

**PETERBOROUGH CITY COUNCIL
SUMMONS TO A MEETING**

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

WEDNESDAY 9 DECEMBER 2020 at 6.00 pm

AGENDA

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QUESTIONS AND PETITIONS

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 - (b) **To the Leader or Member of the Cabinet**
 - (c) **To the Chair of any Committee or Sub-Committee**

RECOMMENDATIONS AND REPORTS

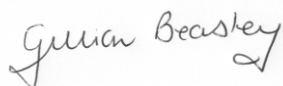
10. **Executive and Committee Recommendations to Council**

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In line with the virtual meeting protocol, questions on this report will not be heard at the meeting, but can be directed to the relevant representative for a written answer.

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Chief Executive

1 December 2020
Town Hall
Bridge Street
Peterborough

Observers may view the meeting online at Peterborough City Council's [Youtube Page](#)

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**MINUTES OF THE COUNCIL MEETING
HELD WEDNESDAY 21 OCTOBER 2020
COUNCIL CHAMBER, TOWN HALL, PETERBOROUGH**

THE MAYOR – COUNCILLOR GUL NAWAZ

Present

Councillors Ali, Allen, Ash, Ayres, Barkham, Bashir, Bisby, Andrew Bond, Sandra Bond, Brown, Burbage, Casey, Cereste, Coles, Day, Dowson, Ellis, Farooq, Fitzgerald, John Fox, Judy Fox, Fower, Harper, Haynes, Hemraj, Hiller, Hogg, Holdich, Howard, Howell, Hussain, Amjad Iqbal, Azher Iqbal, Jamil, Jones, Joseph, Lamb, Lane, Lillis, Murphy, Nadeem, Gul Nawaz, Shaz Nawaz, Over, Qayyum, Robinson, Rush, Sandford, Seaton, Shaheed, Simons, Skibsted, Walsh, Warren, Wiggin, Yasin and Yurgutene.

The meeting opened with a minute's silence in honour of the former Mayor Audrey Chalmers, Tommy Robson, who had recently been awarded freedom of the city, and former Mayoress June Ridgeway.

19. Apologies for Absence

Apologies for absence were received from Councillors Aitken and Goodwin.

20. Declarations of Interest

There were no declarations of interests raised.

21. Minutes of the Special and Ordinary Meetings held on 29 July 2020

The minutes of the special and ordinary meetings held on 29 July 2020 were approved as true and accurate records subject to the amendment of the sentence in the ordinary meeting minutes, 'The Mayor had received confirmation from Councillor Murphy prior to the meeting that he no longer wished to move his motion,' to, 'The Mayor had received notification that the motion would no longer be moved.'

COMMUNICATIONS

22. Mayor's Announcements

The Mayor announced that £7,228 had been raised throughout 2019-2020 for his nominated charities. This would be shared equally between Little Miracles, Fiends of Peterborough Hospital, and Caring Together.

23. Leader's Announcements

There were no announcements from the Leader.

QUESTIONS AND PETITIONS

24. Questions with Notice by Members of the Public

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

1. CityFibre
2. Micro-surfacing technique
3. Proposed fence around Ken Stimpson Community College
4. Fencing off community fields in Werrington
5. Werrington field fence at Ken Stimpson School
6. Fencing off of a large section of the community field behind Ken Stimpson School
7. The Future of Leisure Services

The questions and responses are attached in **APPENDIX A** to these minutes. Questions 6 and 7 were not asked or answered in the meeting due to the time allowed for this item and Council were advised that answers would be provided in writing and published as part of the minutes for this meeting.

25. Petitions

The Director of Law & Governance and Monitoring Officer outlined the Council's rules of procedure and advised that anyone presenting a petition would have one minute to so and no determination as to the validity of any petition would be made at this meeting.

(a) Presented by Members of the Public

A petition was presented to Council by Mohammed Haseeb from the residents of Millfield regarding rising crime, anti-social behaviour, fly-tipping, litter and a rise in HMOs in the area.

(b) Presented by Members

Councillor Ali presented a petition to Council from the residents of Millfield regarding the large number of licensed premises between Taverners Road and The Triangle, leading to anti-social behaviour and crime.

26. Questions on Notice

- (a) To the Mayor**
- (b) To the Leader or Member of the Cabinet**
- (c) To the Chair of any Committee of Sub-Committee**
- (d) To the Combined Authority Representatives**

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

1. Temporary testing centre set up at Paston and Gunthorpe Community Centre
2. Decision making power in respect of local lockdowns
3. New Towns Fund Allocation
4. Location of litter bins in the Peterborough City Council area

5. Changes to the current planning system
6. Regional Pool relocation
7. Consultation with Ward Councillors on planning matters
8. Sustainable budgets
9. Cross-party Fly-tipping Task and Finish Group recommendations
10. Derelict and unused garages
11. Investment in Millfield
12. Bin Empty Services due to road works
13. Mayor's Allowances
14. Response from Secretary of State for Housing
15. FixMyStreet
16. Cycle related improvements, initiatives, street furniture and schemes

Questions (d) to the Combined Authority Representative were raised and taken as read in respect of the following:

1. Cambridgeshire Autonomous Metro (CAM) metro system

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

At this time Councillor Sandford moved a motion without notice to amend the temporary standing order arrangements that required virtual meetings to end following three hours, and to revert this to the traditional four hours.

Councillor Shaz Nawaz seconded the motion without notice and reserved his right to speak.

Council debated the motion and the summary of points raised by Members included:

- It was noted that general guidance around video meetings recommended a limit of two hours.
- Comment was made that much of Full Council's time was taken up by unnecessary debate and that three hours was sufficient.
- It was suggested that an alternative approach would be to retain a three hour meeting length, but to add in more regular Full Council meetings.
- It was noted that with a number of Councillors working all day, regular breaks at meetings were required.

Councillor Shas Nawaz highlighted that Full Council was an important meeting for Members, and allowed them the chance to ask questions of the administration and to put forward motions. Furthermore, three hours was already over the ideal two hour meeting limit.

In summing up, Councillor Sandford advised that he did not feel that even four hours was sufficient to debate all of the necessary Council business, including motions. If Members felt it necessary, it was suggested that a longer, 30 minute break could be factored into proceedings.

A vote was taken on a motion without notice from Councillor Sandford (26 voted in favour, 28 voted against, 0 abstained from voting).

The motion was **DEFEATED**.

RECOMMENDATIONS AND REPORTS

27(a). Audit Committee Recommendation – Annual Audit Committee Report

Council received a report considered by the Audit Committee at its meeting on 14 September 2020, in relation to the Annual Audit Committee report.

Councillor Over introduced the report and moved the recommendations. The Councillor thanked the Audit Committee for its work throughout the year. Members were advised of the importance of the committee in its role in scrutinising the financial governance of the Council, particular in current times against the backdrop of COVID-19.

Councillor Bashir seconded the motion.

A vote was taken on the recommendation (unanimous) and it was **AGREED** that the Council approved the Annual Audit Committee Report as shown at Appendix 1 to the report.

27(b). Cabinet Recommendation – University of Peterborough Project: Land Transfer and Delivery Arrangements

Council received a report following considering by the Cabinet on 21 September 2020 in relation to the amendment of the Capital Strategy and Asset Management Plan to take into account the proposed land transfer to the Peterborough University special purpose joint venture vehicle.

Councillor Hiller introduced the report and moved the recommendations as amended by Councillor Sandford. He advised that the recommendation related specifically to the transfer of land and not the university itself and was a significant item for consideration following the appointment by Cabinet of Anglia Ruskin as the Council's joint venture partner. It was noted that work continued around the joint venture vehicle, to which the Council would subscribe for shareholding via the purchasing of shares.

Councillor Holdich seconded the recommendation and reserved his right to speak.

Council debated the recommendation and the summary of points raised by Members included:

- While a Members broadly supported the university proposals concern was raised about the potential for the development to encroach into the green space of the embankment.
- It was noted that embankment green space was set out in the local plan and should be safeguarded.
- Comment was made that proper engagement with the public should take place before any decision was made in relation to the embankment area.
- It was suggested that development on the embankment that was sympathetic to the green space and wildlife would be of a benefit to the city.
- It was further noted that planning permission would be required before any such development could take place.

Councillor Holdich and confirmed that the university campus would be open to the public. It was also advised that it was contained within the joint venture agreement that arrangement would be reviewed at 5 and 10 years.

In summing up, Councillor Hiller advised that the decision before Full Council was not in relation to the university masterplan and that that plan would go through the due planning processes.

A vote was taken on the recommendation as amended (unanimous) and it was **AGREED** that the Council approved the amendment of the Capital Strategy and Asset Management Plan to take account of the proposed transfer of this land to the special purpose joint venture vehicle.

but required that any further transfers of land should only happen following publication of and public consultation on a masterplan for the whole embankment area.

27(c). Cabinet Recommendation – Budget Control Report July 2020

Council received a report following considering by the Cabinet on 21 September 2020 in relation to the virement of funds for the purchase of 62-68 Bridge Street, and contribution to the new access to the University development.

Councillor Seaton introduced the report and moved the recommendations. He advised that the recommendation related to the technical requirement for Full Council to sign off on the virements contained with Appendix B to the report, including the purchase of a site on Bridge Street and contribution for access to the university development, for within additional borrowing was needed.

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

Council debated the recommendation and the summary of points raised by Members included:

- Concern was raised in relation to the Towns Fund and, if this was not confirmed, why funds were being committed.
- Comment was made that the Budget Working Group should be reinvigorated.
- Members were advised that the monthly Budget Control Report was reported to Cabinet and that Council was being asked solely to consider the budget virements.
- Concerns were raised in relation to the Council's COVID-19 expenditure and it was suggestion that the decision on virements should be postponed until after the Towns Fund was confirmed.
- Members made comment in relation to the depletion of Council reserves and the level of COVID-19 expenditure that had not been covered by Government funding.
- It was noted that alternative access to the university would be in order to bypass the city centre and reduce the level of traffic there, not increase it.
- It was felt that the Council needed to look past the implications of COVID-19 and into the future.

Councillor Fitzgerald noted that the purchase of the Bridge Street site was dependent on the receipt of Towns Fund funding. It was also noted that an explanation of the reasoning behind the recommendation and the relevant business case was set out in the report. Members were advised that the Bridge Street site was intended to be a cultural hub, not a retail site.

In summing up, Councillor Seaton a noted that many of the points raised within debate were answered within the report. Members were advised that the financial year was not year over, and that extra funding may be received. A Cabinet Member Decision Notice had already been issued in relation the Bridge Street site, to which no objection has been raised.

A vote was taken on the recommendation (30 voted in favour, 26 voted against, 1 abstained from voting) and it was **AGREED** that the Council approved the Capital virements contained with Appendix B to the report, which included the purchase of 62-68 Bridge Street, and a contribution to a new access to the parkway as part of the University development which required additional borrowing to the existing capital programme.

At this point the three hour guillotine took effect, and debate ceased. The Council proceeded to move to the vote on all remaining items.

27(d). Constitution and Ethics Committee Recommendation – Independent Remuneration Panel

A vote was taken and Council **RESOLVED** (54 voted in favour, 2 voted against, 0 abstained from voting) to:

1. Agree the proposed changes to the Terms of Reference of the Independent Remuneration Panel, subject to the amendment of ,“The (IRP) shall be comprised of 3 members of the public,” to, “The (IRP) shall be comprise of at least 3 members of the public”; and
2. Agree the proposed changes to the Terms of Reference of the Constitution and Ethics Committee.

27(e). Constitution and Ethics Committee Recommendation – Member Officer Protocol

A vote was taken and Council **RESOLVED** (39 voted in favour, 15 voted against, 0 abstained from voting) to agree to amend the Member Officer Protocol in the Council’s Constitution to include a section on ‘Motions Submitted to Full Council’ as set out in the report, subject to the amendment of, “Members are expected to liaise with ...” to, “Members are encouraged to liaise with ...”.

27(f). Constitution and Ethics Committee Recommendation – Standing Orders and Petitions Scheme

A vote was taken and Council **RESOLVED** (42 voted in favour, 14 voted against, 0 abstained from voting) to agree that:

1. The Standing Orders be amended as set out in paragraph 4.6 of the report, in relation to the approval of minutes.
2. The Standing Orders be amended as set out in paragraph 4.12 of the report, in relation to equality of votes.
3. The Standing Orders be amended as follows, in relation to the submission of motions to Full Council:
 - Draft Motions – 12 noon, 8 clear working days before the meeting.
 - Final Motions – 12 noon, 6 clear working days before the meeting.

27(g). Constitution and Ethics Committee Recommendation – Gifts and Hospitality Policy

A vote was taken and Council **RESOLVED** (55 voted in favour, 1 voted against, 1 abstained from voting) to approve the proposed changes to the Members’ Gifts and Hospitality Policy as set out in Appendix 1 to the report, subject to the amendment of references to ‘Chairman/woman’ to ‘Chair’.

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

As Council had moved to the vote on all remaining items, no questions were taken on this item.

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

As part of the Virtual Meetings Protocol, any questions in relation to this agenda item were not taken verbally. No questions had been received in relation to this item.

COUNCIL BUSINESS TIME

30. Notices of Motion

30(1). Motion from Councillor John Fox

Councillor John Fox advised the Mayor that he did not wish to move his motion.

30(2). Motion from Councillor Wiggin

A vote was taken on an amendment from Councillor Amjad Iqbal. The amendment was **AGREED** (29 voted in favour, 28 voted against, 0 abstained from voting).

A vote was taken on the motion from Councillor Wiggin, as amended, in relation to the Black Lives Matter campaign. The motion was **AGREED** (29 voted in favour, 28 voted against, 0 abstained from voting) as follows:

“Council notes:

- ~~The Black Lives Matter Movement was set up in 2013 after the death of Trayvon Martin and subsequent acquittal of his killer. Their aim is to end State-sanctioned violence, liberate Black people, and end white supremacy forever.~~
- October is Black History Month.
- ~~Global protests have increased following the killing of George Floyd in June 2020, for which a Minneapolis police officer has been charged with second-degree murder and three other police officers have been charged with aiding and abetting second-degree murder.~~
- There are ongoing global protests about racial inequality throughout the world.
- Peaceful protests in support of Black Lives Matter have been held in Peterborough and throughout the UK., including at sporting events.
- ~~BAME people are 54% more likely than white people to be fined under the new coronavirus lockdown laws in the UK.~~
- Covid-19 is disproportionately impacting black and ethnic minority (BAME) communities, according to a report from Public Health England.
- Around two thirds of healthcare staff who have died as a result of COVID-19 are from a BAME background whereas they make up 20% of the overall workforce.
- Police figures on Stop and Search in Cambridgeshire show that BAME communities are disproportionality targeted.

Council believes:

- Racism in all forms, both structural and in individuals, continues to be a serious and often unseen problem in the UK.
- Peterborough has a good track record when it comes to community relations.
- Although progress has been made in combating racism, work to eradicate it entirely is far from complete.
- This Council, representing people in Peterborough, has a duty as a public leader to actively lead that work.

Council resolves:

- To restate its condemnation of all forms of racism and hate in all its manifestations
- To restate its aim, to oppose racism and hate against all communities, in keeping with our commitment to eradicate all acts of hatred on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sex or sexual orientation
- **To reaffirm the Council’s support for the annual events in Peterborough celebrating Black History month**

- That the relevant scrutiny committee convenes a Task and Finish group to review barriers to equality on grounds of race, which will include BAME issues to:

- Reviewing and examining the City Council structure to ensure ethnic minorities are not disadvantaged. Understand specifically how many BAME we employ, where are they working, what barriers, if any exist to their career progression and whether a “name blind” recruitment process would aid in the recruitment of more BAME staff. Reviewing the evidence, provide recommendations to Council and devise a set of KPIs and a challenging outturn for us to achieve this.
- BAME access to housing and to homelessness and welfare support are important parts of the council remit. Group to review and recommend concrete actions on how we adopt an actively anti-racist outlook within areas where we have influence by reviewing our corporate policies so that anti- racism is explicit and not implied; by routinely calling for transparent reporting and continuous monitoring of the impact on the BAME community: and if any other meaningful statistics that can be monitored regularly can be produced.
- Review council Equality policies and recommend if any amendments are required
- Review progress on recommendations produced by this group
- Encourage Peterborough schools to include BAME history and culture in lessons, including providing further historical context for events normally only seen through the lens of white British history.

- ~~To conduct an audit of street names and any public monuments or other buildings this Council is responsible for which name individuals or organisations, to review any that have racist links. Upon completion, the relevant scrutiny committee to convene a task and finish group to review this list and produce a set of recommendations back to Council on any actions that should be taken.~~
- ~~Ensure Peterborough schools include BAME history and culture in lessons, including providing further historical context for events normally only seen through the lens of white British history.~~
- ~~Ask the Combined Authority to produce a toolkit for businesses to help broaden their understanding of race inequality in the workplace, including but not limited to materials, signposts to relevant local groups and training that can be provided for staff, and links to relevant networks.~~
- ~~Write to our MPs to ask that, rather than spending money on another race inequality review, that the Government implements recommendations of previous reviews – for example the Lammy and Windrush recommendations.”~~

30(3). Motion from Councillor Walsh

A vote was taken on an amendment from Councillor Wiggin. The amendment was **DEFEATED** (27 voted in favour, 30 voted against, 0 abstained from voting).

A vote was taken on the motion from Councillor Walsh in relation to the BAME Peterborough residents. The motion was **AGREED** (48 voted in favour, 9 voted against, 0 abstained from voting) as follows:

“Council notes that:

- Peterborough City Council Members, Officers and Staff have worked proactively, over many years, with all of our communities to develop a clear understanding of their unique characteristics and to ensure they are able to access services and information in ways that make most sense to them, and to provide opportunities to learn, develop, achieve and celebrate their heritages in our city.
- Over the years, many areas across the UK have drawn on our experience and expertise. We have been recognised as leaders in this field by many different organisations, including the Government (such as our status as one of just five **Integration Areas**), national faith leaders, and Oxford University (as one of six cities originally chosen to form part of the **Inclusive Cities** network).
- Peterborough City Council is therefore concerned by the findings of recent reports which suggest ways in which certain groups are at greater risk of exclusion and harm than others.
- The recent Public Health England report, '*Disparities in Risks and Outcomes of COVID-19*' (PHE) describes increased mortality rates amongst older people, men, those in certain professions and people living in more deprived areas. Perhaps most notable though, the report also describes increased mortality rates amongst Black, Asian, and Minority Ethnic communities.
- A second report, published by the Association of Directors of Adult Social Services, '*Adult Social Care: Shaping a Better Future*', reflects that fundamental change is needed in this service area to address inequalities experienced by groups including BAME communities, many of whom are employed in this field of work.

Peterborough City Council is committed to ensuring all of our residents, regardless of their background, heritage or nationality, enjoy equal and meaningful access to services, support, information, and opportunities provided by it directly, or through partnerships.

We recognise the opportunity we now have to reaffirm our existing commitment to ensure that our staff and residents are not excluded, disadvantaged, or abused as a result of their nationality, heritage or background.

This Council therefore resolves:

- **to set up a cross-Party task and finish group of the Adults and Communities Scrutiny Committee, to:**
- **develop a clear understanding of the findings of these reports as they relate to our own BAME communities, to ensure this disproportionality is not experienced in other factors that may affect the health, wellbeing and social mobility of our BAME residents**
- **examine ways in which council services are accessed by, and made available to, all of our residents, to ensure that our BAME residents are not disadvantaged or prevented from accessing those services**
- **examine key council service data to build an understanding of the ways in which BAME residents are impacted, positively or negatively, by council services**
- **examine the opportunities for our residents provided by the council for improving social mobility, to ensure that our BAME residents enjoy the same levels of access as others."**

30(4). Motion from Councillor Coles

A vote was taken on the motion from Councillor Coles in relation to car cruising. The motion was **AGREED** (unanimous) as follows:

“For some time, Councillors representing wards across Peterborough have received several complaints from residents about the anti-social behaviour of car cruisers, drift racers and drivers performing stunts and tricks on local roads and in car parks.

The council appreciates that static car meets are a popular event and many local residents enjoy showing off their cars to fellow enthusiasts. However, most of these meets are not organised with prior notice to the landowner - the organisers of these events do not seek or obtain authority to hold these events on Council owned or private land, they often occupy central locations in the middle of residential areas and there are no controls on who attends.

A small number of people participating take part in dangerous or reckless use of their car, which can lead to criminal damage of roads, other vehicles and surrounding property. Some drivers also risk injuring themselves, other road users, cyclists and pedestrians as they do not have full control of their vehicles. Driving in this way can also be used as a form of intimidation, either to other road users or the community. Loud noise from engines and music, and deliberately creating large amounts of exhaust or tyre smoke can also take place and continue through to the early hours, disturbing residents' rest.

Many councils around the country have taken action to ban car cruising, racing and stunt driving. There are many good examples showing how to initiate city-wide action that prevents these anti-social incursions into quiet residential areas.

Therefore this council resolves to instruct the relevant scrutiny committee to form a cross-party Task and Finish group to investigate these matters with terms of reference that include:

- **Inviting Cambridgeshire Constabulary to appoint a representative to join the group.**
- **Ensuring that all available powers are utilised to prevent unauthorised, anti-social, dangerous car meets from taking place or continuing,**
- **Exploring what other legislative powers may be obtained to help address this issue,**
- **Working with organisers to facilitate, where possible, safe events for static car meets that are lawful and non-disruptive to our residents,**
- **Providing advice and support to private landowners in the defence and protection of their property.”**

30(5). Motion from Councillor Murphy

A vote was taken on the motion from Councillor Murphy in relation to North-West Anglia Foundation NHS Trust. The motion was **AGREED** (28 voted in favour, 26 voted against, 1 abstained from voting) as follows:

“Council notes that North-West Anglia Foundation NHS Trust which covers Peterborough and other areas has placed out to private tender a number of patient services that are currently performed in house by NHS employed staff. The trust has also announced that Hinchingsbrooke Hospital would admit patients from the other trust hospitals for elective services, such as knee and hip replacements, increasing the number of patients from Peterborough being denied good quality fresh food during their

stay. Concerns about consultation have been raised, as the full business case was not published or disclosed prior to the tendering being instigated, and as such unions registered a dispute in order to pause the tendering process to allow for meaningful consultation.

