, funding co-ordinated marketing of the city and its attractions to increase visitor numbers, and develop a longer lasting, more positive perception of the city among residents.

# OPPORTUNITY PETERBOROUGH LIMITED

## DIRECTORS' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2020**

---

By securing investment from growing companies, furthering Peterborough's international stature, and boosting the confidence and employability of the younger population, Opportunity Peterborough is recognised regionally and nationally as a partner of choice for funding bids and intervention delivery.

During the year, the directors of Opportunity Peterborough have re-assessed the level of reserves it aims to maintain and consider that the current level of reserves is satisfactory. Reserves are maintained to enable an orderly closedown of the company in the event of a significant drop in funding, to manage the cashflow impact of some of the funding streams where funding may be received in arrears and to take advantage of any new opportunities that may arise.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the board

.....  
Dr A Kennedy OBE  
**Director**  
Date: .....



# OPPORTUNITY PETERBOROUGH LIMITED

## DIRECTORS' RESPONSIBILITIES STATEMENT

*FOR THE YEAR ENDED 31 MARCH 2020*

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The directors are responsible for preparing the Strategic Report, Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards 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 surplus or deficit of the company for that period. In preparing these 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 UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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. They 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.

# OPPORTUNITY PETERBOROUGH LIMITED

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF OPPORTUNITY PETERBOROUGH LIMITED

---

#### Opinion

We have audited the financial statements of Opportunity Peterborough Limited (the 'company') for the year ended 31 March 2020 which comprise the income and expenditure account, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2020 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- 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.

#### Other information

The directors are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion 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 such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in 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 in this regard.

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

# OPPORTUNITY PETERBOROUGH LIMITED

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF OPPORTUNITY PETERBOROUGH LIMITED

---

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

#### **Responsibilities of directors**

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors 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.

#### **Auditor's 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 auditor's report that includes our opinion. Reasonable assurance is a high level of 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 Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# **OPPORTUNITY PETERBOROUGH LIMITED**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF OPPORTUNITY PETERBOROUGH LIMITED**

---

#### **Use of our report**

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

**Mr Mark Jackson FCA DChA (Senior Statutory Auditor)**  
**for and on behalf of Baldwins Audit Services**

.....

**Statutory Auditor**

Ruthlyn House  
90 Lincoln Road  
Peterborough  
Cambridgeshire  
PE1 2SP

# OPPORTUNITY PETERBOROUGH LIMITED

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

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	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	865,481	1,045,719
Project and marketing costs	(668,999)	(819,394)
	<hr/>	<hr/>
<b>Gross surplus</b>	196,482	226,325
Administrative expenses	(146,091)	(171,778)
	<hr/>	<hr/>
<b>Operating surplus</b>	50,391	54,547
Interest receivable and similar income	1,313	1,018
	<hr/>	<hr/>
<b>Surplus before taxation</b>	51,704	55,565
Taxation	(249)	(193)
	<hr/>	<hr/>
<b>Surplus for the financial year</b>	<u>51,455</u>	<u>55,372</u>

# OPPORTUNITY PETERBOROUGH LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	3		1,249		1,186
Investments	4		1		1
			<u>1,250</u>		<u>1,187</u>
<b>Current assets</b>					
Debtors	5	86,542		139,055	
Cash at bank and in hand		478,135		376,132	
		<u>564,677</u>		<u>515,187</u>	
<b>Creditors: amounts falling due within one year</b>	6	<u>(313,071)</u>		<u>(314,973)</u>	
<b>Net current assets</b>			251,606		200,214
<b>Total assets less current liabilities</b>			<u>252,856</u>		<u>201,401</u>
<b>Reserves</b>					
Income and expenditure account			252,856		201,401
<b>Members' funds</b>			<u>252,856</u>		<u>201,401</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors and authorised for issue on ..... and are signed on its behalf by:

.....  
Dr A Kennedy OBE  
Director

Company Registration No. 05377004

# OPPORTUNITY PETERBOROUGH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

---

### 1 Accounting policies

#### Company information

Opportunity Peterborough Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Allia Future Business Centre, London Road, Peterborough, PE2 8AN.

#### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

The accounts have been prepared on the going concern basis. This is dependent on the continued support of the sole legal member of the company, who are the major contributor to the organisation's core costs.