Council believes that there should be disclosure of any business case and this be reviewed appropriately before any tendering decision is or is not pursued. While other hospitals are bringing services in house to improve quality, reduce costs and give patients the best food they can to aid recovery it is unclear why the NWAFT would choose to do the opposite during a global pandemic and as such they should have published any business case for this.

Council instructs the Chief Executive to write to the Chief Executive of the North-West Anglia Foundation NHS Trust, expressing the Council's support for calls for the full disclosure of the businesses case prior to entering the tendering process in order that full discussions take place, including amongst Councillors, to ensure decisions made are the best for patient care and that good staff morale and employment practices are maintained."

30(6). Motion from Councillor Sandford

A vote was taken on the motion from Councillor Sandford in relation to Peterborough and Cambridgeshire Combined Authority Business Board meetings. The motion was **DEFEATED** (28 voted in favour, 28 voted against, 0 abstained from voting, the Mayor exercising his casting vote against the motion).

30(7). Motion from Councillor Sandford

A vote was taken on the altered motion from Councillor Sandford in relation to Cross Party Working Group on Climate Change. The motion was **AGREED** (unanimous) as follows:

"Council notes that:

1. an increase in tree planting was one of the measures proposed in the motion declaring a climate emergency that was agreed in July 2019, as a means of helping the City Council and the City as a whole get to net zero carbon by 2030
2. many councils have adopted ambitious tree planting targets, whereas the Peterborough City Council Carbon Management Plan, adopted in March 2020, proposes that the Council will plant only 400 new trees on its land each year until 2030.
3. Friends of the Earth are advocating that there should be a doubling of tree canopy cover across the country by 2045 to help tackle both the climate and biodiversity emergencies.
4. Peterborough City Council is a partner in the Forest for Peterborough Project, which has a target of planting 230,000 trees (one for every resident in the city) between 2010 and 2030, of which around 120,000 still remain to be planted.

Council therefore instructs the cross party working group on Climate Change and relevant officers to:

1. **Carry out an audit of council owned land in the city to identify possible planting opportunities**
2. **research and recommend much more ambitious tree planting targets for planting on Council land and to submit to Full Council not later than March 2021 amendments to the Trees and Woodland Strategy and the Carbon Management Plan to include the proposed new targets.”**

30(8). Motion from Councillor Day

A vote was taken on the motion from Councillor Day in relation to Cycle Infrastructure. The motion was **AGREED** (unanimous) as follows:

“The Department for Transport has announced £2 billion of new funding for cycling and walking and has outlined its strategy in, 'Gear Change – a bold vision for cycling and walking'. <https://www.gov.uk/government/publications/cycling-and-walking-plan-for-england> A key tool for delivering the strategy will be 'Local Transport Note 1/20 (LTN 1/20) Cycle Infrastructure Design'.

LTN 1/20 states that cycling “must no longer be treated as marginal, or an afterthought. It must not be seen as mainly part of the leisure industry, but as a means of everyday transport. It must be placed at the heart of the transport network, with the capital spending, road space and traffic planners’ attention befitting that role”.

LTN 1/20 calls on local authorities to boost their design standards and improve safety. It reflects current best practice, standards and legal requirements. Inclusive cycling is an underlying theme throughout so that cyclists of all ages and abilities are considered, and notes that “too much cycling infrastructure is substandard ... some is actually worse than nothing” and “poor cycling infrastructure discourages cycling and wastes public money”.

LTN 1/20 makes a clear link between compliance with standards and funding: “It will be a condition of any future Government funding for new cycle infrastructure that it is designed in a way that is consistent with this national guidance... schemes which do not follow this guidance will not be funded”.

Council resolves to ensure that:

The design of all new cycle infrastructure in Peterborough shall comply with the standards set out in LTN 1/20, 'Cycle Infrastructure Design', published by the Department for Transport. If the standards laid out in LTN 1/20 cannot be met the scheme will not proceed without the agreement from group leaders and key stakeholders.

A program shall be implemented, in line with our developing Local Cycling and Walking Infrastructure Plan to improve existing cycle infrastructure so that it meets the standards set out in LTN 1/20.

The Cross Party Working Group will:

- **Engage the Combined Authority to accelerate the sign off of Peterborough’s Local Cycling and Walking Infrastructure Plan.**
- **At the earliest opportunity, update our planning guidance and explore whether LTN1/20 could be appended to a Supplementary Planning**

Document and ensure that local developers are aware of and adhere to it.

- **Engage the Combined Authority to ensure they understand our future plans for infrastructure delivery; in preparation for the next funding announcement from the Department for Transport."**

30(9). Motion from Councillor Hogg

A vote was taken on the motion from Councillor Hogg in relation to task and finish groups and working groups. The motion was **AGREED** (29 voted in favour, 28 voted against, 0 abstained from voting) as follows:

"Council believes that as a public body spending tens of millions of pounds of public funds, as much as possible of the democratic processes of the City Council should be carried out at meetings which are accessible to members of the public.

Council notes that currently task and finish groups and working groups set up by the Peterborough City Council cabinet or its scrutiny committees meet exclusively in private, whereas in many other councils evidence gathering sessions of such groups happen in public and that is also the practice adopted by Parliamentary select committees.

Council instructs the Monitoring Officer to prepare and submit to Council amendments to the Constitution so that by default meetings of task and finish groups and working groups should be held in public, unless it can be demonstrated that there is a clear reason for them to be held in camera. The Monitoring Officer is asked to consult with the Constitution and Ethics Committee in drawing up such amendments."

31(a). Vice-Chairman of the Corporate Parenting Committee

A vote was taken and Council **RESOLVED** (39 voted in favour, 7 voted against, 17 abstained from voting) to appoint Councillor Stephen Lane as Vice-Chair of the Corporate Parenting Committee.

The Mayor
7.00pm – 9:44pm
21 October 2020
Town Hall
Bridge Street
Peterborough

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**FULL COUNCIL 21 OCTOBER 2020
QUESTIONS AND ANSWERS**

Questions were received under the following categories:

<u>PUBLIC PARTICIPATION</u>	
<u>Questions from members of the public</u>	
1.	<p>Question from Malcolm Handford</p> <p>For Councillor Farooq, Cabinet Member for Digital Services and Transformation:</p> <p>Thank you. My question is as follows. After six emails to its Complaints Resolution Team, followed up by a number of telephone calls and numerous broken promises, I am now ignored by CityFibre, the company contracted by this Council to bring Gigabit internet to Peterborough. Complaint resolution is, according to CityFibre, a response within one day and resolution within five days. Does the Cabinet still believe that CityFibre is a reputable and trustworthy company and does it feel it is acceptable practice for CityFibre to damage a resident's property whilst carrying out works and then fail to deal with the resident's complaint or even provide a written apology?</p> <p>Councillor Farooq responded:</p> <p>Thank you Mr Mayor and thank you Mr Handford for your question. I am pleased to say we have requested and received Mr Handford's contact details so that we can ensure that there is an investigation of the issues involved in this case. Cityfibre, like other utility companies, have customer service standards which would be passed to any contractor responsible for any works carried out on their behalf. I can confirm these standards are that CityFibre, as Mr Handford pointed out, aim to make initial contact within 24 hours and resolve general enquiries within five days and any more complex issues, such as those involving their contractors, are within 10 days. During the last six months, the performance in Peterborough has been, across all types averaging 5.7 days.</p> <p>As with any large-scale infrastructure project issues can occur which we would expect to be handled in a correct and timely manner. I have received assurances that this matter is being dealt with by CityFibre who are liaising with Mr Handford and the contractor responsible</p> <p>The City Council has worked closely with CityFibre for years to develop and expand the reach of their full- fibre network. It has become a platform for our Smart City initiatives, helps us attract businesses and develop our emerging tech sector and is a great boost to our City. This is why we take seriously any concerns raised by residents such as Mr Hanford. Thank you.</p> <p>A supplementary question was asked: Yes I do. My question is, do CityFibre have appropriate liability insurance and if so, why have they not provided this information in light of their failure to provide a prompt resolution?</p> <p>The Cabinet Member responded:</p>

	<p>Thank you Mr Mayor. Mr Handford, I am sure with all the organisation s CityFibre do have their public liability insurance for any work they carry out, as you know, legally, every business in every sector, needs to have that public liability insurance. And you know furthermore, once the contractor completes the work, we, the city council officers, do a walk with the CityFibre and put right any defects caused by their sub-contractor. I hope that's satisfactory. Thank you.</p>
<p>2.</p>	<p>Question from Mr Trevor Chapman</p> <p>For Councillor Hiller, Cabinet Member for Cabinet Member for Strategic Planning and Commercial Strategy and Investments:</p> <p>Good evening Mr Mayor and everyone. The council's policy of treating roads by micro-surfacing them has undesirable consequences. As well as making residential streets look messy and unkempt, the tiny stones thrown up by cars passing over the surface can cause damage to these vehicles, plus those parked on the roadway. Will the council pay for the repair of the damage caused? I'm sure most residents would rather wait a few more years for the council to re-surface the roads properly. Why has this micro-surfacing technique been deployed in Peterborough when it comes with so many problems?</p> <p>The Cabinet Member responded:</p> <p>Yes Mr Mayor and thank you for the opportunity. Good evening Mr Chapman.</p> <p>The micro surfacing you asked about that has been used on Peterborough's roads for a number of years and is a recognised process used throughout the highways industry in the UK to extend the life of carriageways.</p> <p>The treatment forms part of the Council's annual highways programme and once the material is laid, our contractor erects loose chipping signage, speed advisory signage, along the road, any particular road that is being treated, to warn road users about the loose material and to lower their speeds to prevent or certainly mitigate the affect you allude to in your question. Dependant on how busy the road is, the scattering effect caused by vehicles is fairly soon reduced and once the material has had time to settle, the carriageway is swept thoroughly within a week or so to collect all possible loose material for re-use elsewhere. Following the completion of the works, officers and the contractor then visit the locations where the micro surfacing is laid to carry out a final inspection and undertake any remedial works should they be necessary, Mr Chapman. If you have any examples of vehicle damage, I would certainly like to see those examples and they will be analysed I can assure you, they will be analysed by our Highway Services. Thank you Mr Chapman. Thank you Mr Mayor.</p> <p>A supplementary question was asked:</p> <p>Yes Mr Mayor, I do. Firstly with regard to the response just given, I walked across that road only the other day, there were still numerous stones. The entrance to Whitewater is still carrying numerous puddles because it's not level. It is absolutely atrocious. It has not met residents expectations and we are horrified at the state the road has been left in. We expect our roads to be done to an acceptable standard and what happened in Whitewater falls way short of this expectation.</p> <p>What will the council do to remedy this matter as a matter of urgency, plus why was Cherry Orton Road resurfaced in a different but more acceptable manner?</p>

	<p>Councillor Hiller responded:</p> <p>Thank you Mr Mayor and thank you again Mr Chapman for your follow-up question. I'm not aware of the roads that you speak about so without physical knowledge and seeing sight of the treatment I personally can't comment. But I will certainly get our Highways Engineers to look at the issues you cite. From a personal point of view I am very proud of our Highway Services Mr Chapman, the professionalism, and the dedication of our officer management team and hardworking, highly skilled crews who are out there in all weathers keeping our city's traffic flow to be one of the fastest commutes in the UK. I would also add Mr Chapman, that what you're saying about the service that we provide I don't recognise generally or even specifically, that we are in terms of national customer satisfaction scores, year after year we are ranked amongst the best in the UK, our Highways Services and are consistently annually ranked as the Best Highway Service provider in the East of England. It's not something I recognise Mr Chapman, that's not to suggest it's not the case of course it is, you're saying it is, so there must be an issue there. I will get our Highways Engineers out to look at where you're talking about and will do that within the next couple of days. Thank you Mr Chapman.</p>
<p>3.</p>	<p>Question from Catherine Emery Asked on her behalf by Ms Ambarchian</p> <p>For Councillor Hiller, Cabinet Member for Cabinet Member for Strategic Planning and Commercial Strategy and Investments:</p> <p>Yes, good attempt at my name. Top marks for effort. Ken Stimpson School has several outdoor areas for sports and has used the public open space that surrounds the school for many, many years without issue as have lots of sports groups with young people. The fence that is proposed isn't an Ofsted (Office for Standards in Education) requirement and it hasn't been mentioned in the last couple of Ofsted reports for the school. The risk assessment that kind of backs up the reasoning for the fence wasn't actually completed until after the planning application was submitted and actually the risks identified in the risk assessment do very little or nothing to mitigate the risks that were identified and that's not my view, that's according to the school's own commentary.</p> <p>Pupils will still use the area outside the fence. So, the question is, why is safeguarding being given as the reason that the for the fence? And to be clear, we're not, this question isn't about challenging the planning permission which has been given, it's challenging the installation, which is still very much within the hands of the council to decide whether or not to go ahead. The council has basically given itself planning permission, it's the councils land, you can choose not to go ahead within the installation. Will you take notice of these comments and the objections from Werrington residents? Just for context, there are over 1200 people that have signed the petition against the installation of the fence, and we can verify the postcodes for 800 of them which are Peterborough people. 200 have signed an open letter giving their addresses in full and names and 400 people have joined the Facebook group.</p> <p>So, the question is, why is safeguarding being given as a reason to for this fence and can the council rethink the installation?</p> <p>The Cabinet Member responded:</p> <p>Yes, I would Mr Mayor and thank you Nyree for your question. It's a little bit difficult, we have a number of questions round the same subject. You'll be aware I am sure</p>

as will Members. It's not easy for me to answer any questions about children's safeguarding I'm afraid. It's not within my portfolio so I am unable to answer the questions you ask specifically around child safeguarding.

You say you have no issues with the planning process, which is pretty much where I come from, and I was a member, you'll be aware I know because we exchanged emails, I was a member of the Planning Committee that sat I think on 10th March when we decided this application so I'm sorry to say to you, from a child protection point of view and whether or not the council as the landowner has the right to or not has the right to go ahead with any installation in conjunction with the school, because it's the school that made the application you'll be aware of that, and it was the headmaster, the principle of the school that was actually at the planning committee meeting arguing the case for committee members to approve so that has to be my answer I'm afraid. I can't answer your specific question. If there are questions about the planning process I'm more than happy and completely able to answer that. My colleague Councillor Ayres is the Education Cabinet Member, you'll be aware Councillor Ayres I'm sure. I don't know if Councillor Ayres wants to actually chip in with your particular question or not. Lyn?

Councillor Ayres responded:

Yes, I can do. Good evening.

I have looked into the safeguarding aspect from the point of view of the local authority of course, because we are the people who are responsible as well for safeguarding and making sure that that is happening and the council 's been working in partnership with the school over several years to reduce safeguarding risks associated with the open nature of the site. Work has been undertaken to successfully help to mitigate the risks from the shared school Vivacity sports facilities at the site however other significant safeguarding risks remain and these relate to the schools for outdoor playing space which is currently open access to anyone who wishes to access it at any time. As a consequence, the school hasn't been using the playing field for around 12 months, placing restrictions on children's and young people's ability to benefit from a full range of outdoor sport activities. The installation of a fence was identified as a means of mitigating the safeguarding risks and supporting children's health and wellbeing.

Safeguarding of children and young people is one of the Council's statutory responsibilities alongside its role as champion for all children. Schools are judged by the Office for Standards in Education (Ofsted) on the safeguarding measures they have in place when they do their visits, their inspection. Any identified failings can lead to a school being identified as requiring special measures. The focus, rightly, is on prevention and reduction of risk.

As part of the planning application process, the Interim Education Safeguarding Lead for Peterborough was asked to consider the safeguarding concerns which had been raised by the Headteacher and the proposal to install fencing as a means of mitigating these. Her assessment was that the installation of a fence would improve the school's ability to safeguard children and young people. This was recorded in a letter as I understand it, which was submitted as part of the planning application process and is, therefore, a matter of public record. Thank you.

A supplementary question was asked:

I do, my follow up question, everything Councillor Ayres said made a lot of sense and it's very, very difficult to argue with the words child safeguarding. As a parent, I know that. The real substantial part of my question is that by the school's own risk

	<p>assessment, the risks, the major risks identified, will not be solved by this fence. So I suppose everything you said makes complete sense except when you consider that. That's not really a question, is it?</p> <p>Councillor Hiller responded:</p> <p>If I might come back on that Mr Mayor. The council was presented with a planning application. The planning application followed due process you'll be aware. There was representation from the Ward Councillors, there was representation from objectors, there was representation from the applicant in form of the school principal so as far as the councils procedural methodology is concerned, it's without question we have done the right thing. So what you're asking though, quite rightly I have to say, quite rightly, what you're asking is whether or not the fence should be there or not or if it should be in a different place or whatever. I personally can't comment whether the council can exercise any rights the council may or may not have as landowners, in that regard. I don't know whether Councillor Ayres has got anything to add to that?</p> <p>Councillor Ayres responded:</p> <p>The only thing I probably can add is that there was a site visit there by our safeguarding lead in early January, very early January, and as part of that site visit, the changes were reviewed and the proposal to have the fence put up, that was the basis which her later assessment which went forward into the planning application was made. Apart from that, I can't add anything on behalf of the local authority because as Councillor Hiller has said of course the application was made by the school itself quite properly.</p>
4.	<p>Question from Frances Green</p> <p>For Councillor Hiller, Cabinet Member for Cabinet Member for Strategic Planning and Commercial Strategy and Investments:</p> <p>Yes thank you. Obviously following on from what was spoken about earlier, this area was a dual use area for residents of Werrington and with the school as well. What you're proposing is a single use for the school a vast area of fields that is used daily by many different people, walkers, joggers, children playing etc. The proposal for such a vast area to be fenced off with a fence that is considerably high and not pleasant looking, takes away so much of this field. I myself am a parent and have three children who went through Ken Stimpson School. They all were allowed to play out at lunchtime, breaktime on the fields and also had their PE out there. There wasn't an issue. I do appreciate in this day and age, that we all need to safeguard our children and I feel that the amount of space they are planning to take is vast. I can appreciate that they would like an open area for some sports. One football pitch size I think would be more than adequate. They have many other facilities to use in school. They have hard play area already. They have AstroTurf's, tennis courts, a hard play area, they have a gym that is now not used by the public during school time, they have many facilities for PE, it's not all to go outside. So therefore, I don't see why they need so much space.</p> <p>Councillor Hiller responded:</p> <p>Thank you Mr Mayor and thank you Miss Freeman for your question. As I said before, I'm at risk of repeating myself, from a planning perspective we were presented as a planning committee, we were presented with an application and it went through due process according to how we do these things and a decision was made.</p>

	<p>I think. A couple of comments you made about the use of the land and quite emotive terms, absolutely and I can understand your passion about this subject but under the terms of the consent that we did give as a planning committee a community use agreement must be entered into by the applicant and whilst that's not finalised I understand, I also understand that it's currently proposed that the pitch or pitches can be booked for formal use by the public outside school times and as with any formal pitch operated by the council the area will be freely available for casual use outside of school time. I'm not quite sure how that seems to be contradictory to what you are saying. Perhaps you'd expand on that with any follow up answer. I don't know whether Councillor Ayres wants to add anything to that?</p> <p>Cllr Ayres responded:</p> <p>I don't think I can except to add, I do agree with them, this person who made and given the answer, Frances Green, I do agree with her, course that the present-day safeguarding is very different to how it was when that school was developed in the first instance, which is I think was back in the early 80s or something in that order. And of course safeguarding is a very, very important aspect of every single school and indeed on behalf of the council as well.</p> <p>A supplementary question was asked:</p> <p>Just a comment really. Obviously, it says it will be available to walk around or to use freely out of school time but who particularly is going to want to walk around a fenced off area? Not me. Just another query as well. If you fence this area off, what guarantees do we have that area will then not be built on by the school in future and also what guarantees do we have that if this allowed this amount of land, are they then in a few more years' time, going to ask for more land under the guise of safeguarding?</p> <p>Councillor Hiller responded:</p> <p>Yes, I'll come back factually Mr Mayor and thank you again Miss Green for the follow up. What I would say to you is the land is retained in council ownership and I might add that any potential future use of that land for whatever reason would need a planning consent so it's not going to slip under the door or be land grabbed is an emotive term that I think someone else has used, unless we know about it and it has to follow due process again. I hope that has reassures you to a degree.</p>
5.	<p>Question from Keith Dalton</p> <p>For Councillor Hiller, Cabinet Member for Cabinet Member for Strategic Planning and Commercial Strategy and Investments:</p> <p>Thank you Mr Mayor. Good evening everyone. Please can you answer why when the Peterborough Development Corporation specifically designed the green open fields and recreation facilities for the benefit of the local community and residents, that permission can be granted without consultation of most of the people who live and enjoy the scenery of the area.</p> <p>For instance, not a single household in Canonsfield, Wainright or Cranemore has been consulted. They live within 150 yards of the work and use the area constantly. The majority of households written to are over half a mile away and they are basically in Old Werrington, not New Werrington.</p>

No notices were visible during the application period and this really disenfranchises the local population. Furthermore, the construction will be used for minimal amount of time in each year by school pupils, I estimate about 9% of the maximum time. There has never been any threatening incidents in the past 18 years. The headmaster claims he is safeguarding the students, and I understand these points, from potential threats, and yet he allows students to spend their breaks unsupervised in the Werrington Centre. There may well be a letter from parents giving permission for the young people to be allowed outside, but the headmaster cannot abdicate his responsibility in this case. If those same parents wrote and gave permission for their child to play X Box instead of attending lessons, he presumably wouldn't allow it. It seems like one side of the school premises is a draconian fence and the other a free for all in Werrington Centre. There is no consistency. In any event I believe an 8ft fence is not the solution to the issue. You don't need an 8ft fence to stop a dog pooping when a 3ft hedge would suffice. Furthermore, if a gunman or someone else wished to harm the students by some means, then they can shoot a gun through a mesh fence. Indeed I think the fence achieves the opposite of what they are trying to do. It's very design keeps people out but it also keeps the students locked in. It chokes them and they are just sitting ducks if that eventuality happens. They are cornered with no means of escape by people who want to harm them, because of an 8ft fence. I would also ask what does this teach our young people growing up? You need to be imprisoned to protect you from other human beings? We are all going through some form of isolation and imprisonment now, let's not impose more on our young people. I would ask the council members if they agree it is worth just pausing this project and sort of considering alternatives. Thank you.

Councillor Hiller responded:

Yes, I'd be happy to respond in general terms Mr Mayor. And thank you Mr Dalton for your lengthy question. There were myriad points that you made there Mr Dalton regarding children being assassinated and dogs pooping. Those aren't planning issues from our point of view. It does however give me the opportunity I think to outline the planning procedure and you mentioned the consultation Mr Dalton and I think that's very relevant. The publicity for this application were site notices, there were site notices Mr Dalton, you shake your head but there were site notices because I've been told there were site notices and members of the public have seen site notices so the fact that you didn't was you're not seeing them and other people did. There were press notice, neighbour notification letters to properties that butt the site, which you touched on, all, I have to say, all in accordance with the requirements of current planning legislation. Werrington Neighbourhood Council was also consulted on the application as were of course the Ward Councillors you'll be aware. Whilst the Neighbourhood Council didn't object to the proposals, the officer report to the committee cited that they had a number of comments and those comments were reported to the committee. And the report presented to the Planning Committee also stated there were nearly 200 initial consultations and that 79 representations were received, 45 in support and 39 were objecting. These are the facts as we were presented. Recognising the local interest, the application was duly "called in" by the Councillor John Fox, so the application was considered by the Planning Committee as I've said to a previous questioner on the 10th March this year. Councillors Mr and Mrs Fox both addressed the committee as did two objectors and so did the applicants and school principle Brian Irwin. After careful consideration of the officer's report, the points raised by the Ward Councillors, objectors and the applicant the committee, after debate, resolved to approve the application by a majority vote of 7 to 4 members. There's very little else I can say, we debated the issue, I must stress the correct planning policy procedure has been followed, the committee was properly chaired, and held in the presence of the council's legal officer, and open to any member of the public who wished to observe proceedings. I think it also might be relevant to mention, that in matters like these, Mr

	<p>Dalton, the planning process pertains to consent and refusals of application. It doesn't pertain to land ownership. The land ownership is a completely separate legal matter. I hope that covers a lot of your points Mr Dalton; I certainly haven't covered all of them but I hope I've covered the majority of them. Thank you, Mr Mayor.</p>
<p>6.</p>	<p>Question from Janette Huygens</p> <p>For Councillor Hiller, Cabinet Member for Cabinet Member for Strategic Planning and Commercial Strategy and Investments:</p> <p>This has been a community space shared which the school have had access too for over 35 years with no safeguarding issues - why is the need for a 2.4m high prison style fence now? Residents of Werrington apparently will have to book access onto this space with the leisure centre and be charged for the privilege.</p> <p>Once this beautiful open space is fenced in as a land grab by the school what guarantees are there that this space will be freely accessible to the Werrington Community as originally intended by the PDC and not built on by the school or sold off in the future?</p> <p>Councillor Hiller may have responded:</p> <p>As the cabinet member for strategic planning and commercial strategy and investments, I can only address the planning aspects of this question.</p> <p>The publicity for the application was as follows:</p> <ol style="list-style-type: none"> 1. sites notices 2. press notice 3. neighbour notification letters to properties that abut the site <p>This was in accordance with the requirements of the planning legislation.</p> <p>Werrington Community Council was also consulted on the application.</p> <p>The application was 'called in' by Cllr John Fox and so the application was considered by the Planning & Environmental Protection Committee at its meeting on 10th March 2020. Cllrs Mr & Mrs Fox both addressed the committee as did two objectors and the applicant. After careful consideration of the officer report, and the points raised by the ward councillors, objectors and applicant, Committee resolved to approve the application.</p> <p>Under the terms of the planning permission, a community use agreement must be entered into. Whilst not finalised it is currently proposed that the pitch(es) can be booked for formal use by the public (as with any formal pitch operated by the council) outside of school times and that the area will be available for casual use outside of school time.</p> <p>The land is going to be retained in council ownership.</p> <p>Development of the land for any other purpose would require planning permission.</p>
<p>7.</p>	<p>Question from Mr Stuart Haw</p> <p>Cllr Allen, Cabinet Member for Housing, Culture and Recreation</p>

In August I conducted research with a 40-person sample of local residents who were contacted through social media. They provided feedback on their experience of using local leisure services. This group proved relevant for the transition 70% of respondents had used Vivacity pools, 57.5% had used Vivacity Gyms, 40% had used the Athletics track, and 37.5% had used the Lido. At least half of the sample reported that price, variety of provision, location, community and social value were influential in their choice of leisure facility. In terms the future of these services, 32.5% of respondents preferred the City Council to run things in house, 42.% preferred a new leisure trust, and 25% preferred a community group or local sport club to run things.

Finally, respondents were asked to share feedback. The majority of responses covered an issue with communication. As can be seen with the following responses

“Communication needs to be improved about detail and information of possible opening. It is important during these difficult times to have these details as there are a lot of people who rely on this facility to improve their mental health and well being.”

“To the management of vivacity, lack of communication!! A basic email send to customers would of been nice, larger and smaller gym establishments have managed to communicate with customers, I’m a monthly payment customer so this doesn’t effect me but what about the annual payers, that have paid and have had no communication or replies, I am glad vivacity is being taken over, let’s hope who ever takes it over has better customer service”.

“As a Vivacity member, the communications around its closure have been extremely poor. And I find it sad the reopening of some sort of swimming pool in town isn’t more of a priority. I hope something happens soon.”

“Better communication with current members.”

As such I would like to ask the Council, what are the plans to ensure communication is improved to provide local residents and members of leisure services with sufficient information regarding the future of these services?

Councillor Allen may have responded:

We recognise and agree that communications with customers of Vivacity should have been more frequent and informative over the past few months. It is worth noting that the circumstances during this time have been complex, with a combination of managing the impacts of the pandemic (including the vast majority of Vivacity's staff being furloughed), and the difficult decision that had to be made by Vivacity's Trustees to end their contract with the Council. However, going forwards, we, the Council, are absolutely committed to ensuring that all past, present and future customers of all of Peterborough's arts, culture, heritage and leisure services are regularly and effectively communicated with about services, events and other important news.

COUNCIL BUSINESS

Questions on notice to:

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

1. **Question from Cllr Fower**

For Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health and Public Health:

Could the relevant Cabinet Member please let me know why a temporary testing centre has not been set up at the Paston and Gunthorpe Community Centre, which would allow for thousands of people in Walton, Werrington, Paston and Gunthorpe, who do not have access to a car, the funds to take public transport, or the physical capacity to travel long distances the opportunity to be tested and this increase safety to the whole of Peterborough?

Councillor Fitzgerald responded:

Yes I would Mr Mayor and thank you very much. Good evening members and whoever is watching in the wild world there. Councillor Fower, thank you for your question. So, we have currently have several testing sites for Covid-19 in Peterborough. When selecting the sites, there is a balance between finding sites that meet the Department of Health and Social Care criteria, as well as looking at local Covid-19 rates and giving geographical coverage across the city.

It's not possible to have them everywhere of course, that would just not be feasible. But people now are also able to book postal kits for home testing by internet and phone, and we are looking at how we can support people who find this more difficult. Thank you very much.

A supplementary question was asked:

Yes Mr Mayor, it's only a quick one. Thank you very much for the response Councillor Fitzgerald. I just wondered if you could ... seek some clarity with regards to what is the criteria you just mentioned? And would you be willing to look to reassess the possibility of having such a service at the said centre.

Councillor Fitzgerald responded:

I'm happy to take advice from our Director of Public Health on that criteria and I'm sure she will happily circulate it to you and other Members. We don't set the criteria as mentioned in my reply to you. It's a national criteria. In terms of the centre you refer to in particular, I think again Councillor Fower, it's down to need, demographics, geographical coverage across the city. It's got to go somewhere and we can't place them everywhere. You will also know we have had various testing centres across the city and that remains the case today. But I'll have Dr Robin circulate the advice that meets the Department of Health and Social care criteria. Thank you very much.

2. **Question from Cllr Sandford**

For Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health and Public Health

At the July Full Council meeting a motion was passed asking the Director of Public Health to write to our local MPs requesting that they press the Government to give councils more decision-making power in respect of local lockdowns and other measures designed to control Coronavirus. Could the Cabinet Member for Public Health tell me if these letters were sent and what replies have been received?

Councillor Fitzgerald responded:

I'm surprised in part that we got this letter because Councillor Sandford should know that the letters were sent to the MPs because a copy was sent to him at the time, so I'm told. Of course, I'm happy to be corrected. But for Members sake, the Director of Public Health has confirmed that a letter was sent to both MPs to make them aware of the Council motion, and we haven't had a written reply but we didn't ask for a written reply to be perfectly truthful. But I have had replies from both Sharlesh Vara and Paul Bristow. So, on Sharlesh Vara's part, he has conveyed the views of the Council as included within the correspondence from Dr Robin's office and he sent that onto the Cabinet Office and awaits a response from them. Those eagle eyed amongst you or that pay attention to the Parliament Channel like some of us might do on here, will know that Paul Bristow MP for Peterborough has been very vocal about standing up for Peterborough on all sorts of matters and it's no different here. So if you were to check Hansard you will recall that he recently said in the House, Peterborough has done the right thing, and we do not want to be in Tier two, and I want the Minister to hear this very clearly, we do not want to be in Tier two and we will do everything to present this. So he's very aware about the good work that the council's Public Health Team are doing supported by all our Enforcement Team that are at work in the community on a daily basis that took us out the government's watch list and has managed so far, let's touch wood, to keep the lid on the numbers, you will note that where we are in the country is nowhere near some of the areas like Yorkshire and the Humber, seaside, Manchester and Liverpool. We are, you know, doing very well and I'd like it to remain so, so all our teams working hard should be applauded for all the great work going on and both MPs are aware of that too. Thank you.

A supplementary question was asked:

Thank you Mr Mayor. I'm very grateful to the Cabinet Member for that response. We keep hearing from council leaders across the country that they aren't being properly consulted before local lockdown measures are concerned. So it's really good to hear that our MPs are making that case in Parliament.

Having a more localised approach is even more necessary for contact tracing. The contact tracing done by our team here in Peterborough is delivering a 92% success rate but they only get leads passed onto them about three days after the national service has tried and failed to actually make contact people. So could the Cabinet Member find ways of pressing the government to devolve contact tracing more entirely to councils and also to give us the resources that are needed.

Councillor Fitzgerald responded:

Thank you, Councillor Sandford. Again, I will ask Dr Robin because I'm not going to take the stats you gave there at face value. What I would agree with you, is that we in Peterborough are more successful than the national testing service. As to how long we get them, I don't know if it three days, Liz might be able to nod and tell me, it could be quicker, it could be longer, but I don't think that's true but I'm getting a nod that's

	<p>not entirely accurate. So in terms of... yes, we are always happy to step up and assist government and in fact government themselves through the Cabinet Office have, you know, praised Peterborough. They came and did a visit some time ago now although it's only weeks but it seems a lifetime ago and said what a good job we were doing so I think they have trusted us so far to manage, in a devolved way, the response to Covid-19. Not just in Peterborough but in the wider sense across the county. Because we are one Public Health team. So, I'm sure Dr Robin will press the necessary people if she feels that more needs to be done, that's is the case, but I think we are well on top of it. I'll ask her to convey or correct or confirm the stats Councillor Sandford and share that with all members as to what our position is in terms of the number of days etc etc. But all I can say is we are doing a good job and it's well done the Public Health team and all the other officers that have been seconded to work in terms of enforcement and prevention and advice during this Covid crisis.</p>
3.	<p>Question from Councillor Wiggin</p> <p>For Councillor Holdich - Cabinet Member for Leader of the Council and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority:</p> <p>Can the relevant Cabinet Member please provide a breakdown by ward of allocated spending from the New Towns Fund?</p> <p>Councillor Holdich responded:</p> <p>Thank you Mr Mayor, thank you Councillor Wiggin for your question. The Council is still waiting to hear the outcome of the Towns Fund bid that was submitted at the end of July. The Towns Fund Board on behalf of the city council you will recall, is one of the first cities prepared and submitted an investment plan. I am not in a position yet to reveal what the allocations are from that Plan but I am sure through the Towns Fund Board that it will be made known as soon as we are told by Government.</p> <p>Council will recall that we did receive an allocation of £1m accelerated Towns Fund award at the end of September. This funding is allocated and is expected to be spent as follows:</p> <ul style="list-style-type: none"> Central 34% Bretton 14% Across the city 14% East 10% North 9% Orton Waterville 5% Paston & Walton 5% Fletton & Woodston 2% West 2% Werrington 1% <p>Thank you Mr Mayor.</p> <p>A supplementary question was asked:</p> <p>Yes, thank you Mr Mayor. Thank you Councillor Holdich. For the answer to my question. I would like to say well done to our great team at the city council for securing that funding and getting the bids in. It's good news that we are ahead of the trend, however it is noticeable from that list that there are parts of the city that have been missed out. There are.....the Towns Fund is part of the government's agenda to level</p>

	<p>up. But in order to level up, we need to level up our city as well. There's lots of people at the moment who don't want to be in this city centre because they are worried about Covid. That may change going forward, it may not we don't know , but there are areas such as Hampton, Fletton High Street not on the list. Big district centres that are important to the way our city is built and has come to be through the development corporation as we were an original new town. What plans does the city council have to level up areas of our city?</p> <p>The Cabinet Member responded</p> <p>Thank you Cllr Wiggin. Fletton and Woodston are getting money out of this but one has to follow the rules of the bid. As far as levelling up is concerned, what improvements are done do benefit the whole city. In this case, open spaces issues, it was done as a more scientific basis because it was based on an audit of all our facilities done in 2018 of those most in need and that list reflects the audit that was done. Thank you very much.</p>
4.	<p>Question from Councillor Barkham</p> <p>For Councillor Cereste - Cabinet Member for Cabinet Member for Waste, Street Scene and the Environment:</p> <p>Can the relevant Cabinet Member signpost me to where I can find out the locations of all the litter bins in the Peterborough City Council area and how many litter bins are situated in each city council ward?</p> <p>The Cabinet Member responded:</p> <p>Aragon Direct Services (ADS) are currently in the process of GIS mapping and they intend to map all the litter bins across the City once this is complete. We will be able to show councillors information and happy for members to see it for their individual wards. We currently have circa 1600 litter bins across Peterborough.</p> <p>A supplementary question was asked:</p> <p>So just to clarify, presently we don't know that exact locations of the bins that we own, is that correct.</p> <p>The Cabinet Member responded</p> <p>I don't know that that is correct, I would say that it's not held in one repository and I would imagine, I'm pretty sure that the team that looks after certain area will know exactly where everything is.</p>
5.	<p>Question from Cllr Day</p> <p>For Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments:</p> <p>What impact will the governments 'Changes to the current planning system' paper and the 'Planning for the Future White Paper' have on Peterborough?</p> <p>The Cabinet Member responded:</p> <p>Its and interesting question and very topical. As you are aware, there are two Government consultation documents they're substantial and they do in themselves</p>

propose large scale and wide-ranging changes to the current planning system. It would take a fair bit of time to overview the proposals comprehensively this evening within the context of this question to Cabinet element of our meeting. I think it is also worth stating that the first of these initiatives has just finished its consultation period and the other is still out for consultation at the end of the month. The devil is always in the detail, Cllr Day you'll be aware and what is being proposed now might not be legislated without some changes to the consultation process. I am happy, more than happy to provide a written response regarding the effect of any planning changes to this Authority, but only I think, sensibly until the proposals are in some form of representative policy.

A supplementary question was asked:

I wanted to make a couple of points and raise a question. Under the changes to the current planning system white paper affordability is not given appropriate weighting using the standard method as it sees growth more for least affordable areas and it directs growth to the more affordable areas. So for Peterborough, a mere forty percent increase, that's 1300 houses are proposed to be built a year under these proposals. We've only achieved that once in the last 20 years in Peterborough, so if these do go through, and I have heard, I have read the document, the tone of the document that this will happen and once passed through it will happen quickly. Though that level of building will prove difficult. Also of the raising the affordable housing threshold of 40-50 dwellings will have a significant impact for the council to deliver affordable housing it will also impact affordable housing in rural areas and with the permission in principle proposal, this will result in reduced requirements placed on developers reduced control at a local level on decision making and financial implications for Peterborough City Council because there will be reduced planning fees for developers. Some of us are calling this the builders charter. So my question is how are these proposals compatible with the environmental bill and environmental law and how will the reduced control of local level in decision making affect our local plan.

The Cabinet Member responded

Thank you for the follow up and the points of interest you have raised Councillor Day. I have been active in the council's response to both of these planning initiatives and would repeat they are out to consultation or one is out to consultation and one has just finished so as I said to you before, the devil is in the detail and to predict what actually may be legislated for I think wouldn't probably be particularly sensible at this point in time until such time the Government has firmed up with proposals again I have to say a fair degree of opposition. You mentioned housing test increase based on an algorithm I personally don't think that is viable. We are a particularly high performing local planning authority. We are building more houses than we are targeted for currently and to increase that by something like 40 percent is bonkers in my opinion, but that's what we are up against currently. I can't really comment on any of the points you make until I know exactly what has been legislated for, but I hear what you're saying. I don't think we are disagreeing, the affordability level from 40 – 50 is a deep concern to myself and a number of other people, but we have made good representation. MPs, my own MP Shailesh Vara is particularly anxious that Government listen to what we are saying. And what we are saying is based on sound common sense.

6. **Question from Councillor Howell**

	<p>Cllr Allen, Cabinet Member for Cabinet Member for Cabinet Member for Housing, Culture and Recreation:</p> <p>Construction of the university and the Posh stadium will transform the Embankment. There are also plans to relocate the regional pool. In view of this transformation is the future of the Embankment Athletics Arena guaranteed?</p> <p>The Cabinet Member responded:</p> <p>Thank you Mr Mayor, and thank you Councillor Howell for your question regarding the transformation and the future of the embankment. The Council, let me reassure you, recognises the significance of the Athletics Track in Peterborough, which provides important facilities for many individuals, clubs and societies, helps tackle some of the health and wellbeing challenges in our city, and grows local talent. We're fully committed to ensuring the Track continues to be a feature in our city, and be assured we are in active discussions with service users about arrangements that will help achieve this.</p> <p>With regard to the Embankment, excellent progress is being made with the University Phase 1 scheme which will be on site in early 2021 and also with plans for an associated innovation hub that will quickly follow as phase 2.</p> <p>We are also fully committed to delivering the later phases of the University working with ARU and CPCA Anglia Ruskin University and the Combined Authority. How and where exactly that comes forward will depend on the outcome of the current Embankment master planning work that the Council is working on with CPCA and Peterborough United.</p> <p>The masterplan will provide an important framework for the potential new stadium in the Embankment area that Peterborough United are leading the case for. Any ideas or proposals to change the current provision of activities will be subject to full discussion and consultation as it would be for any new uses across the Embankment area, which I will reiterate, we recognise as hugely valuable, and is currently perhaps under-used, asset currently for the City.</p> <p>A supplementary question was asked:</p> <p>The Peterborough Nene Valley Athletics club which as around 400 members, many of which use it to compete and train. Bearing in mind what you've said are there any plans to enhance existing spectator facilities currently there's no grand stand which prevents certain events from being staged there.</p> <p>The Cabinet Member responded</p> <p>That's a good proposal to put forward. As I've said we are in consultation and active discussions with the local athletics club with a view to them being much more involved in that facility. And indeed we are talking to other service users and I believe that you want it to be improved, and I agree with you we should really make sure that that particular facility is used to good purpose.</p>
7.	<p>Question from Councillor John Fox</p> <p>For Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments:</p>

	<p>Would the Cabinet Member for planning please enquire with planning officers that if a possible controversial planning application is forthcoming in a ward, that they liaise with Ward Councillors to see if there is any feasibility of possibly extending the area of consultation.</p> <p>Recently we have had a planning application submitted and after the decision was taken several hundred people have complained because they did not know about the plan as they would have objected.</p> <p>I do appreciate that it is not legally required to consult with a much larger area than usual but I feel that by liaising with the ward councillors, who will have local knowledge of the layout of the area, that no immediate houses that would be directly affected would be left out of the consultation process.</p> <p>The Cabinet Member responded:</p> <p>Yes Mr Mayor, I'm more than happy to and I thank Councillor Fox for his question. I think that I understand the sentiment behind Councillor Fox's question Mr Mayor pertaining as I imagine it does from the last questions we've had from the public to the fencing issue within his Werrington ward and his effort at the planning committee meeting in March. Whilst there's nothing preventing Cllrs or indeed neighbourhood councillors or anyone in mounting an awareness campaign for an application they deem contentious. The requirements regarding the publicity of planning and associated applications is set by in the planning legislation and operated under the Council's adopted Statement of Community Involvement. Whilst I can see why dedicated and conscientious ward members like Councillor Fox wish to see the extent of publicity expand for certain applications Mr Mayor, the risk is that this could lead to a delay in the determination of planning applications at a time when Government is keeping a close eye on the performance of planning authorities. Additionally, it could also result in an inconsistent approach to publicity for applications. You will appreciate I'm sure as what one person may view as a controversial proposal another may not be as exercised. With regard to the number of residents who object to a particular application I think it is also worthwhile to mention generally, Councillor Fox and Mr Mayor, that Peterborough is a plan led Authority and planning applications are required in law to be decided in accordance with adopted plan policy unless any material planning considerations outweigh it. In this regard I think it is important to say that the sheer number of objections to a planning application is not essentially material it is the substance of the objections that is important.</p> <p>A supplementary question was asked:</p> <p>No I don't Mr Mayor, I'd just like to thank him for his precise and definite reply and I appreciate that.</p>
8.	<p>Question from Councillor Shaz Nawaz</p> <p>For Councillor Seaton, Cabinet Member for Finance:</p> <p>Austerity measures from central government have caused a massive strain on our budgets. Apart from the current negotiations with central government, what other alternatives are we pursuing to deliver sustainable budgets, over the next three to five years?</p> <p>The Cabinet Member responded:</p>