#### 1.3 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where the company is unable to reclaim it.

#### 1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computer equipment	33% p.a straight line
--------------------	-----------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

#### 1.5 Fixed asset investments

Interests in subsidiaries, associates and jointly controlled entities are initially measured at cost and subsequently measured at cost less any accumulated impairment losses. The investments are assessed for impairment at each reporting date and any impairment losses or reversals of impairment losses are recognised immediately in surplus or deficit.

A subsidiary is an entity controlled by the company. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

# OPPORTUNITY PETERBOROUGH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

---

### 1 Accounting policies

(Continued)

An associate is an entity, being neither a subsidiary nor a joint venture, in which the company holds a long-term interest and where the company has significant influence. The company considers that it has significant influence where it has the power to participate in the financial and operating decisions of the associate.

Entities in which the company has a long term interest and shares control under a contractual arrangement are classified as jointly controlled entities.

#### 1.6 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### 1.7 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.8 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.



# OPPORTUNITY PETERBOROUGH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Classification of financial liabilities**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Operating creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operation from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Operating creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

### 1.9 Taxation

The tax expense represents the sum of the tax currently payable.

### 1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 1.11 Retirement benefits

The company operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the income and expenditure account in the year they are payable.

### 1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to profit or loss on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the leases asset are consumed.

# OPPORTUNITY PETERBOROUGH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 1 Accounting policies (Continued)

#### 1.13 Foreign exchange

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to income and expenditure account.

### 2 Employees

The average monthly number of persons (excluding directors) employed by the company during the year was 20 (2019 - 25).

### 3 Tangible fixed assets

	Plant and machinery etc £
<b>Cost</b>	
At 1 April 2019	5,979
Additions	932
	<hr/>
At 31 March 2020	6,911
	<hr/>
<b>Depreciation and impairment</b>	
At 1 April 2019	4,793
Depreciation charged in the year	869
	<hr/>
At 31 March 2020	5,662
	<hr/>
<b>Carrying amount</b>	
At 31 March 2020	1,249
	<hr/> <hr/>
At 31 March 2019	1,186
	<hr/> <hr/>

### 4 Fixed asset investments

	2020 £	2019 £
Shares in group undertakings and participating interests	1	1
	<hr/> <hr/>	<hr/> <hr/>

# OPPORTUNITY PETERBOROUGH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 4 Fixed asset investments (Continued)

#### Movements in fixed asset investments

	Shares in group undertakings £
<b>Cost or valuation</b>	
At 1 April 2019 & 31 March 2020	1
<b>Carrying amount</b>	
At 31 March 2020	1
At 31 March 2019	1

### 5 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Operating debtors	15,424	79,064
Prepayments and accrued income	71,118	59,991
	<u>86,542</u>	<u>139,055</u>

### 6 Creditors: amounts falling due within one year

	2020 £	2019 £
Operating creditors	18,599	17,864
Amounts owed to group undertakings	1	1
Corporation tax	249	193
Other taxation and social security	17,249	11,141
Deferred income	153,528	149,489
Other creditors	103,679	98,791
Accruals	19,766	37,494
	<u>313,071</u>	<u>314,973</u>

# OPPORTUNITY PETERBOROUGH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 5 Financial instruments

	2020	2019
	£	£
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost:		
Operating debtors	15,424	79,064
Cash at bank	478,039	376,111
	<u>493,463</u>	<u>455,175</u>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost:		
Operating creditors	18,599	17,864
Amounts due to fellow group undertakings	1	1
Accruals	19,766	37,494
Other creditors	202	-
	<u>38,568</u>	<u>55,359</u>

### 8 Members' liability

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

# OPPORTUNITY PETERBOROUGH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### 9 Related party relationships and transactions

#### Remuneration of key management personnel

The remuneration of key management personnel comprises of gross salary and employers pension contributions. This remuneration is as follows.

	2020 £	2019 £
Aggregate compensation	77,188	82,128

#### Other related party transactions

The nature of the funding, including the recharging of wages costs from its member Peterborough City Council, means that large balances regularly occur between the company and the Council. Balances outstanding at the year end were:

	2019 £	2018 £
Included within creditors	(104,683)	(100,995)
	<u>(104,683)</u>	<u>(100,995)</u>

Owing to the nature of the company's operations and the composition of the board of directors being drawn from local public and private sector organisations, it is inevitable that transactions will take place with organisations in which a member of the board of directors may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the company's financial regulations and normal procurement procedures.

### 10 Operating lease commitments

#### Lessee

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows:

	2020 £	2019 £
	17,821	71,284

### 11 Control

The company is controlled by Peterborough City Council, its sole legal member.

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