	<p>Thank you very much Mr Mayor and thank you Councillor Nawaz for your question. In answer to it we need to look at the situation pre and post COVID-19.</p> <p>Pre-Covid we had a budget deficit of £14m from 2021/22 onwards. We'd actually identified £11m of ongoing savings to close that gap with a year to address the remaining £2m and I was confident that at the start of the year that we would move to a sustainable budget.</p> <p>Clearly, COVID-19 changed that situation and I think a BBC survey in June suggested 158 out of 173 Councils who responded had a problem this year. Other data supports that. Thankfully we still have a balanced position. So far we have received some like £28m of additional government funding. I expect more and, indeed, another national £1bn tranche was announced on the 12th October. I hope for good news on that.</p> <p>However, like nearly all Councils, we have a considerable challenge next year. It is almost impossible to predict the course of this pandemic, the timing of economic recovery, potential vaccines, income lost and the further expenditure needed to support work with our communities. Hence you know we can only use our best endeavours to estimate the gap to a sustainable budget coming years.</p> <p>Phase 1 of the Medium Term Financial Strategy, which we launched for consultation on the 16th October, gives that best estimate. The gap is currently due to the COVID-19 emergency and is why we have approached MHCLG with a range of short and medium term, one off and continuing options.</p> <p>They have said they recognise that even with the considerable support already provided, there will be individual authorities with unique circumstances, which is why they are encouraging Councils to approach them to discuss the future financial position. I'm grateful they'll continue to work closely with us as this Council supports our community through the pandemic. Thank you Mr Mayor.</p> <p>A supplementary question was asked:</p> <p>Thank you for your comprehensive answer, I'm sure that you will agree we were in quite a bit of trouble even before COVID and also being a former banker, it is wise to learn from the past. So, on reflection looking back what do you think the Council could have done better so that perhaps today, we'd be in a much better position. And I ask that question Councillor Seaton just to understand how we can move forward so we don't repeat the short comings of the past?</p> <p>The Cabinet Member responded</p> <p>There are a couple of points there Councillor Nawaz. First you say we were in quite a bit of trouble; I've just said we have a gap of £14m and we had a year to find the remaining £2m, so I would not agree with you on that, I think we were in a very good position to get to a sustainable situation. You know, yes I am a banker and you are an accountant, we're numbers people, you're an expert in tax avoidance, maybe I should have listened to you a bit more. But I don't think that given the problem we've currently got is due to the pandemic it serves any purpose to look back over the recent years and say we should have done things differently. We were in a good position at the start of this year. The pandemic has changed everything and it has changed that for every single council in this country.</p>
9.	Question from Cllr Hogg

	<p>For Councillor Cereste, Cabinet Member for Waste, Street Scene and the Environment:</p> <p>Following the report from Cross-party Fly-tipping Task and Finish Group which was positively received by both the Growth, Environment and Resources Scrutiny Committee and the Cabinet (at a meeting in July 2019), can the Cabinet Member for Waste, Street Scene and the Environment please let council know which of the recommendations have been implemented and in what timescales?</p> <p>The Cabinet Member responded:</p> <p>Thank you Mr Mayor and thank you for the question Councillor Hogg. An update report on this very subject has been recently produced at the request of the Growth, Environment and Resources Scrutiny Committee, we will of course be circulating to members of that committee and anyone else who wants it really and I would be happy to send you a personal copy Councillor Hogg if you so wish.</p> <p>To summarize if I may, SCRAP It Fly Tipping Campaign in conjunction with the Recycling for Cambridgeshire and Peterborough (RECAP) Partnership, which Peterborough is a member, continues to work on sharing intelligence and best practice in the fight against fly tipping, which we already agree is a despicable thing to do. The Covid-19 situation has curtailed much of the practical aspect of the project, however the project is continuing to deliver and move forward.</p> <p>The PES service continues where possible to investigate incidents of fly tipping and have issued over 80 FPN's since April this year, they have also supported the installation of physical measures in some locations where necessary to limit fly tipping where possible.</p> <p>Following the reopening of the Fengate HRC, closed temporarily to comply with essential travel requirements arising from the March 2020 lockdown measures, fly tipping has not materially reduced as one might have expected it to do.</p> <p>The separately identified measures which required business cases to be developed in order to support new unplanned funding remain paused during the unprecedented financial situation the council is in; however, they will of course be kept under review through the budget setting process for 2021/22.</p>
10.	<p>Question from Cllr Murphy</p> <p>For Councillor Hiller, Cabinet Member for Cabinet Member for Strategic Planning and Commercial Strategy and Investments:</p> <p>I've been working to tackle the issue of derelict and unused garages which are potentially a hazard whilst cars not using them exasperate the parking problem in many areas across the city for example in Ravensthorpe where I have identified that in some areas and blocks up to a third are not used as garages.</p> <p>What work has been undertaken between the local authority and owners in order to tackle the problem. Will the council look into an action plan to make use of the land where appropriate and demolish garages which are no longer of the size for modern cars and will the Council now also work with owners, housing associations, housing cooperative and others to use any land that is freed up to improve parking facilities within neighbourhoods and perhaps build some new homes if appropriate land is made available.</p> <p>The Cabinet Member responded:</p>

	<p>The Council is working through a review of all its asset types to identify opportunities that support a range of different Council Priorities. Where such opportunities exist, we will seek to clarify ownership issues and work with stakeholders to assess the viability of any developments.</p>
11.	<p>Question from Councillor Shaz Nawaz</p> <p>For Councillor Seaton, Cabinet Member for Finance:</p> <p>How much money has been invested in the Millfield area compared to the city centre over the past four years?</p> <p>The Cabinet Member responded:</p> <p>Millfield has received investment of around £0.7m whilst the City Centre has had, comparing like for like, around £1.9m. However £1.5m of that is North Westgate which will help regeneration and provide an important connection with the Lincoln Road area.</p>
12.	<p>Question from Councillor Howell</p> <p>Cllr Cereste, Cabinet Member for Cabinet Member for Waste, Street Scene and the Environment:</p> <p>On occasion, Aragon has claimed it was unable to empty residents' bins due to roadworks in the street, a huge inconvenience to residents, particularly with the roadworks in question were planned. This has been a particular problem during the CityFibre works around the city. In what ways can Aragon and CityFibre (or other roadworks agencies) work together to ensure that bin lorries can always access residential streets, and how might communications between Aragon and residents be improved so they understand why their bins have not been emptied and when Aragon will return to empty them?</p> <p>The Cabinet Member responded:</p> <p>The denial of access to the waste collection teams is an inconvenience to everyone concerned. PCC has arranged direct contact between City Fibre and Aragon to help minimise these issues, although it is acknowledged that there will be times when it is impossible to avoid delays in collection. The collection management team inform Peterborough Direct and local councillors when this happens and are happy to work with all parties to discuss any other means of communication to residents.</p>
13.	<p>Just to clarify for Members, this question relates to Constitution and Ethics Committee, and a section of a report to that Committee on the use of resources and facilities. I believe the point the officer made was regarding the Mayors allowances and expenses being used specifically in relation to that role. The Committee agreed to keep the overall issue of use of resources and facilities under review and not bring the specific proposals forward to Full Council at this time.</p> <p>However to answer the question, as you will know, the Mayors allowances and expenses are a public record published annually on the Council website.</p>

As this will not specifically include the period since 4th March when we last met in the Town Hall, I'm able to inform you that I have incurred costs of just £186.85 during the nearly eight months since.

For Councillor Gul Nawaz, Mayor of Peterborough:

At a recent committee meeting a report was produced and it was explained that the intention was for members to look at special responsibility allowances and how they were being used for the duties connected with the members responsibilities, the officer particularly cited the Mayor amongst other allowances and expenses (see agenda page 98 item 4.4(F)). Can the Mayor tell us how much in allowances and expenses have been received since his appointment and how much has been claimed/received since the last time the Council meet in the town hall?

The Mayor responded:

Just to clarify for Members, this question relates to Constitution and Ethics Committee, and a section of a report to that Committee on the use of resources and facilities. I believe the point the officer made was regarding the Mayors allowances and expenses being used specifically in relation to that role. The Committee agreed to keep the overall issue of use of resources and facilities under review and not bring the specific proposals forward to Full Council at this time.

However, to answer the question, as you will know, the Mayors allowances and expenses are a public record published annually on the Council website.

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14. **Question from Councillor Wiggin**

For Councillor Allen - Cabinet Member for Cabinet Member for Housing, Culture and Recreation:

Following the motion passed at the July council meeting regarding Section 21 no fault evictions, council resolved to write to the Secretary of State for Housing, Communities and Local Government to reiterate its support for these reforms and urge him to respond to the consultation and introduce legislation in this Parliamentary session. Could the relevant Cabinet Member please confirm this has happened, and provide an update on any responses or other correspondence received from the Secretary of State on this issue?

The Cabinet Member responded:

I can confirm that we have written to the Secretary of State, but as yet have not received a response. I will let you know once that happens. However, I can report that since July, the Government has taken further action in relation to section 21 and have extended the period of notice for no fault evictions to 6 months' notice. This is a huge step and gives services sufficient time to support households at risk of homelessness to prevent.

15.	<p>Question from Cllr Hogg</p> <p>For Councillor Farooq, Cabinet Member for Digital Services and Transformation:</p> <p>Following the decision to replace the Ask Peterborough app with a skinned version of FixMyStreet in 2019 there was a presentation where it was suggested that once an initial implementation of systems integration with established council departmental systems a working group would be set up to include councillors and other stakeholders to help iron out any issues that arise. Considerable time has now past and there are a few issues that have come up and continue to do so. When will this user group be formed to help give the residents of Peterborough the service they deserve?</p> <p>The Cabinet Member may respond:</p> <p>"Whilst highways and trees back office system integrations have been completed for some time, waste and street scene integration is still being tested. Development and testing were delayed by Covid-19. As a result, dog fouling, graffiti, rubbish and fly tipping are still logged manually. Once waste and street scene has been properly integrated later this year, we expect service efficiency to improve as well as better management of customer expectations. We can then look to holding a review with stakeholders to identify and address any remaining issues.</p> <p>In the meantime, if residents or councillors are having issues using report.peterborough.gov.uk site (Powered by FMS) they should access the contact page from the 'Help' menu this will raise a support ticket with MySociety's helpdesk and will usually be responded to the next working day.</p> <p>If the issue is related to a problem they have already reported on FMS e.g. a pothole, fly tip etc. My Society obviously cannot comment or resolve these issues, these should be escalated via the customer service centre or through member services. "</p>
16.	<p>Question from Cllr Fower</p> <p>For Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments:</p> <p>Earlier in the year, councillors were asked to submit suggestions and ideas on ways to encourage and improve cycling in their ward, after a government grants was announced. I submitted a lengthy list of comments and remarks, but have not received a full update as to how many of these were enacted, or will be, therefore could the relevant cabinet member let me know what cycle related improvements, initiatives, street furniture and schemes have been implemented so far this financial year, what my community can look forward to and while we are at it, for the previous financial year?</p> <p>The Cabinet Member responded:</p> <p>We received a number of suggestions and ideas from Councillors and members of the public to inform the walking and cycling improvements that were carried out as part of the first tranche of the Government's Emergency Active Travel Funding. The measures undertaken with this initial tranche of funding focussed on the city centre to encourage people to walk and cycle and assist with social distancing alongside the 'School Streets' initiative offered to every school. We received further suggestions, all of which were reviewed, ahead of the application submitted as part of the second tranche of funding. However, the funding guidelines stipulated that the schemes should be linked</p>

to our draft Local Cycling and Walking Infrastructure Plan, which we will be consulting on soon. To assist in the delivery of these schemes we have setup a Cross Party Working Group and we look forward to seeing their recommendations.

Supplementary notes:

We have also allocated an additional £500k to make improvements to the Green Wheel Cycle Network.

Tranche 1

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 pop-up cycle has been installed and the street has become one-way.

City Road: A pop up cycle lane has been installed between St Johns and Northminster and the road has become 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 installed on Crescent Bridge. 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.

School Street Closures: A school street is a road outside a school with a temporary restriction on motorised school-run traffic at school drop-off and pick-up times. We have had 10 schools that have confirmed their interest in being involved in this scheme.

Tranche 1 budget: £175k

Tranche 2

We submitted our tranche 2 proposals via the CPCA on Friday (7th Aug). We have 3 schemes that we are intending to deliver with the tranche 2 funding and we have been provisionally allocated £625k by DfT and the CPCA:

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

Questions on notice to:

d. The Combined Authority Representatives

1. **Question from Councillor Sandford**

For Councillor Holdich, Deputy Mayor for the Peterborough and Cambridgeshire Combined Authority:

Please could we have an update on progress with the CAM metro system and in particular whether it will provide any benefit to people living in Peterborough?

The Combined Authority Representative responded:

This is a very long answer, but there is a very short answer, which I will give you at the end. CAM is one of the key priorities of the Cambridgeshire and Peterborough Combined Authority and is at the centre of the Cambridgeshire and Peterborough Local Transport Plan. It is the key to levelling up the CPCA area, ensuring that all parts of the CPCA can enjoy the growth experienced in recent years by both Cambridge and Peterborough. It will do this connecting key employment sites to affordable, quality homes. A company has been set up to promote the CAM and oversee its delivery and Lord Mair was appointed to chair the company from 1st October.

Lord Mair, is a geotechnical engineer with so many letters after his name, it's not true and Emeritus Sir Kirby Laing Professor of Civil Engineering and Director of Research at the University of Cambridge. He is a leading expert on tunnelling. In 2014 he was elected a vice president of the Institution of Civil Engineers and on 1st November 2017 became the Institution's President for 2017–18, its 200th anniversary year. He was appointed an independent crossbencher in the House of Lords in 2015 and is currently a member of its Select Committee.

Work is currently ongoing to develop a delivery strategy for the CAM programme with a view to creating a single, One Cam programme for delivery of this important project. Whilst the One Cam programme is in development, it is too early to commit to any dates for delivery, but work is expected to begin shortly along the GCP routes into Cambridge. There is certainty about the benefits of the network to Peterborough and Cambridgeshire. The CAM will include a central tunnels section in Cambridge, new garden communities contributing to the cost of infrastructure, a zero carbon, autonomous, smart mass transport system with regional routes intended to be part of a region-wide network linking quality housing to good jobs. The Mayor recognises the importance that I have placed upon a CAM route linking Peterborough to the wider region and also the opportunity that brings to create a mass rapid transit system within Peterborough in due course. This all begins once the Cam company starting its work and completing the outstanding business case in 2021.

The short answer I will give you is that Charlotte Palmer and myself had a telephone conference with the Mayor two or three weeks ago as we want to progress the business case for the rapid transport system in Peterborough and the Mayor expressed a wish that it should link up with the CAM so we are looking at delivering the one for Peterborough but also links up with the CAM but obviously the CAM version

is a few years away. Thank you, I hope that is a comprehensive answer and if you have got anymore, I will have to try and answer it.

Supplementary question

No I have no supplementary question, that was a very comprehensive answer.

COUNCIL	AGENDA ITEM No. 8
9 DECEMBER 2020	PUBLIC REPORT

Report of:	Director of Law and Governance	
Contact Officer(s):	Pippa Turvey, Democratic and Constitutional Services Manager	Tel. 452460

AMENDMENT TO THE VIRTUAL MEETINGS PROTOCOL

RECOMMENDATIONS	
FROM: Director of Law & Governance	Deadline date: N/A
<p>It is recommended that Council:</p> <ol style="list-style-type: none"> 1. Agree to amend the 'Virtual Meetings Protocol' as adopted by Council on 29 July 2020, to restrict Questions on Notice from Members to be answered in writing only (on a trial basis), as per the wording set out in paragraph 2.4, to enable more time for the debate of council motions. 	

1. PURPOSE AND REASON FOR REPORT

- 1.1 The purpose of this report is to propose a revision to the meeting protocol for virtual meetings only, in relation to the consideration of Questions on Notice from Members.

2. BACKGROUND AND KEY ISSUES

- 2.1 As set out in the Council's Standing Orders, Questions on Notice from Members can currently be asked to the Mayor, the Leader or member of the Cabinet, the chair of any committee or sub-committee, or any representative of the Council on the Combined Authority.
- 2.2 30 minutes are set aside for questions to the Mayor, the Leader or cabinet members, or committee chairs. 15 minutes are set aside for questions to Combined Authority representatives.
- 2.3 Following the limitation within the Virtual Meetings Protocol that virtual meetings shall not last for longer than three hours, consideration has been given to how business at meetings may become more efficient, in order to ensure that items such as motions may be given sufficient time for debate.
- 2.4 As such, it is proposed that the below paragraph be added into the Virtual Meetings Protocol:

"Members' Questions on Notice

3.4 The Council will continue to take written questions to the Mayor, Leader, cabinet members, and chair of any committee provided the appropriate notice is given as set out in the Constitution. However, responses to questions will not be provided verbally at the meeting. Instead, written responses will be published ahead of the Council meeting, within the additional information pack. The provision to ask supplementary questions will not be available at the meeting."

- 2.5 This would allow for up to an additional 45 minutes of time to consider other items, such as motions. Written responses to questions would be published within the additional information pack as a 'Questions and Answers Report', in place of the current 'Questions Report'.
- 2.6 This approach would mean that Members would not have the opportunity to ask supplementary questions verbally at the Council meeting. Any further questions arising from responses given could, however, be asked directly to the responder outside of the meeting environment.
- 2.7 It is also important to note that no change is proposed to Questions on Notice from members of the Public, which would continue to be responded to verbally at the meeting. Members of the public would also continue to be permitted to ask supplementary questions.

3. CONSULTATION

- 3.1 Consultation has been undertaken with Group Leaders at the Group Leaders' meeting held on 16 November 2020 and it was unanimously agreed to introduce this change on a trial basis, subject to Council's approval.

4. IMPLICATIONS

- 4.1 There are no financial, legal, equalities or carbon impact implications arising from this report.

5. BACKGROUND DOCUMENTS

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

- 5.1 Peterborough City Council Constitution
Peterborough City Council Virtual Meetings Protocol

6. APPENDICES

- 6.1 None.

COUNCIL	AGENDA ITEM No. 10(a)
9 DECEMBER 2020	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

MEDIUM TERM FINANCIAL STRATEGY 2021/22 TO 2023/24 - PHASE ONE

Cabinet, at its meeting on 30 November 2020, received a report setting out the Medium Term Financial Strategy 2021-22 to 2023-24 - Phase One proposals.

IT IS RECOMMENDED that Council approve:

1. The Phase One service proposals outlined in Appendix C to the report.
2. The updated budget assumptions, to be incorporated within the Medium-Term Financial Strategy 2021/22-2023/24. These are outlined in sections 5.2 and 5.3 of the report.
3. The revised capital programme outlined in section 5.5 and referencing Appendix B to the report.
4. The Medium-Term Financial Strategy 2021/22 to 2023/24 – Phase One, as set out in the body of the report and the following appendices to the report:
 - Appendix A – 2021/22- 2023/24 MTFS Detailed Budget Position - Phase One
 - Appendix B – Capital Programme Schemes 2021/22- 2023/24
 - Appendix C – Budget Consultation Feedback, including Phase One Budget Proposal detail
 - Appendix D – Financial Strategy pre-C-19
 - Appendix E – Financial Risk Register
 - Appendix F – Equality Impact Assessments
 - Appendix G – Carbon Impact Assessments
 - Appendix H – Budget Consultation Feedback
5. The strategic financial approach taken by Council outlined in section 5.4 of the report.
6. The forecast reserves position, and the statutory advice of the Chief Finance Officer outlined in Section 6 of the report, The Robustness Statement.
7. The feedback received on the budget proposals, received via the consultation detailed in Appendix H to the report.

The Cabinet 30 November 2020 Budget Book, including original report and appendices, can be read at the following link - [Cabinet 30 November 2020 Budget Book](#).

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COUNCIL	AGENDA ITEM No. 10(b)
9 DECEMBER 2020	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

STATEMENT OF LICENSING POLICY AND CUMULATIVE IMPACT

Licensing Committee, at its meeting on 18 November 2020, received a report setting out proposed Statement of Licensing Policy and Cumulative Impact.

IT IS RECOMMENDED that Council adopt the final Statement of Licensing Policy (**Appendix X**).

The original Licensing Committee report can be read at the following link - [18 November 2020 Licensing Committee Agenda](#).

Appendix X to the original report follows.

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PETERBOROUGH CITY COUNCIL

LICENSING ACT 2003

**STATEMENT
OF
LICENSING POLICY**

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DEFINITIONS

Note: In this Policy, the following definitions are included to provide an explanation of certain terms included in the Act and therefore in the Policy. In some cases they are an abbreviation of what is stated in the Licensing Act 2003 or an interpretation of those terms. For a full definition of the terms used, the reader must refer to the Licensing Act 2003.

'the Act' means the Licensing Act 2003 (c.17)

'Licensable Activities' means: -

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of Regulated Entertainment
- The provision of Late Night Refreshment

'The Guidance' means the guidance issued by the Secretary of State for the Department of Culture, Media and Sport under s.182 of the Act.

'Licensed Premises' includes club premises and events unless the context otherwise requires.

'Designated Premises Supervisor (DPS)' means the person (who must be a Personal Licence Holder), in the case of premises selling alcohol, who will normally have been given the day to day responsibility for running the premises by the holder of the Premises Licence or will be the Premises Licence holder.

'Regulated Entertainment' is defined as;

- A performance of a play;
- An exhibition of a film;
- An indoor sporting event;
- Boxing or wrestling entertainment;
- A performance of live music;
- Any playing of recorded music;
- A performance of dance;
- Entertainment of a similar description to that falling within the performance of live music; the playing of recorded music and the performance of dance.

In some circumstances, the provision of regulated entertainment is not licensable, for further information please go to www.gov.uk (and search for entertainment licensing)

'Late Night Refreshment' means the supply of hot food or hot drink to members of the public (whether for consumption on or off the premises) between the hours of 11.00 pm and 5.00 am.

'Operating Schedule' means a document containing a statement of the following matters (and any others that may be prescribed): -

- The relevant Licensable Activities
- The times at which the Licensable Activities are to take place and any other times when premises are open to the public
- Information regarding the person who will be specified in the Premises Licence as the Premises Supervisor
- Where the Licensable Activities involve the supply of alcohol, whether it is for the supply on and/or off the premises
- The steps being taken to promote the Licensing Objectives

'Other Persons' means

Persons who live, or are involved in a business, in the relevant licensing Authorities area and who are likely to be affected by the application and are not a Responsible Authority.

'Responsible Authority' means any of the following: -

- The Chief Officer of Police
- The Fire Authority
- The enforcing authority for Health and Safety at Work
- The local planning authority
- The local weights and measures authority (Trading Standards)
- The Council responsible for minimising or preventing the risk of pollution of the environment or of harm to human health
- The body representing matters relating to the protection of children from harm
- In relation to a vessel, a navigation authority, the Environment Agency, or the British Waterways Board
- The relevant Licensing Authority
- The Director of Public Health
- **Home Office (Immigration Enforcement)**

'Relevant Representations' are representations which can be either in support of an application or against the application, (also called an objection) and must be:

- About the effect of the Premise Licence on the promotion of the licensing objectives;
- Are made by a responsible authority or any other person, have not been withdrawn and, in the case of representations made by other persons, they are not in the Council's opinion frivolous or vexatious.
- Must relate directly to an application and received during the consultation period. Representations received outside the consultation period cannot be considered.
- An objection must relate to the licensable activities requested, **and must detail** how **you individuals, businesses, communities** and the objectives are likely to be adversely impacted by the activity, which the conditions proposed in the operating schedule of the application do not address or do not address sufficiently.

'Temporary Event Notice (TEN)' means a Permitted Temporary Activity involving one or more Licensable Activities subject to various conditions and limitations (see section 10). For further information, please go to www.gov.uk (and search for alcohol licensing)

Standard TEN: Must be received no later than 10 working days prior to the event. **(Not counting day of receipt of the application and day of the event).**

Late TEN: Must be received between 5 and 9 working days prior to the event. **(Not counting day of receipt of the application and day of the event).**

THE CITY OF PETERBOROUGH AND DISTRICT

Peterborough is a modern and progressive City with a strong historical character that makes it a stimulating environment in which to live, work and visit.

In the 2011 Census, Peterborough had a population of approximately 183,000, with an approximate population of **203,600 in 2018**. ~~188,400 in 2013~~. **Compared to neighbouring districts and for the East of England and England as a whole, ONS estimates show that Peterborough has seen the strongest growth in population between 2011 and 2018, of 9.0%¹**. The wider sub-region, in which Peterborough is the economic centre, has a population of approximately **6,201,210** ~~350,000~~ people in **2018** in ~~both~~ the East of England and East Midlands' region.

Neighbouring districts that look towards Peterborough as a key economic centre include Fenland, Huntingdonshire, South Holland, South Kesteven, East Northamptonshire and Rutland.

Today, Peterborough is one of the fastest growing cities in the country with a vibrant private sector delivering record job growth in recent years. The city enjoys an unrivalled strategic location in the East of England. It is only 45 minutes from central London and within striking distance of the regions other great cities being well served as it is by airports, rail and road links.

The city owes much of its increasing fortunes in recent years to a city council that focuses on three key areas for its people – prosperity, education and quality of life.

An essential contribution to the continued development of the City of Peterborough are the differing types of premises and events licensed under the Licensing Act 2003. There are **over 500** ~~nearly 600~~ licensed premises offering a wide range of leisure activities, such as live music, theatres, sports venues, cinema and a vast range of restaurants offering diverse menus to suit any palate.

The embankment along with the county showground provide facilities for several open-air larger type festivals and concerts. Visitors can enjoy a vast range of outdoor leisure activities and picturesque countryside – including 2,000 acres of riverside parkland. There are ~~two~~ **three** theatres offering drama, ballet and concerts – the Key Theatre, the Cresset Theatre and the **New Broadway Theatre**. For sports fans, Peterborough has ~~four~~ sports stadia, e.g. football, speedway, ice hockey ~~and~~ **greyhound**.

Peterborough continues to invest in regeneration, infrastructure and accessibility, with projects within the city centre and the outskirts. This creates a vibrant mix of activities and premises catering for a multi-cultural city, offering a wide range of facilities to residents and visitors.

Peterborough is an intelligence led authority, the Safer Peterborough Partnership is an integrated multi-agency initiative working in partnership with the police and others to tackle many issues, e.g. crime, anti-social behaviour and alcohol related issues. This approach highlighted the 'Op Can Do' area as an area which had reached saturation and a Cumulative Impact Policy was introduced and took effect in April 2013.

¹Cambridgeshire County Council Business Intelligence Research Team's 2018 - based population and dwelling stock forecasts.

1. INTRODUCTION

- 1.1 This Statement of Licensing Policy has been produced in accordance with s.5 of the Licensing Act 2003 (the Act) which requires the Council to review and where appropriate renew its contents on a five yearly basis (subject to changes in legislation or otherwise prescribed by the Secretary of State).
- 1.2 In reviewing the Statement of Licensing Policy the Council has considered the Guidance issued under s.182 of the Act.
- 1.3 This policy provides information and guidance to licence applicants, licence holders, objectors and Other Persons on the general approach to be taken by the Council in respect of its obligations under the Act.
- 1.4 This policy is made available in key Council offices and via the Council's website: www.peterborough.gov.uk under business.
- 1.5 The contents within the policy have been amended in line with Local Government Association (LGA)' Best Practice Framework for the Review of Licensing Policy Statements.

2. DISCLAIMER

- 2.1 The content of the Council's Statement of Licensing Policy is aimed only to provide guidance and should not be interpreted as legal advice. It is strongly recommended that persons obtain their own legal advice if they are not sure of the requirements of the Act and/or the Guidance and Regulations issued in accordance with it.

3. LICENSABLE ACTIVITIES

- 3.1 This policy relates to all those activities identified as falling within the provisions of the Act, provided to the public, to registered club members or with a view to profit as defined within the Act.
- 3.2 The Licensing Act 2003 regulates the following activities:
 - Retail sale of alcohol
 - Supply of alcohol by or on behalf of a club, or to the order of, a member of the club
 - The provision of regulated entertainment
 - The provision of late night refreshment

4. OBJECTIVES

- 4.1 The Council has a duty under the Act to carry out its licensing functions by promoting the licensing objectives, which are:-
 - The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm
- 4.2 Each objective has equal importance.
- 4.3 The Council will also in carrying out its duties have regard to the Guidance, this policy and any responses to consultation regarding this policy.
- 4.4 It is recognised that the licensing function is only one means of securing the delivery of the above objectives and should not be seen as a means for solving all problems within the community. The Council will therefore continue to work in partnership with its neighbouring

authorities, responsible authorities such as the Police, Fire Service, Health Service etc. local businesses, licensed trade, residents and others, towards the promotion and delivery of the objectives.

- 4.5 The Council will expect individual applicants to address the licensing objectives in their Operating Schedule having regard to the type of premises, the licensable activities to be provided, the operational procedures, the nature of the location and the needs of the local community. This must be particularly addressed for applications within the Cumulative Impact area.
- 4.6 It is recommended and encouraged that all applicants for authorisations enter into informal discussions prior to the submission of an application in order to avoid potential problems and unnecessary hearings and appeals.
- 4.7 The Licensing Authority and the Responsible Authorities of the Council will offer as much advice and guidance to applicants as resources permit. If additional assistance is required the Licensing Authority provides a paid for licensing pre-application advice service for all applicants. Full details are available on the Council's website.

5. CONSULTATION

- 5.1 There are a number of groups who have a stake in the leisure industry, including providers, customers, residents and enforcers, all of whom have views and concerns that require consideration as part of the licensing functions and the promotion of the licensing objectives. The Council will continue to consult with these parties upon receipt of applications where relevant, and for the further continuation and development of the Licensing Policy.
- 5.2 In reviewing this Policy, the Council ~~will~~ consulted over an 8 week period ~~from 06 July 2015 – 13 September 2015~~ from 19 August 2020 to 14 October 2020 with the following:
- (a) Chief Officer of Police for the area;
 - (b) Fire Authority for the area
 - (ba) Director of Public Health
 - (c) Persons/bodies representative of local holders of premises licenses;
 - (d) Persons/bodies representative of local holders of club premises certificates;
 - (e) Persons/bodies representative of local holders of personal licenses
 - (f) Persons/bodies representative of businesses and residents in its area;
- (And other bodies and groups that the Licensing Authority consider appropriate)
- 5.3 All responses to the consultation ~~were~~ will be given due consideration when determining the final policy.
- 5.4 A review of the policy was carried out by way of consultation with those listed in 5.2 to include a special policy. The consultation took place between 21/1/13 – 04/03/13.
- 5.5 The special policy was adopted by full council at a meeting held on 17 April 2013 and retained in 2015 following review and consultation.
- 5.6 In 2018 a further review and consultation was carried out. The responses and evidence were evaluated and the licensing authority remained of the opinion, that the number of licensed premises in the Can-Do area, is such, that it is likely, that it would be inconsistent with the authority's duty to promote the licensing objectives, to grant any further licences in respect of any premises in the CIP area, and published a CIA statement to that effect. Please see section 12.
- 5.7 The review and consultation carried out in 2020, revealed that a modification of the Cumulative Impact Policy and Assessment was required. The evidence obtained during the consultation process, demonstrated that the problems identified related to 'Off' sales of alcohol, rather than all application types. The policy and CIA were modified to reflect that

applications which requested 'Off' sales of alcohol, (whether or not 'On' sales were also requested) would be subject to the modified cumulative impact policy. Please see section 12.

6. FUNDAMENTAL PRINCIPLES

- 6.1 Licensing is about regulating the carrying on of licensable activities by the appropriate control of licensed premises, qualifying clubs, and temporary events together with the people who manage such premises or hold Personal Licences within the terms of the Act.
- 6.2 In circumstances where conditions are required to be attached to the various authorisations, the focus will be on matters which are within the control of the individual licensee and others in possession of relevant authorisations (please see section 15 for more information on licence conditions).
- 6.3 In setting conditions the Council will primarily focus on the direct impact of the activities taking place at, or resulting from the licensed premises on those living, working or engaged in normal activity in the vicinity of the licensed premises.
- 6.4 Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises and beyond the direct control of the individual, club or business holding the licence, certificate or permission concerned. However:
- (a) licensing law is a key aspect of such control and therefore will always form part of an all round approach to the management of the entertainment evening and night-time economy within Peterborough; and
 - (b) licensees and Certificate Holders should take all reasonable steps to prevent the occurrence of crime and disorder and public nuisance immediately outside their premises, for example, on the pavement, in a beer garden, or with the smoking ban in force, in a smoking shelter, where and to the extent that these matters are within their control.
- 6.5 Nothing in this policy prevents each licence application being considered on its own merits nor will it override the right of any individual to apply under the terms of the Licensing Act 2003 for a variety of permissions.
- 6.6 This policy does not seek to override the right of any person to make representations on an application or seek a review of a licence or certificate where provision has been made for them to do so in the Act.
- 6.7 If no relevant representations are received from responsible authorities or any other persons, applications must be granted as applied for. The only conditions which will be applied are those proposed within the operating schedule and any applicable mandatory condition(s).

7. IMMIGRATION ACT 2016

- 7.1 Since April 2017 all applicants applying for a personal licence or premises licence will be required to demonstrate that they have the right to work in the UK. The list of documents which an applicant may provide to demonstrate their entitlement to work in the UK is published on gov.uk, at Annex A of Section 182 guidance and on relevant application forms.
- 7.2 Where an applicant's immigration permission to live and work in the UK is time-limited, or is curtailed or revoked by the Home Office, the licence will lapse and become invalid when the immigration permission expires.
- 7.3 A person is disqualified from applying for a personal licence or premises licence by reason of their immigration status if:
- The person requires leave to enter or remain in the UK and has not been granted it; or

- The person's leave to enter or remain in the UK is invalid, ceases to have effect (whether by reason of curtailment, revocation, cancellation, passage of time, or otherwise), or
- Is subject to a condition preventing the person from doing work of that kind.

8. OTHER LEGISLATION

- 8.1 Crime and Disorder Act 1998: Under this Act local authorities must have regard to the likely effect of the exercise of their functions, and do all they can to prevent crime and disorder in their area.
- 8.2 The Council will have particular regard to the likely impact of licensing on related crime and disorder in the district, particularly when considering the location, impact, operation and management of all proposed licence/certificate applications, renewals and variations of conditions. Any conditions attached to premises licences and club premises certificates will, so far as possible, consider and reflect the local crime prevention strategies.
- 8.3 The Council recognises that the Equality Act 2010 places a legal obligation on public authorities and has due regard to the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity.
- 8.4 The Licensing Authority also recognises its responsibilities under the Data Protection Act 2018, and the General Data Protection Regulation (GDPR) when it comes to handling and storing personal data, and has created a data retention and sharing policy which is available via the Council's website
- 8.5 Due to the COVID 19 national emergency, Central Government introduced legislation which affects licensed premises for a limited duration. As these changes are temporary and time limited in nature, they have been summarised in Annex A.

9. OTHER REGULATORY SYSTEMS / POLICIES

- 9.1 By consultation and liaison, the Council will secure the proper integration of this licensing policy with local crime prevention, community safety, environment, planning, tourism, health and wellbeing, race equality schemes and cultural strategies and any other relevant policy, in addition to plans introduced for the management of the City and the night-time economy. Many of these strategies are not directly related to the promotion of the four licensing objectives, but, indirectly impact upon them.
- 9.2 **Sexual Entertainment Venues (SEV):** On 02 December 2010 The Council adopted the amendment to the Local Government (Miscellaneous Provisions) Act 1982 (LG(MP)A 1982) with an effective commencement date of 08 February 2011. The effect of this means that premises which provide sexual entertainment on a regular basis (more than 11 occasions per year) will be required to obtain a SEV licence under LG(MP)A 1982. If the premises also require the sale and supply of alcohol, licences under both Acts will be required.
- 9.3 **Planning, building control and the licensing regimes:** Will be separate to avoid duplication and inefficiency. Licensing applications should not be a re-run of the planning application and should not cut across decisions taken by the planning committee or following appeals against decisions taken by that committee. Where a terminal hour has been set as a condition of planning permission for the use of premises for commercial purposes that are different to the licensing hours, the applicant must observe the earlier closing time. Premises operating in breach of their planning permission would be liable to prosecution under planning law.
- 9.4 **Cultural Strategies:** The Council will monitor the impact of licensing on the provision of regulated entertainment, and particularly live music and dancing. As part of implementing cultural strategies, proper account will be taken of the need to encourage and promote a broad range of entertainment, particularly live music, dancing and theatre, including the performance

of a wide range of traditional and historic plays, for the wider cultural benefit of the communities.

- 9.5 **Public Spaces:** The Council wishes to promote a broad range of entertainment within its area including live music, dancing and theatre. To promote this policy the Council may, where appropriate, seek to obtain premises licences for Council owned public spaces within the community such as market squares, village greens, etc.
- 9.6 **Travelling Circuses:** Where types of entertainment are present in a performance by a travelling circus they will not be licensable provided that certain qualifying conditions are met. Guidance has listed these qualifying conditions as follows:
- The entertainment is not an exhibition of a film or a boxing or wrestling entertainment;
 - The entertainment takes place between 08.00 and 23.00 on the same day
 - The entertainment takes place wholly within a moveable structure and the audience present is accommodated wholly inside that moveable structure; and
 - The travelling circus has not been located on the same site for more than 28 consecutive days.

It should be noted that the circuses with performing animals will not be permitted, and therefore not licensed, on Council owned land.

10. TEMPORARY EVENT NOTICES

- 10.1 A temporary events notice (TEN) is required for the sale of alcohol by retail, provision of regulated entertainment and/or the provision of late night refreshment, which is to take place at premises, which are currently unlicensed for the activities involved. Applicants are reminded that a limit of fewer than 500 persons at any one time applies to a temporary event and failure to comply with this limit may lead to the event closure or even prosecution. It is strongly recommended, therefore, that a means of recording the number of persons entering and leaving the premises is put into operation. There is nothing to stop a TEN being given for a premises where a premises licence is already in force although does not cover the type of event proposed.
- 10.2 If there are over 500 persons attending the event then this will fall outside the provisions of a temporary event notice and a premises licence will be required.
- 10.3 Applicants are reminded that an authorisation made under a TEN does not remove their obligations under any other legislation including that of statutory nuisance. Where necessary, permissions should be sought from the appropriate body. The Council strongly recommends that applicants familiarise themselves with these responsibilities which amongst others may include:-
- Planning permission
 - Health and Safety
 - Noise Pollution
 - Erection of temporary structures
 - Road closures
 - Use of pyrotechnics
 - Anti-social behaviour
- 10.4 As well as the limit on the number of persons permitted under a TEN the following conditions and limitations apply:-
- Duration – they are limited to events lasting for up to 168 hours (7 days);
 - Use of the same premises – the same premises cannot be used on more than 15 occasions in a calendar year, (this will increase to 15 with effect from 1 January 2016) but are subject to the overall aggregate of 21 days irrespective of the number of occasions on which they have been used;

- The total number of notices (this includes late and standard TENs) given by an individual within a calendar year (1 January to 31 December) – a Personal Licence Holder is limited to 50 notices in one year and ~~another~~ **those who do not hold a personal licence, to 5 notices per year** ~~person to 5 notices~~
- The number of late TEN's is limited to 10 in a calendar year for a personal licence holder and two **for those who do not hold a personal licence.** ~~for other people.~~ If these limits are exceeded in a calendar year, the application will be returned as void and the event will not be authorised.
- There must be a minimum period of 24 hours between events authorised under separate TEN's at the same premises by the same premises user or associate.
- Relevant persons - Police and Environmental Health have the opportunity to consider whether they should object, modify or attach conditions to a TEN based on any of the licensing objectives

10.5 When calculating the number of working days for submission of TENs, the day the notice is received and the first day of the event are excluded from the calculation. If a TEN application requests for an event to start before midnight and end after midnight this will count as two days towards the 21 day limitation.

10.6 **Standard and Late Temporary Event Notices:** There are two types of TEN, a standard TEN and a late TEN. These are subject to different processes. A standard TEN is given no later than ten working days before the event to which it relates, and a late TEN is given not before nine and not later than five working days before the event.

10.7 **Standard Temporary Event Notices:** Whilst a minimum of 10 working days' notice must be given to the Council and relevant persons for applications, it should be noted that this gives very little time for the Council to process the application and for the relevant persons to respond. Applicants are therefore encouraged to provide a minimum of 28 days' notice of a licensable event.

10.8 Where a TEN is held on premises where a premises licence or club premises certificate is in place, and the relevant persons believe that allowing the premises to be used in accordance with the TEN would undermine the licensing objectives they can object and/or modify and/or request conditions from the premises licence or club premises certificate to be applied to the TEN.

10.9 Where an objection to a TEN is received from relevant persons and not withdrawn, the licensing authority must hold a hearing to consider the objection, unless all parties agree that this is unnecessary.

10.10 **Late Temporary Event Notices:** are intended to assist premises users who are required for reasons outside their control to provide licensable activities at premises in shorter time scales. However, there is a risk that the event may receive an objection from relevant persons, where this occurs the notice will not be valid and the event will not go ahead, as there is no scope for a hearing or the application of any existing conditions.

11. DUPLICATION

11.1 So far as is possible, this policy is not intended to duplicate existing legislation and other regulatory regimes that already place obligations on the self-employed, employers and operators of venues both in respect of employers and of the general public when on the premises in question. Therefore, conditions and control measures which would be a duplication of existing legislative requirements, cannot be imposed in the context of licensing law as they are already provided for in other legislation.

12. CUMULATIVE IMPACT

12.1 The cumulative impact of licensed premises on the promotion of the licensing objectives is a matter which the Council can consider within its licensing policy statement. This should not, however, be confused with 'need' which concerns the commercial demand for a particular type

of premises, e.g. a pub, restaurant or hotel. The issue of 'need' is therefore primarily a matter for the market to decide and does not form part of this licensing policy statement.

- 12.2 The licensing authority can only adopt a special policy on cumulative impact if there is evidence that a significant number of licensed premises concentrated in one area is causing a cumulative impact on one or more of the licensing objectives.
- 12.3 The Licensing Authority has adopted (following a meeting of the full council on 17 April 2013) a special policy relating to cumulative impact in respect to all licensed premises for the Op Can Do area. The first special policy took effect on 18 April 2013 and was subsequently reviewed and published on 07 January 2016.
- 12.4 A CIP (**Cumulative Impact Policy**) creates a rebuttable presumption that **relevant** applications within the Op Can Do area for new premises or club premises certificates or variations that are likely to add to the existing cumulative impact will normally be refused, if relevant representations are received about the cumulative impact on the licensing objectives, unless the applicant can demonstrate why the operation of the premises involved will not add to the cumulative impact already being experienced.
- 12.5 Cumulative Impact was only ever described in Section 182 Guidance, however, with effect from 06 April 2018 cumulative impact is now incorporated within Section 5A of the Licensing Act 2003, following commencement of Section 141 of the Policing and Crime Act 2017 which amended the Licensing Act 2003. This puts Cumulative Impact Assessments (**CIA**) on a statutory footing and requires authorities to set out the evidence as to why the authority is of the opinion that a CIP is required for those types of premises and that defined area **in a CIA published statement**.
- 12.6 Section 5A of the Act requires CIA's to be reviewed and re-evaluated every three years in order to establish if the CIA is still relevant to current problems in the defined area.
- 12.7 A consultation took place between the dates of 06 August 2018 – 23 September 2018, with the statutory consultees as set out in 5(3) of the Act. Evidence produced during the consultation was reviewed and considered by the Licensing Act 2003 Committee at a meeting on 18 October 2018.
- 12.8 The Licensing Committee at the aforementioned meeting resolved to recommend that Full Council approve the retention of the current Cumulative Impact Policy and Assessment for the Op Can Do area.
- 12.9 In making its determination the Authority considered **paragraphs 14.29 and 14.30** of the Guidance (April 2018) and gave particular weight to evidence from local councillors, evidence obtained through local consultation and complaints recorded by the local authority, which may include complaints raised by local residents and residents' associations.
- 12.10 **The evidence obtained in the 2020 review and consultation, demonstrated that the CIP should be modified, so that it only relates to new and variation applications which request the sale of alcohol for consumption 'Off' the premises. The policy is now updated to this effect and the CIA will be revised and re-published. From the date this policy takes effect, applicants for premises licences and or Club Premises Certificates requesting 'Off' sales, whether or not they are also providing 'On' sales, will be required to demonstrate that they will not add to the cumulative impact as described in the revised and re-published CIA.**
- 12.11 Applicants will need to address the CIA in their operating schedules in order to rebut such a presumption.
- 12.12 Despite the presumption against grant, responsible authorities and/or other persons will still need to make a relevant representation before the licensing authority may lawfully consider giving effect to its special policy i.e. if no representation is received, the application must be granted (subject to such conditions as are consistent with the Licensing Act 2003). Responsible authorities and other persons can make a written representation referring to

information, which had been before the licensing authority when it developed its statement of licensing policy.

- 12.13 This licensing authority recognises that a special policy should never be absolute. The circumstances of each application will be considered properly and **relevant** applications for licences and certificates that are unlikely to add to the cumulative impact on the licensing objectives may be granted. After receiving representations in relation to a **relevant** new application or for a **relevant** variation of a licence or certificate, the licensing authority will consider whether it would be justified in departing from its special policy in the light of the individual circumstances of the case. The impact can be expected to be different for premises with different styles and characteristics. If the licensing authority decides that a **relevant** application should be refused, it will still need to show that the grant of the application would undermine the promotion of the licensing objectives and that appropriate conditions would be ineffective in preventing the problems involved.
- 12.14 The absence of a special policy however, does not prevent any responsible authority or other persons making representations on a new application for the grant of a licence on the grounds that the premises will give rise to a negative cumulative impact on one or more of the licensing objectives.
- 12.15 Once away from licensed premises, a minority of consumers will behave badly and unlawfully. The licensing policy is part of a much wider strategy for addressing these problems. Other mechanisms both within and outside the licensing regime are available for addressing such issues. For example:
- Planning controls
 - Positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the local authority **including best practise schemes such as Best Bar None, Pubwatch or BIDs**
 - **Community Protection Notices**
 - The provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols.
 - Powers of local authorities to designate parts of the local authority area as Public Spaces Protection Orders. Confiscation of alcohol from adults and children in designated areas.
 - Police enforcement of the general law concerning disorder and antisocial behaviour, including the issuing of fixed penalty notices.
 - Prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale).
 - Powers to close down instantly premises or temporary events to prevent a nuisance or disorder from continuing, recurring or occurring.
 - The power for responsible authorities and other persons to seek a review of a premises licence or club premises certificate.
 - **Raising a contribution to policing the late night economy through the Late Night Levy.**
 - **Early Morning Alcohol Restriction Orders**
- 12.16 The above may be supplemented by other local initiatives that seek to address these problems, for example through Safer Peterborough Partnership, in line with the strategic objectives for crime and disorder reduction in the city.
- 12.17 **Information regarding Public Spaces Protection Orders (PSPO) can be found on the link below <https://www.peterborough.gov.uk/residents/saferpeterborough/public-spaces-protection-order>**

Map Showing Current CI Policy Area in Green

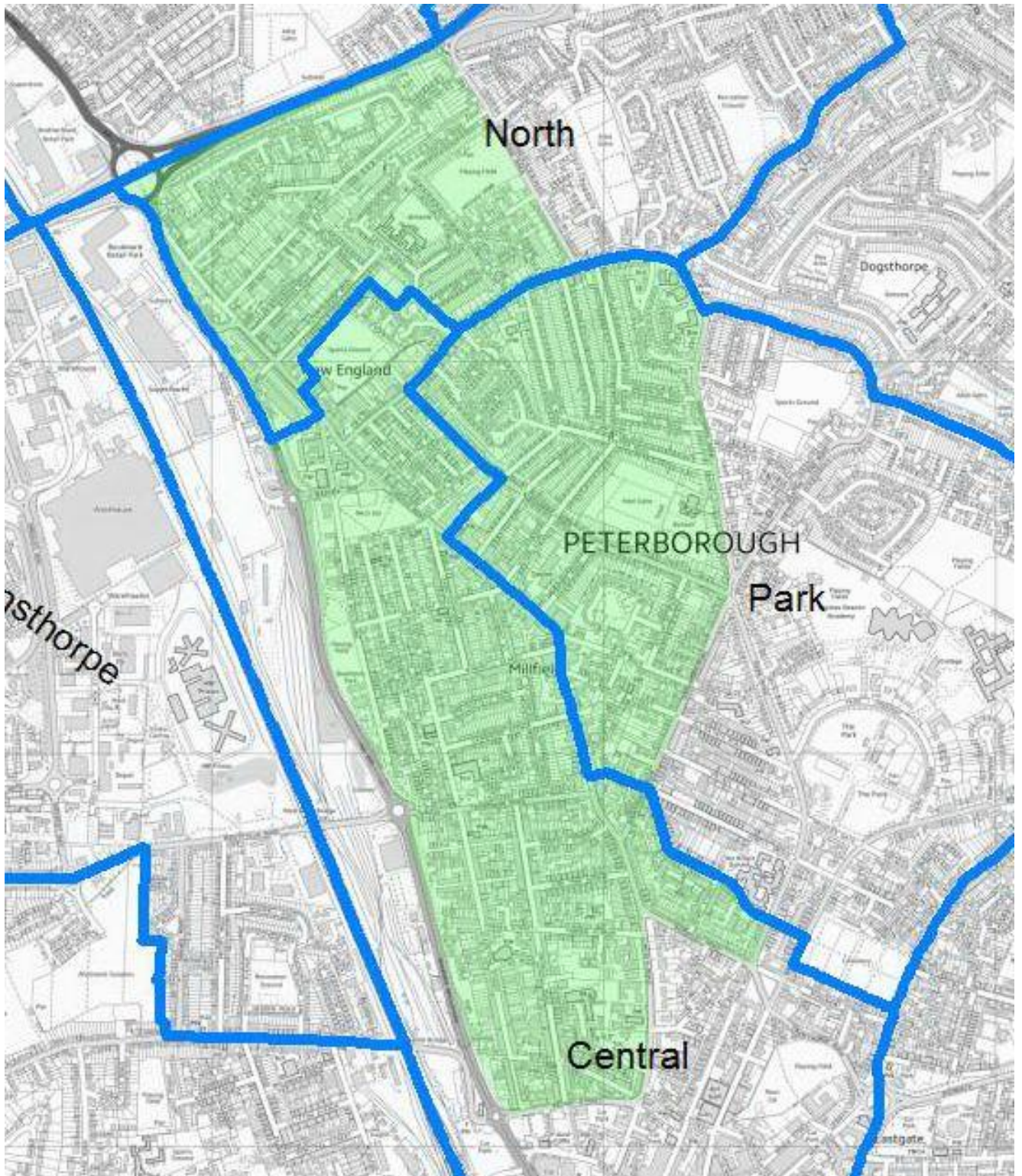


Table of Street Names Within the Current CI Area

Streets in the Op Can Do area		
Alexandra Road	Keats Way	1-359 Dogsthorpe Road
Allen Road	Keeton Road	40 - 50 Bright Street
Alma Road	Kipling Court	Beckets Close
Bamber Street	Lammas Road	Berry Court
Beech Avenue	Lawn Avenue	Boswell Close
Belham Road	Lime Tree Avenue	Burghley Mansions
Bourges Boulevard	Lincoln Road	Burns Close
Brassey Close	Link Road	Burrows Court
Brownlow Road	Lister Road	Carl Hall Court
Burghley Road	Lynton Road	Caroline Court
Burmer Road	Maskew Avenue	Cecil Pacey Court
Cambridge Avenue	Norfolk Street	Century Square
Cecil Road	North Street	Claridge Court
Chantry Close	Northfield Road	Coleridge Place
Chaucer Road	Norton Road	Connaught Mews
Church Walk	Nursery Close	Cromwell Court
Clare Road	Occupation Road	Dogsthorpe Grove
Clarence Road	Park Road	Dyson Close
Cobden Avenue	Parliament Street	Gillwell Mews
Cobden Street	Peveril Road	Gray Court
Cowper Road	Pope Way	Hamilton Court
Craig Street	Portland Avenue	Ingleborough
Cromwell Road	Russell Street	Johnson Walk
Crown Street	Scotney Street	Kimbolton Court
Dryden Road	Searjeant Street	Lincoln Gate
Eaglesthorpe	Shakespeare Avenue	Loire Court
English Street	Sheridan Road	Manor House Street
Exeter Road	Silverwood Road	Old Court Mews
Fitzwilliam Street	Springfield Road	Oxford Road
Foxdale	St James' Avenue	Parkodi Court
Fulbridge Road	St Mark's Street	Popley Court
Geneva Street	St Martins Street	'Raedwald Court
Gilpin Street	St Paul's Road	Rock Road
Gladstone Street	Stone Lane	Rosehall Court
Granville Street	Summerfield Road	Russell Mews
Green Lane	Taverners Road	Salaam Court
Hankey Street	Tennyson Road	Shelley Close
Harris Street	Thistle Moor Road	St Marks Apartments
Henry Court	Towler Street	St Marks Court
Henry Street	Vere Road	St Martins Mews
Herrick Close	Victoria street	The New Haven
Highbury Street	Warbon Avenue	Tom Lock Court
Windmill Street	Waterloo Road	up to 135 Park Road
Bamber Court	Wilberforce Road	Victoria Place
Walpole Court	York Road	

13. LICENSING HOURS / ZONING

- 13.1 EMRO's: Early Morning Restriction Orders, are designed to address recurring problems such as high levels of alcohol related crime and disorder in specific areas at specific times; serious public nuisance; and other instances of alcohol-related anti-social behaviour which is not directly attributable to specific premises.
- 13.2 LNL: Late Night Levy, is a levy imposed on businesses which sell alcohol between midnight and 6am or part thereof. Funds raised by this levy are applied to the costs of policing crime and disorder connected to those sales of alcohol.
- 13.3 The Council notes guidance on the late night levy and EMRO's and has considered the options of adopting the provisions, but has no intention at this time of implementing either provision. The Council reserves the right to review this decision in the future.
- 13.4 The Council has not adopted fixed trading hours as a matter of policy. It recognises that flexible licensing hours with regard to the sale of alcohol is important to ensure that the concentrations of customers leaving premises simultaneously are avoided.
- 13.5 The Council recognises that providing consumers with greater choice and flexibility is important to a thriving evening and night-time economy however, this will be balanced carefully against the duty to promote the four licensing objectives and the rights of local residents to peace and quiet.
- 13.6 There is no general presumption in favour of lengthening licensing hours and accordingly the Council may when issuing new licenses or following reviews of existing licenses reject a proposal or grant it with appropriate conditions and/or different hours from those requested.
- 13.7 Shops, stores and supermarkets will normally be permitted to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping, unless there are good reasons based on the four licensing objectives for restricting those hours. For example, a limitation on licensing hours may be appropriate following Police representations in the case of premises known to be a focus of disorder and disturbance because youths gather there.

14. CHILDREN AND LICENSED PREMISES

- 14.1 There are a great variety of premises for which licences may be sought, including theatres, cinemas, restaurants, cafes, fast food outlets, community halls and schools where children may frequent. No statement of policy can properly anticipate every issue of concern that could arise in respect of children in relation to individual premises, and therefore the individual merits of each application will be considered in each case.
- 14.2 It is however an offence under the 2003 Act to:
- permit children under the age of 16 who are not accompanied by an adult to be present on premises being used exclusively or primarily for supply of alcohol for consumption on those premises under the authorisation of a premises licence, club premises certificate or where that activity is carried on under the authority of a TEN; and
 - to permit the presence of children under 16 who are not accompanied by an adult between midnight and 5am at other premises supplying alcohol for consumption on the premises under the authority of any premises licence, club premises certificate or TEN.
- 14.3 Outside of these hours, the offence does not prevent the admission of unaccompanied children under 16 to the wide variety of premises where the consumption of alcohol is not the exclusive or primary activity. This does not mean that children should automatically be admitted to, or excluded from, such premises.

- 14.4 Conditions restricting the admission of children to any premises will not generally be attached to licences or certificates (except those identified in 14.10). Where no licensing restriction is necessary, this will remain a matter for the discretion of the individual licensee or club, subject to compliance with the Act
- 14.5 Where it is deemed appropriate to attach conditions to the licence in relation to access by children, this will be for the prevention of physical, moral or psychological harm to them.
- 14.6 Venue operators seeking premises licences and club premises certificates will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, relevant to the individual style and characteristics of their premises and events. It may also be that their own risk assessments have determined that the presence of children is undesirable or inappropriate.
- 14.7 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedules, having regard to their particular type of premises and/or activities:-
- Effective and responsible management of the premises
 - Provision of a sufficient number of people employed or engaged to secure the protection of children, including child performers, from harm
 - Appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
 - Limitations on the hours when children may be present in all or parts of the premises
 - Limitations or exclusions by age when certain activities are taking place
 - Imposition of requirements for children to be accompanied by an adult
 - Acceptance of accredited 'proof of age' cards and/or 'new type' driving licences with photographs.
- 14.8 Where no relevant representations are made to the Council, any proposed conditions in the operating schedule will be attached as conditions to the licence or certificate, subject to section 15 below, and will be enforceable.
- 14.9 Following receipt of any relevant representations, the Council will consider and determine each application, on its merits, as to whether to limit access by children or exclude them altogether from licensed premises by attaching any relevant conditions.
- 14.10 The conditions limiting and restricting access by children may include a combination of the following: -
- Limitations on the hours when children may be present in all or parts of the premises
 - Requirements for children to be accompanied by adults
 - Full exclusion of those people under 18 from the premises when any licensable activities are taking place
 - Limitations on the parts of premises to which children might be given access
 - Limitations or exclusions by age when certain specified activities are taking place e.g.
 - Where entertainment or services of an adult or sexual nature for example, lap-, table- or pole dancing, topless bar staff or striptease are commonly provided
 - Where there is a strong element of gambling on the premises (but not where there is a small number of cash prize gaming machines);
 - With a known association to drug activities – taking or dealing;
 - Where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking.
 - Where the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.

14.11 The Council recognises ~~The Director of Childrens Services-Cambridgeshire and Peterborough Safeguarding Children Partnership Board (CPSCPB)~~ as the competent body to advise on these matters.

14.12 **The Portman Group:** The Council commends the Portman Group Code of Practice on the naming, packaging and promotion of alcoholic drinks. ~~The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years old or older.~~ The Code is an important tool in protecting children and vulnerable consumers from harm because it addresses the naming, marketing and promotion of alcohol products sold in licensed premises in a manner which may particularly appeal to these groups.

Complaints about products under the Code are considered by an independent complaints panel and the decision is published. If a product's packaging or point of sale advertising is found to be in breach of the Code, the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point of sale material, until the decision has been complied with.

Further information on the Portman Group and the 2019 revised Code can be found at www.portmangroup.org.uk

14.13 **Proof of Age Schemes:** The Council commends proof of age cards accredited under the Proof of Age Standards Scheme (PASS).

14.14 **Children and Cinemas:** In the case of premises which are used for film exhibitions, **mandatory** conditions will be imposed restricting access only to those who meet the required age limit, in line with any certificate granted by the British Board of Film Classification or, in specific cases, a certificate given to the film by the Council itself. **Since the above mandatory condition applies to 'any film', it is therefore applicable to the exhibition of adverts.**

15. LICENCE CONDITIONS

15.1 There are three different types of condition that may be attached to a licence or certificate:
Proposed - those conditions offered within the operating schedule of the application:
Imposed - attached by licensing authority following a hearing
Mandatory - imposed by the Act and can be amended by the Secretary of State.
All conditions should be clear, enforceable, evidenced, proportional, relevant, and capable of being understood.

15.2 One of the key concepts of the Act is that any conditions (other than the statutory mandatory conditions and those proposed within the application) attached to licences or certificates can only be imposed to licenses at a hearing following relevant representations. Conditions will be tailored to the individual style and characteristics of the premises and events concerned.

15.3 The Council will only attach conditions to premise licenses and club certificates where they are appropriate for the promotion of one or more of the four licensing objectives.

15.4 Conditions that are appropriate for the promotion of the licensing objectives should emerge initially through the operating schedule and risk assessment carried out by a prospective licensee or certificate holder at the time of application, particularly for applications within the cumulative impact area. **The licensing Authority may not replicate the exact wording from an applicant's operating schedule. A condition will be interpreted and may be re-worded, in accordance with the applicant's intention.**

15.5 The Council will not impose any conditions unless they are proposed or its discretion has been engaged following relevant representations having been received and upheld. In these circumstances, it may then only impose conditions as are appropriate to promote the licensing objectives arising out of the consideration of representations.

15.6 The Council will take into account:

- The character of the surrounding area;

- The nature and character of the proposed operation;
- The impact that the activity will have on those living, working or engaged in normal activities in the area concerned.

15.7 Conditions will generally be considered inappropriate if they are already adequately covered by other legislation.

15.8 The pool of conditions cover, among other things, issues surrounding:

- Crime and disorder, incorporating local crime prevention strategies, e.g. CCTV at certain premises;
- Public safety (including fire safety and means of escape);
- Theatres and cinemas (promotion of public safety);
- Anti-social behaviour (inc: public nuisance, provision of clearance of litter outside premises, fly posting);
- Protection of children from harm;

Further information can be found via the Council's website www.peterborough.gov.uk under 'business'

~~14.9 Any conditions not listed in the pool may be specifically tailored by this Council and attached as conditions where appropriate.~~

15.9 In determining what conditions should be attached to licences and certificates, to appropriately promote the licensing objectives, the Council will be aware of the need to avoid measures which might deter live music, dancing or theatre by imposing indirect costs of a substantial nature.

16. ENFORCEMENT

16.1 The Council will establish arrangements with the responsible authorities on enforcement issues in addition to carrying out their own regular inspections. These protocols will provide for the targeting of agreed problem and high-risk premises, **with a 'light touch' to low risk, well managed premises.**

16.2 Operators are reminded of their obligations to provide appropriate training for staff to ensure the promotion of the licensing objectives, compliance with the Act and conditions of operation.

16.3 All decisions and enforcement action taken by the Council will have regard to the relevant provisions of the Act, national guidance, e.g. BRDO (Better Regulation Delivery Office) Regulators' Code and the enforcement policy of the Council. To this end, the key principles of consistency, targeting, transparency and proportionality will be maintained.

16.4 Responsible authorities may carry out their own enforcement activities such as test purchasing, on and off sales, underage and proxy sales. Any national guidance will be observed when these activities are conducted.

16.5 Premises licences and club premises certificates are subject to an annual fee. The Council must suspend these authorisations for the non-payment of the annual fee. Where disputes or administrative errors arise, there is a grace period of 21 days to resolve (from the due date of the invoice). If the dispute or error is not resolved, a notice of suspension will be given to the premises providing the date (minimum of two working days) when the suspension notice takes effect.

16.6 Where an authorisation is suspended, any licensable activities taking place would be unauthorised and subject to further enforcement. Responsible authorities will be notified of suspension notices issued.

16.7 With effect from April 2017 (following changes made by the Policing and Crime Act 2017), the Licensing Authority may revoke or suspend (for a maximum period of 6 months) a personal licence where the licence holder is convicted of a relevant or foreign offence and or required to pay an immigration penalty.

17. REVIEWS

17.1 The licensing authority works in partnership with the responsible authorities to promote the licensing objectives and will aim to give licensees early warning of any concerns identified at a premises.

17.2 Reviews of premise licences represent a key protection for the community where matters arise at the premise in connection with any of the four licensing objectives.

17.3 There are certain circumstances (as detailed within guidance), when the crime prevention objective is being undermined, it is expected that revocation of the licence, even in the first instance will be seriously considered.

17.4 At any stage following the grant of a Premises Licence a responsible authority or any other person may request a review. Evidence would be required based on one or more of the licensing objectives.

17.5 If relevant representations are made about a current licence, the Council will hold a hearing to consider them, unless the Council, the applicant and those making representations agree that the hearing is not necessary.

17.6 Additionally a review of the licence will normally follow any action by the Police or Local Authority to close down the premises on grounds of disorder or public nuisance.

17.7 No more than one review will normally be permitted within any 12 month period on similar grounds except in exceptional and compelling circumstances or where it arises following a Closure Notice or Order.

17.8 Where entertainment is deregulated, between 08.00 and 23.00 and it is having a negative impact on the licensing objectives, a premises licence or club premises certificate can be reviewed to bring the entertainment back under the scope of the authorisation and appropriate conditions can be applied **and enforced**.

17.9 A summary review (or expedited) is appropriate for premises experiencing serious crime or disorder. It is a fast track licence review where the Council can attach interim conditions (where appropriate) to a premises licence where the responsible authority consider that the premises concerned is associated with serious crime or disorder or both. The Council can take the following interim steps:

- Modification of the conditions of the premises licence
- The exclusion of the sale of alcohol (or other licensable activities) from the scope of the licence
- Removal of the DPS
- Suspension of the licence

17.10 The decision takes effect immediately or as soon as the Council directs. The Council will have regard to the Guidance when processing summary reviews.

17.11 Licensing officers may not initiate their own review of premises licences.

18. DELEGATION / DECISION MAKING / ADMINISTRATION

18.1 When determining applications the Council will have regard to the Guidance and this policy. Therefore, determination of applications made under the Act will be made by either the

Licensing Committee, by a Sub-Committee of the Licensing Committee, or by one or more authorised officers acting in accordance with the Council's Scheme of Delegation. (See table of delegations on page 23)

- 18.2 A decision made by an officer under the Council's Scheme of Delegation, will be considered a decision made by the Council.
- 18.3 The Council will consider relevant representations made both in support of or opposition to any application.
- 18.4 Where a relevant representation is made then the authorised officer will liaise with the applicant and relevant parties to try and reach an agreement between them and the Council, as to the need for final determination by the Licensing Committee or Sub-Committee.
- 18.5 Where relevant representations are raised which cannot be resolved by mediation, matters will be referred to either of the aforementioned committees for determination.
- 18.6 The licensing authority is also a responsible authority and will make representations and review licenses where it considers appropriate. This does not negate the requirement for other responsible authorities or other persons from acting in their own capacity.
- 18.7 Where the licensing authority utilises the responsible authority provision, there is separation of responsibilities to ensure procedural fairness and eliminate any conflicts of interest. The officer acting as the responsible authority will be a different officer to that who is acting in its capacity as the licensing authority.
- 18.8 In cases where only positive relevant representations are received and upon agreement of the Applicant, the Licensing Authority and the other persons making those representations, it will not be necessary to hold a hearing to determine the application.
- 18.9 Each application will be determined on its individual merits taking into consideration the four licensing objectives.
- 18.10 Where it is determined that it is appropriate to attach conditions to a licence or certificate it will ensure that those conditions are focused on the direct impact of the activities taking place at the premises concerned, on members of the public living, working or engaged in normal activity in the area concerned. Such conditions will be proportionate to the activity to be controlled and will only be imposed in the interests of the licensing objectives.
- 18.11 If representations are made concerning the potential for limited disturbance in a particular neighbourhood, the Council's consideration will balance those representations against the wider benefits of the community. Furthermore, the Council acknowledges the advice received from the DCMS that the views of local minorities should not be allowed to predominate over the general interests of the community.
- 18.12 It may be appropriate for the Sub-Committee in some circumstances to conduct a site visit. In such circumstances, Members will observe the Members' Licensing Code of Good Practice and Procedure for Licensing Sub-Committee Site Visits.
- 18.13 All parties will receive a fair hearing.
- 18.14 The Council will ensure that Members and Officers having responsibility under the Act will receive appropriate training to administer and enforce the Act.
- 18.15 Upon request, the Licence Committee will receive regular reports on decisions made by officers to ensure that an overall picture of the state of licences in the area is maintained.
- 18.16 The Council will give comprehensive reasons for its decisions and such reasons shall also address the extent to which the decision has been made with regard to this Policy and Guidance.

19. APPEALS

- 19.1 **Magistrates' Court Appeals:** Other than in the case of personal licences, all appeals in connection with various decisions made by the Council will be determined by the Magistrates' Court in the area which the premises concerned are situated.
- 19.2 In the case of personal licences, the appeal must be made to the Magistrates' Court in the area in which the Council (or any part of it) which made the decision is situated.
- 19.3 Beginning with the day the appellant was notified by the Council of the decision to be appealed against; the appellant has a period of 21 days to commence his appeal by the issue of a complaint and notice of appeal to the Magistrates' Court. A fee is payable to the Court and the 21 day period is strict and cannot be extended.
- 19.4 The Council will always be a Respondent to the appeal, but in cases where a favourable decision has been made for an applicant licence holder, club or premises user against the representations of a responsible authority or an interested party or the objections of the chief officer of Police, the holder of the premises or personal licence or club premises certificate or the person who gave an interim authority notice or the premises user will also be a respondent to the appeal and the person who made the relevant representation or the chief officer of Police will be the appellants.
- 19.5 On determining an appeal, the court may:
- Dismiss the appeal;
 - Substitute for the decision appealed against any other decision which could have been made by the Council; or
 - Remit the case back to the Council to dispose of it in accordance with the direction of the court.
- 19.6 The court may make such order as to costs as it sees fit.
- 19.7 The court, on hearing any appeal, may therefore review the merits of the decision on the facts and consider points of law or address both.
- 19.8 In hearing an appeal against any decision made by the Council, the Magistrates' Court will have regard to this licensing policy statement and the Guidance.
- 19.9 The Court can depart from both if it is justified to do so, depending on the individual circumstances.
- 19.10 This Council, therefore, when determining applications will give comprehensive reasons for its decisions.
- 19.11 Any decision made by the Magistrates' Court will be implemented by the Council immediately.

20. EFFECTIVE DATE AND REVIEW

- 20.1 This policy statement will take effect on 7 January 2021 46
- 20.2 This policy statement will be kept under review, consulted on, and will remain in existence for a period of up to five years. It is subject to review and further consultation before 7 January 2026 4 (subject to changes in legislation prescribed by the Secretary of State).

21. Table: Recommended Delegations of Functions

Matter to be dealt with	Sub Committee	Officers
Application for Personal Licence	If a Police objection	If no objection made
Application for Personal Licence with unspent convictions	All cases	
Decision to revoke or suspend a personal licence where the licence holder is convicted of a relevant or foreign offence and or required to pay an immigration penalty.	All cases	
Application for Premises Licence/Club Premises Certificate	If a relevant representation made	If no relevant representation made
Application for Provisional Statement	If a relevant representation made	If no relevant representation made
Application to vary Premises Licence/Club Premises Certificate	If a relevant representation made	If no relevant representation made
Application to vary designated Premises Supervisor	If a Police objection	All other cases
Request to be removed as designated Premises Supervisor		All cases
Application for transfer of Premises Licence	If a Police objection	All other cases
Applications for interim authorities	If a Police objection	All other cases
Application to review Premises Licence/club Premises Certificate	All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious etc		All cases
Decision to object when Local Authority is a Consultee and not the relevant Authority considering the application	All cases	
Determination of an objection by relevant persons to a Temporary Event Notice	All cases	
Determination of application to vary premises licence at community premises to include alternative licence condition	If a Police objection	All other cases
Decision whether to consult other responsible authorities on minor variation applications and determination of application		All cases

22. CONTACT DETAILS

THE LICENSING AUTHORITY:

The Licensing Team
Peterborough City Council
~~Sand Martin House~~ Town Hall
~~Bittern Way~~ Bridge Street
~~Fletton Quays~~
Peterborough
PE2 8TY 11FA
T: 01733 747474
E: eh.licensing@peterborough.gov.uk

www.peterborough.gov.uk
(under the Business section)

THE RESPONSIBLE AUTHORITIES:

Cambridgeshire Constabulary

Licensing Department
Cambs Constabulary North Division
~~Thorpe Wood~~ 4th Floor Bayard Place
~~Broadway~~
Peterborough
PE3 6SD 11HZ
T: 01733 424438 / 424449

Cambridgeshire Fire and Rescue:

Cambs Fire & Rescue Service
Peterborough District
Dogsthorpe Fire Station
Dogsthorpe Road
Peterborough
PE1 3RE
T: 01733 353206

~~Safeguarding Children Board The Cambridgeshire and Peterborough Safeguarding Children Partnership Board (CPSCPB)~~

~~Child Protection and Review Manager
Peterborough City Council
Children's Services – Social Care
Sand Martin House 2nd Floor, Bayard Place
Bittern Way Broadway
Fletton Quays
Peterborough
PE2 8TY 11FB
T: 01733 863744
E: safeguardingboards@cambridgeshire.gov.uk~~

Director of Childrens Services

Director Of Childrens Services
Peterborough City Council
Town Hall, Bridge Street,
Peterborough
PE1 1HL
T: 01733 863607
E: wendi.ogle-welbourn@peterborough.gov.uk

Environmental Health - Pollution

Pollution Control Team
Peterborough City Council
~~Sand Martin House~~ Town Hall
~~Bittern Way~~ Bridge Street
~~Fletton Quays~~
Peterborough
PE2 8TY 11FA
T: 01733 747474
E: pollution.control@peterborough.gcsz.gov.uk

Health and Safety:

Health & Safety Team

e.g. Public houses, nightclubs, shops, restaurants, takeaways, Community centres managed by a committee

Peterborough City Council
Sand Martin House Town Hall
Bittern Way Bridge Street
Fletton Quays
Peterborough
PE2 8TY 44FA
T: 01733 747474
E: healthandsaftey@peterborough.gov.uk

Premises **managed** by Peterborough City Council e.g. schools, leisure centres

Health and Safety Executive
14 Cardiff Road
Luton
LU1 1PP
T: 01582 444200

Planning

Planning Services
Peterborough City Council
Sand Martin House Town Hall
Bittern Way Bridge Street
Fletton Quays
Peterborough
PE2 8TY 44HF
T: 01733 453410
E: planningcontrol@peterborough.gov.uk

Trading Standards

Trading Standards Department
Peterborough City Council
Sand Martin House Town Hall
Bittern Way Bridge Street
Fletton Quays
Peterborough
PE2 8TY 44HT
T: 01733 747474
T: 03454 040506 for consumer advice
E: trading.standards@peterborough.gov.uk

Public Health

Director of Public Health
Peterborough City Council
2nd Floor Town Hall
Peterborough
PE1 1HQ
T: 01733 747474
E: publichealth@peterborough.gov.uk

Home Office

Home Office (Immigration Enforcement)
Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY
E: alcohol@homeoffice.gsi.gov.uk

For vessels carrying more than 12 passengers the certifying authority will be: -

Maritime & Coastguard Agency
Surveyor In Charge
Harwich Marine Office
East Terrace
Walton-on-Naze
Essex
CO14 8PY

T: 01255 682107

For Vessels carrying 12 or less passengers the certifying authority will be: -

Environment Agency
Kingfisher House
Goldhay Way
Orton Goldhay
Peterborough
PE2 5ZR
T: 01733 464277

Further information can be found on the following links:

Peterborough City Council website; www.peterborough.gov.uk/business

Home Office website: www.gov.uk/government/organisations/home-office

Guidance issued under section 182 of the Act:

www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003

The Licensing Act 2003: www.legislation.gov.uk/ukpga/2003/17/contents

Information Commissioners Office: ico.org.uk

Supplementary information to Peterborough City Council Licensing Act 2003 Statement of Licensing Policy 2021 - Paragraph 8.5 – Temporary Legislation

Coronavirus legislation.

The Coronavirus legislation, regulations and guidance, are constantly evolving and being adapted as circumstances change, although the legislation is expected to be limited in duration. At the time of writing, none of the legislative changes would permanently amend the Licensing Act 2003, therefore have not been written in to the overarching 5 year policy. A brief summary pertaining to licensed premises is provided below.

On 23 March 2020, the Government told people to stay at home and introduced emergency legislation to close certain businesses, this included types of licensed premises. On the 4 July 2020 the regulations changed, which allowed certain types licensed premises to reopen, provided certain measures were put in place and requirements met. Some types of licensed premises were required to remain closed.

On 18 July 2020, legislation to grant local authorities new powers to respond to a serious and imminent threat to public health and to prevent COVID-19 (“coronavirus”) transmission in a local authority’s area where this is necessary and proportionate to manage spread of the coronavirus in the local authority’s area took effect. These regulations have procedural requirements and include powers for local authorities to:

- restrict access to, or close, individual premises
- prohibit certain events (or types of event) from taking place
- restrict access to, or close, public outdoor places (or types of outdoor public places)

In certain circumstances, local authorities have powers to require and enforce the closure of licensed premises.

Business and Planning Act 2020.

Summary – Temporary Amendments to the Licensing Act 2003

To promote economic recovery and growth in certain sections of the hospitality industry, Central Government Introduced the Business and Planning Act 2020. The 2020 Act, which received Royal Assent on 26 July 2020, amends the Licensing Act 2003, by inserting sections 172F to 172L.

The effect of which gives temporary (until 31 September 2021, unless extended by the Secretary of State) authorisation to premises which have a premises licence under the 2003 Act to have ‘off sales’ provision, where a current premises licence only authorises on sales, and suspend certain conditions attached to existing premises licences which authorise on and off sales, with a ‘cut off’ time of 11pm. Premises utilising these provisions are required to display a notice to that effect.

It contains provision for redress to Responsible Authorities, (not members of the public) via an expedited review process, very similar to the current expedited review process under s53A to 53D of the 2003 Act. It does not apply to CPC’s (Club Premises Certificate).

Current premises licence authorising ‘on sales’ only

Where a premises licence is in effect and it authorises ‘on sales’, it is considered varied for the relevant period to include ‘off sales, subject to the condition that every off-sale must be made at a time when the licensed premises are open for the purposes of selling alcohol for consumption on the premises, until 11pm.

Except where premises are considered disqualified from this process.

Disqualifying criteria

Premises licences which have in the last three (3) years, been subject to any of the below, are considered disqualified from the new provision:

- Been refused to grant a premises licence with off sales permission
- Been refused to vary a premises licence to include off sales
- The premises licence was varied or modified to exclude off sales

Current premises licence authorising 'on and off sales'

Where a premises licence is in effect and it authorises 'on and off sales', it is considered varied, in so far as, any conditions currently attached which restrict off sales in the following way, are considered suspended for the relevant period and until 11pm

- Any condition which restricts the hours during which off sales can be made which are different to those permitted for on sales.
- Any condition which requires the 'off sale' to be in a sealed container
- Any condition which restricts 'sale for delivery' of alcohol off sales, where 'on sales' are permitted

"sale for delivery" - in relation to a premises licence means an off sale for delivery by or on behalf of the holder of the licence to a building which is used for residential or work purposes (or both)

Redress - Summary off sales expedited review

A Responsible Authority (RA) (including Public Health) may apply under section 172G, for an 'expedited off sales review' of a premises licence which has been varied/modified by the Act, under any of the licensing objectives, where it can be evidenced that the 'off sales' activity is having a negative impact on the licensing objectives.

Interim steps

Where an expedited off sales review application is received, within 48 hours, the licensing authority must determine if any permitted interim steps need to be applied, pending determination of the review application by licensing sub-committee within 28 days.

Where the review is in relation to a premises licence which had 'on sales' only, the interim steps and final determination, the committee must consider are:

- Modify the conditions of the licence, in so far as it relates to 'off sales'
- Exclude 'off sales' (authorised by this Act) from the scope of the licence
- Suspend 'off sales' (for a maximum of 3 months on final determination of review application)

Where the review is in relation to a premises licence which had 'on and off sales', but conditions have been suspended, the interim steps and final determination, the committee must consider are:

- Alteration or omission of the 'suspended' conditions
- Addition of one or more new conditions, which must not affect any conditions of the licence which existed immediately before the Bill took effect.

Hearing against interim steps

If the premises licence holder makes a representation against the interim steps and does not withdraw it, the licensing authority must within 48 hours hold a hearing to consider those representations, and give advance notice of the hearing to the premises licence holder and the RA which served the application.

At the hearing the licensing authority must consider whether the interim steps are appropriate for the promotion of the licensing objectives and determine whether to withdraw or modify the steps, having regard to representations made by the licence holder and the RA. The licence holder can only make further representation against the interim steps if there has been a material change in circumstances since the hearing.

Representation period: for representations from the applicant, RA's and other persons, begins on the first working day after the publication of the notice and ends on the ninth subsequent working day. Representations received outside this period are not considered valid.

Determination hearing

The licensing authority must hold a hearing to determine the expedited off sales review application within 28 days of receipt of the application. Must review the interim steps applied, consider all relevant representations. (Including representations from 'other persons')

The licensing authority can only take the same options (as above) for interim steps, as appropriate for the promotion of the objectives. They may consider the final determination to have effect only for a specified period not exceeding 3 months.

The licensing authority must notify the licence holder, the applicant (RA), the chief officer of police, and any other person who made relevant representations of its determination, providing reasons.

The final determination decision does not have effect until the appeal period has expired, or if the decision is appealed against, the time until the appeal is disposed of. However, the interim steps apply during this period and expire when the decision takes effect.

Appeal process

The Committee's interim steps decision and final determination of the application, can be appealed, within 28 days, by the holder of the licence, the RA which served the review application or any other person who made relevant representations in relation to the application.

Where the appeal is against the interim steps, the Magistrates court must hear it within 28 days

Business and Planning Act 2020

Summary - Pavement Licences – issued and administered by City Centre Services

Again to promote economic recovery and growth, the 2020 Act introduced a 'fast track' ability for premises to apply to use prescribed parts of the highway, as external areas for tables and chairs etc. The new provisions are time limited (until 30 September 2021, unless extended by the Secretary of State) and do not repeal any existing legislative provisions which are currently available.

The new provisions are based on the current system under Part 7A of the Highways Act 1980, but is limited to certain premises for certain purposes. It reduces the consultation period to 7 days, with determination within 14 days (or tacitly granted as applied for), and removes the requirement for planning permission for change of use.

To an extent, these changes run alongside (but do not rely upon) the changes to the Licensing Act 2003 as detailed above.

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COUNCIL	AGENDA ITEM No. 11
9 DECEMBER 2020	PUBLIC REPORT

RECORD OF EXECUTIVE DECISIONS MADE SINCE THE LAST MEETING

1. BUDGET CABINET MEETING HELD ON 26 OCTOBER 2020

i. Medium Term Financial Strategy 2021/22 to 2023/24 – Phase One

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

1. The Phase One service proposals outlined in Appendix C as the basis for public consultation.
2. The updated budget assumptions, to be incorporated within the Medium-Term Financial Strategy 2020/21 – 2022/23. These are outlined in sections 5.2 and 5.3.
3. The revised capital programme outlined in section 5.5 and referencing Appendix B.
4. The Medium -Term Financial Strategy 2021/22 to 2023/24- Phase One, as set out in the body of the report and the following appendices:
 - Appendix A – 2021/22- 2023/24 MTFs Detailed Budget Position-Phase One
 - Appendix B – Capital Programme Schemes 2021/22- 2023/24
 - Appendix C – Budget Consultation Document, including Phase One Budget Proposal detail
 - Appendix D – Financial Strategy pre-C-19
 - Appendix E – Financial Risk Register
 - Appendix F – Equality Impact Assessments
 - Appendix G – Carbon Impact Assessments

Cabinet **RESOLVED** to note:

5. The strategic financial approach taken by Council outlined in section 5.4 of the report.
6. The forecast reserves position, and the statutory advice of the Chief Finance Officer outlined in Section 6, The Robustness Statement.

ii. Budget Control Report August 2020

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

1. The Budgetary Control position for 2020/21 as at August 2020 is a forecast overspend of £11.3m against budget. This includes the current estimated impact of C-19 and the additional C-19 response funding.
2. Included in this report is a forecast £38.9m of additional pressure due to C-19, as reported to the Ministry of Housing Communities and Local Government, within the September return, as outlined in section 4.
3. The reduction in collection rates in respect of Council Tax and National Non-Domestic Rates, in comparison to the levels achieved in 2019/20, as outlined in section 4;

4. The additional funding that has been made available and allocated to the business community due to C-19, as outlined in section 4;
5. The key variance analysis and explanations are contained in Appendix A; 6. The Council's reserves position, as outlined within Appendix A.

2. SHAREHOLDER CABINET COMMITTEE MEETING HELD ON 9 NOVEMBER 2020

i. Peterborough Museum and Art Gallery Update

The Shareholder Cabinet Committee considered the report and **RESOLVED** to note the progress of the transfer of the Museum and Art Gallery to City Culture Peterborough (part of the City College Peterborough Foundation).

ii. NPS Peterborough Plan

The Shareholder Cabinet Committee considered the report and **RESOLVED** to note the contents of the report.

iii. Peterborough Limited Business Plan 2020 to 2023

The Shareholder Cabinet Committee considered the report and **RESOLVED** to note the information within the report and the impact which COVID-19 has had on Peterborough Limited.

3. CABINET MEETING HELD ON 16 NOVEMBER 2020

i. Child Yield Multipliers

Cabinet considered the report and **RESOLVED** to adopt the proposed revised child yield multipliers to be used to calculate the level and type of education infrastructure required to mitigate the impact of new developments.

ii. Budget Control Report September 2020

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

1. The Budgetary Control position for 2020/21 as at 30 September 2020 was a forecast overspend of £4.3m against budget. This included the current estimated impact of C-19 and the additional C-19 response funding.
2. Included in this report was a forecast £38.1m of additional pressure due to C-19, as reported to the Ministry of Housing Communities and Local Government, within the October return, as outlined in section 4.
3. The reduction in collection rates in respect of Council Tax and National Non-Domestic Rates, in comparison to the levels achieved in 2019/20, as outlined in section 4;
4. The additional funding that had been made available and allocated to the business community due to C-19, as outlined in section 4;
6. The key variance analysis and explanations were contained in Appendix A;
7. The Council's reserves position, as outlined within Appendix A.

4. CABINET MEETING HELD ON 30 NOVEMBER 2020

i. Regional Adoption Agency – Confirmation of Arrangements

Cabinet considered the report and **RESOLVED** to authorise the Council to enter into a Partnership Agreement with Cambridgeshire County Council for the establishment of a regional adoption agency from the initial period of 1 December 2020 until 30 November 2030 and subject to a further extended period as agreed between the authorities.

ii. **CIPFA Financial Management Code**

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

1. The contents of the CIPFA Financial Management Code.
2. The proposed approach to reviewing and report on the Council's compliance with the CIPFA Financial Management Code.

iii. **Medium Term Financial Strategy 2021/22 to 2023/24 – Phase One**

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

1. The Phase One service proposals outlined in Appendix C
2. The updated budget assumptions, to be incorporated within the Medium-Term Financial Strategy 2021/22-2023/24. These are outlined in sections 5.2 and 5.3.
3. The revised capital programme outlined in section 5.5 and referencing Appendix B.
4. The Medium-Term Financial Strategy 2021/22 to 2023/24 – Phase One, as set out in the body of the report and the following appendices:
 - Appendix A – 2021/22- 2023/24 MTFs Detailed Budget Position-Phase One
 - Appendix B – Capital Programme Schemes 2021/22- 2023/24
 - Appendix C – Budget Consultation Feedback, including Phase One Budget Proposal detail
 - Appendix D – Financial Strategy pre-C-19
 - Appendix E – Financial Risk Register
 - Appendix F – Equality Impact Assessments
 - Appendix G – Carbon Impact Assessments
 - Appendix H – Budget Consultation Feedback

Cabinet recommends to Council:

5. The strategic financial approach taken by Council outlined in section 5.4 of the report.
6. The forecast reserves position, and the statutory advice of the Chief Finance Officer outlined in Section 6, The Robustness Statement.
7. The feedback received on the budget proposals, received via the consultation detailed in Appendix H.

iv. **Replacing the Regional Pool**

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

1. Subject to Recommendation 2 below and contingent on Council independent best value sign off, approve the purchase of a new Regional Pool facility on Pleasure Fair Meadows from the Peterborough Investment Partnership (PIP), as per the PIP's specification set out in the report.
2. Recommend to Full Council an amendment to the Council's budget to include capital purchase costs up to the level indicated in this report of £38m, subject to Recommendation 4.
3. Approve an investment into PIP of up to 49% of the project development costs set out in this report (up to £19m).

4. Delegate authority to the Executive Director of Place and Economy, in consultation with the Director of Law and Governance and Director of Resources to negotiate the terms of the investment and enter the necessary legal documents to facilitate the delivery of this project.
5. Establish a working group comprising Cllr Allen, Cllr Fitzgerald, Cllr Seaton and Cllr Walsh, and appropriate officers, in order to consider the detail of the project with regard to, among other things, the potential provision of a hydrotherapy pool.

v. Budget Cabinet Report Oct 2020

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

1. The Budgetary Control position for 2020/21 as at 31 October 2020 is a forecast overspend of £6.6m against budget. This includes the current estimated impact of C-19 and the additional C-19 response funding.
2. Included in this report is a forecast £38.1m of additional pressure due to C-19, as reported to the Ministry of Housing Communities and Local Government, within the October return, as outlined in section 4.
3. The reduction in collection rates in respect of Council Tax and National Non-Domestic Rates, in comparison to the levels achieved in 2019/20, as outlined in section 4;
4. The additional funding that has been made available to the Council and businesses as a result of the national lockdown, as outlined in section 4;
5. The key variance analysis and explanations are contained in Appendix A;
6. The Council's reserves position, as outlined within Appendix A.

5. CALL-IN BY SCRUTINY COMMITTEE

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

6. SPECIAL URGENCY AND WAIVER OF CALL-IN PROVISIONS

Since the publication of the previous report to Council the urgency, special urgency and/or waiver of call-in provisions have not been invoked.

5. CABINET MEMBER DECISIONS

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health Councillor Wayne Fitzgerald 16/10/2020	OCT20/CMDN/38	<p><u>COVID-19 Urgent and Surge Community Swabbing Service - continued delegation of function to Cambridgeshire County Council</u></p> <p>The Cabinet Member approved the following.</p> <p>Authorised the continued delegation of authority to Cambridgeshire County Council (CCC) to act as lead local authority in commissioning the COVID-19 Urgent and Surge Community Swabbing Service across Peterborough and Cambridgeshire and for delivery of the function of the service, which shall include the associated transfer of funding to CCC from 1 November 2020 until 17 July 2021. CCC shall enter into contract with the supplier for the delivery of this service.</p>

<p>Cabinet Member for Children's Services, Education, Skills and the University</p> <p>Councillor Lynne Ayres</p> <p>19/10/2020</p>	<p>OCT20/CMDN/39</p>	<p><u>Award of Contract for the construction of a new school building to accommodate the expansion of Heltwate SEN School</u></p> <p>The Cabinet Member, in consultation with the Cabinet Member for Finance:</p> <ol style="list-style-type: none"> 1. Authorised the expansion of Heltwate SEN School and the construction of new accommodation, up to the value of the budget sum of £6.8m. This sum shall include legal costs associated with the purchase of the Silver Jubilee site and the anticipated design and build contract costs and funding for Information and Communications Technology (ICT), all site surveys and project management and technical advisors fees. 2. Authorised the Executive Director People and Communities to award the design and build contract to the successful contractor, subject to planning consent and, approval by delegated members. 3. Authorised the Head of Legal Services or delegated officers to enter into any legal documentation on behalf of the Council in relation to this matter, including the design and build contract.
<p>Cabinet Member for Finance</p> <p>Councillor David Seaton</p> <p>27/10/2020</p>	<p>OCT20/CMDN/41</p>	<p><u>Approval of Funding for the BID project</u></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Approved a loan facility to Peterborough Positive Limited to enable them to finance the development costs of the Peterborough Business Improvement District 2. Authorised the Director of Law and Governance in consultation with the Acting Corporate Director Resources, to enter into such legal agreements as may be required to give effect to the recommendation above and the development and operation of the Business Improvement District.
<p>Leader of the Council and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority</p> <p>Councillor John Holdich</p> <p>10/11/2020</p>	<p>NOV20/CMDN/42</p>	<p><u>Towns Fund – Heads of Terms</u></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Authorised the Chief Executive to approve and sign the Heads of Terms for Towns Fund projects in Peterborough following confirmation of support from the Ministry of Housing, Communities and Local Government for up to £22.9 million including approval of the: <ul style="list-style-type: none"> - List of projects to receive funding and recommended assurance route for business cases - Key conditions and requirements attaching to the offer of funding

		<p>2. Delegated to the Executive Director for Place & Economy and the Director of Law and Governance the authority to agree and finalise any related documents needed to execute the above recommendations and take forward the approach set out in this report.</p>
<p>Cabinet Member for Waste, Street Scene and the Environment</p> <p>Councillor Marco Cereste</p> <p>11/11/2020</p>	NOV20/CMDN/43	<p><u>Aragon Direct Services Providing PCC Trade Waste</u></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Approved the award of the Peterborough City Council (PCC) trade waste contract to Peterborough Limited trading as Aragon Direct Services (ADS) for a period of 9 years with a mutual break clause at year 5. 2. Approved the amendment of the Operational Services Agreement (OSA) between PCC and Peterborough Limited to include trade waste in accordance with the OSA's contractual Additional Services procedure. 3. Delegated authority to the Director of Law and Governance in Consultation with the Corporate Director, Resources and the Executive Director Place and Economy to effect the matters referred to above.
<p>Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p> <p>Councillor Wayne Fitzgerald</p> <p>10/11/2020</p>	NOV20/CMDN/44	<p><u>Anti-Stigma Mental Health Work</u></p> <p>The Cabinet Member agreed that the Council enter a Delegation and Partnership agreement with Cambridgeshire County Council so that CCC can lead the re-procurement of mental health anti-stigma work.</p>

COUNCIL	AGENDA ITEM No. 12
9 DECEMBER 2020	PUBLIC REPORT

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

1. MEMBER REPRESENTATIVES

Meeting	Dates of Meeting	Representative
Audit and Governance Committee	2 October 2020 27 November 2020	Lillis
Overview and Scrutiny Committee	26 October 2020 23 November 2020	Andy Coles Murphy
Combined Authority Board	25 November 2020	Holdich

1.1 The above meetings have taken place in October and November 2020.

2. AUDIT AND GOVERNANCE COMMITTEE – 2ND OCTOBER AND 27TH NOVEMBER 2020

2.1 The Audit and Governance Committee met on 2nd October and 27th November 2020, the decision summaries are attached as Appendices 1 and 2.

3. OVERVIEW AND SCRUTINY COMMITTEE – 26TH OCTOBER AND 27TH NOVEMBER 2020

3.1 The Overview and Scrutiny Committee met on 26th October and 27th November 2020, the decision summaries are attached as Appendices 3 and 4.

4. COMBINED AUTHORITY BOARD – 25TH NOVEMBER AND RECONVENED 27TH NOVEMBER 2020

4.1 The Combined Authority Board met on 25th and reconvened 27th November 2020, the decision summary is attached as Appendix 5.

4.2 The agendas and minutes of the meetings are on the Combined Authority’s website – Link in the appendices.

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Audit and Governance Committee Decision Summary

Meeting: 2nd October 2020

Agenda/Minutes: [Audit and Governance Committee – 2 October 2020](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	Apologies and Declarations of Interests	There were no apologies. There were no declarations of interest.
2	Chair's Announcements	<ol style="list-style-type: none"> 1. The postponed Value for Money Workshop will be held at the conclusion of the next meeting of the Committee. 2. Daniel Harris of RSM (UK) the new Internal Auditors was welcomed to his first meeting of the Committee.
4	Minutes of the Previous Meeting and Action Notes	<ol style="list-style-type: none"> 1. The minutes of both the meeting of 31 July 2020 and 24 September 2020 were agreed as accurate records. 2. The Monitoring Officer reported it was entirely appropriate for a Company Secretary for a Local Authority Trading Company to also be employed by that Local Authority and stated there was no conflict of interest. 3. The Chief Executive updated the Committee on the Lancaster Way audit for which a draft report has just been received. The Combined Authority and

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Cambridgeshire County Council will be looking at the report and the Committee will receive a report at the next meeting.</p> <p>4. The Chief Executive updated the Committee on meeting with civil servants within the MHCLG. An update will be provided at the January 2021 meeting of the Committee. The Mayor will be attending the next meeting of the Committee. The Scrutiny Officer will contact Committee members for advance questions to be submitted to the Mayor one week in advance of the meeting.</p> <p>5. The Monitoring Officer thanked the Committee for its engagement on the Constitution review. He informed the Committee that the Combined Authority Board had agreed the recommendations of the Committee at its meeting on 30 September. One amendment was moved and agreed with regard to the Officer Employment procedure Rules which enables earlier engagement by the Employment Committee. A letter related to quoracy of Combined Authority Audit & Governance and Overview & Scrutiny Committees is being drafted and will be forwarded to the Chair of this Committee and the Overview & Scrutiny Committee for approval prior to being sent to Whitehall.</p> <p>6. The Work Programme of the Committee will need to reflect the protocols to be developed on the Member/officer relationship; and the appointment to CA Commissions, Working Groups etc.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. A report on Lancaster Way to be presented at the next meeting of the Committee 2. Members to be contacted with advance questions for the Mayor of the Combined Authority to be submitted a week in advance of the meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ol style="list-style-type: none"> 3. A further update on liaison between the Combined Authority and civil servants at the MHCLG to be provided at the Committee meeting of 29 January 2021 4. The letter to Whitehall to be shared with the Chairs of the Audit & Governance Committee and Overview & Scrutiny Committee for input and approval prior to being sent 5. The Work Programme for the Committee to include the additional protocols for the Constitution as approved by the Combined Authority Board
4	Statement of Accounts and External Audit	<ol style="list-style-type: none"> 1. The final review period for the statement of accounts commenced on 28 August and concludes on 9 October. To date no direct questions from the public on the accounts have been received into the Combined Authority or by Ernst & Young. 2. The final account and External Audit opinion will be presented at the next Committee meeting prior to the final accounts publication deadline of 30 November 2020. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. The final statement of accounts and External Audit Opinion to be received at the next meeting 2. The Chair should be informed of any issues relating to any potential delays (i.e. the Cambridgeshire Pension Fund audit)
5	Internal Audit	<ol style="list-style-type: none"> 1. A final update on Internal Audit for 2019/20 was provided to the Committee. Steve Crabtree was thanked by the Chair for his work over the previous three years.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ol style="list-style-type: none"> 2. Daniel Harris of RSM (UK) presented the initial draft audit plan for 2020/21 and expressed confidence that a full internal audit plan will be presented at the next meeting. 3. A joint internal and external audit Workshop was suggested for April 2020 and this was approved by the Committee. 4. The suggested two initial internal audits to be scoped and commenced ahead of the next meeting of the Committee, namely: Risk Management; and Key Financial Controls were agreed by the Committee <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. A full internal audit plan be presented to the Committee on 27 November 2020 2. A joint workshop with Ernst & Young be programmed for April 2020 3. The Committee to provide any comments on the proposed internal audit plan to the Scrutiny Officer by week ending 9 October 4. The Risk Management; and Key Financial Controls audits should commence
6	Treasury Management Strategy Update	<ol style="list-style-type: none"> 1. The report covering the period up to the end of August 2020 was received and noted. The Committee commended the additional detail provided in the report. 2. The Committee will receive further updates in January and April 2021. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. An updated Treasury Management Strategy report to be provided to the Committee in January 2021

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
7	Combined Authority Board Update	<ol style="list-style-type: none"> 1. The Chief Executive updated the Committee on future government White Papers which have been delayed due to Covid-19. 2. The Chief Executive also updated the Committee on the Constitution Review; the Cambridge Autonomous Metro; Market Town Masterplan bids; and the Business Growth Service. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. The Chief Executive to respond to the Committee on the criteria for the Market Town strategies and whether the response to Covid-19 relates to the commercial sector response or whether it also includes the community and health responses too 2. The Chief Executive to provide the Committee with regular updates on the working relationship between the Combined Authority and Greater Cambridge Partnership as part of the CAB updates. The Chief Executive to inform the Mayor that such an update is required as part of his attendance at the next Committee meeting
8	Corporate Risk Register	<ol style="list-style-type: none"> 1. The risk register was received and noted with the additional Climate Change risk as requested by the Committee. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To provide detail to the Committee on how much is being spent on the three officers mitigating on EU exit, factoring in the EU exit grant the Combined Authority receives 2. At the next meeting to provide detail on those risks that are not included in the sequential number presentation (i.e. why are these no longer considered to be corporate risks)

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		3. The next report to the Committee to include a description on how the Climate Change risk is being managed
9	Work Programme	<p>1. The work programme was received and noted.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. The item on Lancaster Way be added to the November meeting 2. The Mayor is now attending in November 2020 so can be removed from the programme for January 2021 3. Programme the additional Constitution protocols into the programme 4. Add the Internal and External Audit Workshop to the work programme for the April meeting of the Committee
10	Date of next meeting	<p>1. Friday, 27 November 2020 from 10.00 a.m. via the Zoom platform. The Value for Money Workshop to follow at the conclusion of the meeting.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. External and Internal Audit colleagues to be invited to attend the Workshop

Appendix 2

Audit and Governance Committee Decision Summary

Meeting: 27th November 2020

Agenda/Minutes: [Audit and Government Committee – 27 November 2020](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	Apologies and Declarations of Interests	There were no apologies. There were no declarations of interest.
2	Mayor for the Combined Authority in attendance	Mayor James Palmer attended to answer questions from the Committee and provided an update on the MCHLG and the Combined Authority activities.
3	Chair's Announcements	<ol style="list-style-type: none">1. Value for Money workshop run by Aileen Murphie from National Audit Office to follow on from the conclusion of the meeting.2. The Chair updated the Committee on two recent attempts to defraud the Combined Authority of funds.<ul style="list-style-type: none">- Both attempts were made by fraudsters intercepting e-mails and changing bank details in an attempt for payments to be made to an incorrect bank account.- The internal auditors, RSM were made aware of both attempts in accordance with the Combined Authority's anti-fraud policy.- RSM are working with 3C, our IT providers to establish the course of events and whether any Combined Authority e-mail account has been compromised.- The Combined Authority has not lost any funds as a result of these fraud attempts.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> - RSM will bring forward their proposed audit on IT systems, which was planned to include a review of network and Cyber security. - RSM will bring a report to the January meeting.
4	Minutes of the Previous Meeting and Action Notes	The Minutes were approved as a correct record and the actions from the previous meeting noted.
5	Lancaster Way	<p>The Committee received the report which provided the Committee with an update on the independent value for money review of the Lancaster Way project, as jointly commissioned by the Combined Authority (CPCA) and Cambridgeshire County Council (CCC).</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) To note the findings and recommendations of the independent value for money report, as prepared by KPMG. 2) To note the joint response from CPCA and Cambridgeshire County Council, and progress made to address the report's recommendations. 3) To report the findings and recommendations to the Transport and Infrastructure Committee 4) The Committee requested that an update on the progress of the actions against the recommendations in report be brought to the next meeting.
6	Relationship between Risk and Change Control	<ol style="list-style-type: none"> 1. The Committee received the report which provided the Committee with a proposed Relationship between Risk and Change Control document, which is to enhance the current Risk Management Strategy and establish an early warning notification and change control process.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>2. The Committee was requested to review the Relationship between Risk and Change Control document and suggest any changes they would like to put forward as a recommendation to the Combined Authority Board.</p> <p>RESOLVED:</p> <p>Recommend to the Combined Authority the adoption of the proposed Relationship between Risk and Change Control document</p>
7	Corporate Risk Register	<p>The Committee reviewed the Combined Authority Corporate Risk Register.</p> <p>RESOLVED:</p> <p>The Committee noted that RSM were undertaking an audit of the Risk Management Strategy so some changes on how risk is managed and reported may be coming forth.</p> <p>The Committee were advised that the recent incidents of fraud would be considered and a decision would be taken on whether it needed to be escalated to the corporate risk register.</p>
8	End of Year Financial Statements 2019/20 and External Audit and Opinion	<p>The Committee received the report which asked them to approve:-</p> <ul style="list-style-type: none"> a) the final Statement of Accounts 2019/20 b) the Annual Governance Statement 2019/20 c) the Management Representation Letter 2019/20 d) the External Auditors report 2019/20 <p>RESOLVED:</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		a) The Committee agreed to approve the final Statement of Accounts 2019/20 received and to delegate to the Chairman to approve further minor changes to the Statement of Accounts if needed before the deadline of 30 November 2020. b) The Committee agreed to approve the Annual Governance Statement 2019/20 c) The Committee agreed to approve the Management Representation Letter 2019/20 d) The Committee agreed to approve the External Auditors Report 2019/20 e) The Committee requested that some clarity around the settlement payment for the interim CFO be provided by the Interim Monitoring Officer
9	Internal Audit Plan 2020/21	The Committee received the proposed 2020/21 internal audit plan and three-year internal audit strategy. RESOLVED: The Committee noted the report and requested that the Business Board and the CAM SPV be included within the review of the processes in place for the appointments to Boards and Committees.
10	Adult Education Budget	The Committee received the report which provide an update for the Committee on the Adult Education Budget arrangements for Audit and Assurance. RESOLVED: The Committee noted the report and requested that a further update be brought to the March meeting.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
11	Work Programme for the Audit & Governance Committee	<p>The work programme was received and noted.</p> <p>RESOLVED:</p> <p>A report with an update on the progress of the actions against the recommendations on Lancaster Way be brought to the next meeting</p> <p>A report on the audit on Cyber Security and IT systems and the attempted fraud to come to the January Committee meeting.</p> <p>A further update on the Adult Education Budget to come to the March committee meeting.</p>
12	Date of next meeting	Friday, 29 January 2021 from 10.00 a.m. via the Zoom platform.

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Appendix 3

Overview and Scrutiny Committee Decision Summary

Meeting: 26th October 2020

Agenda/Minutes: [Overview and Scrutiny Committee – 26 October 2020](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1.	Apologies	Apologies were received from: Cllr David Mason (Fenland District Council) substituted by Cllr Alex Miscandlon, Cllr David Connor (Cambridgeshire County Council)
2.	Declarations of Interest	None
3.	Election of Vice Chair	Due to a member resignation the Committee were required to elect a new Vice Chair. Cllr Ed Murphy was elected to be the Vice Chair for the remainder of the municipal year.
4.	Minutes of the Previous Meeting	<p>The minutes of the last meeting were agreed as an accurate record. The responses from the CA Board to the Committee's questions were reviewed with the following points raised:-</p> <p>1) The Committee discussed the response received about representations the Combined Authority had made to central government on the long-standing issue of quoracy and were concerned that the CA Board were not aware of any representations being made to Government in relation to the quoracy of</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Combined Authority committees as this had been an issue raised on numerous occasions by this committee. The Chair would write to the Board members to express this concern and to ask that any response received from central government in response to the letter recently sent be shared with members.</p> <p>2) The Committee discussed the response to whether there was a commitment for the Business Board to be more transparent and to hold meetings in public session and were concerned over the response received about the CA Business Board and its level of transparency and agreed that Cllr Mike Davey as a member of the Audit and Governance Committee should raise this concern there for that committee to consider.</p> <p>3) The Committee discussed the response to the question raised about the CAM SPV and agreed that a report detailing the powers the committee had to scrutinise the SPV be brought to the November meeting.</p>
5.	Public Questions	There were no public questions received.
6.	The Director of Business and Skills	The Committee received and noted the report and presentation given by the Director for Business and Skills.
7.	Community Land Trusts	The Committee received and noted the presentation from Community Housing Programme Manager.
8.	Digital Connectivity Update	The Committee received and noted the report from the Project Lead for Digital Connectivity Infrastructure
9.	CAM Metro Task and Finish Group Update	The Committee received the report and agreed to appoint the following members to the Task and Finish group:-

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Cllr Grenville Chamberlain Cllr Mike Davey</p> <p>The Committee AGREED that the task and Finish Group would elect a chair for the group as soon as possible and inform the Committee at their next meeting.</p>
10.	Combined Authority Forward Plan	The CA Forward Plan was noted.
11.	Overview and Scrutiny Committee Work Programme	<p>The Work Programme was noted.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) To move the Director for Delivery and Strategy to February 2021. ii) To have a report on the CAM SPV Scrutiny options brought to November's meeting. iii) The Bus Review Task and Finish Group should have a meeting prior to their report coming to the Committee in February and that this should align with the report going to the CA Board.
12.	Date of Next Meeting	Monday, 23 rd November 2020 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.
	The Committee wanted to put on record their sincere thanks to Cllr Kevin Price and his hard work done whilst a member of the Committee and in particular for his work involving the CAM Task and Finish Group.	

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Appendix 4

Overview and Scrutiny Committee Decision Summary

Meeting: 23rd November 2020

Agenda/Minutes: [Overview and Scrutiny Committee – 23 November 2020](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1.	Apologies	Apologies were received from: Cllr Patricia Jordan (Huntingdonshire District Council) substituted by Cllr Mike Humphrey.
2.	Declarations of Interest	There were no declarations of interest.
3.	Minutes of the Previous Meeting	The minutes of the last meeting were agreed as an accurate record.
4.	Public Questions	There were no public questions received.
5.	The Chair of the Business Board	Austen Adams was in attendance and updated the Committee on the activity of the Board including Covid recovery projects and funding. RESOLVED: i) The Chair to contact the Chair of the Business Board about the future relationship between the Business Board and the Overview & Scrutiny Committee.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
6.	The Combined Authority Budget and Medium Term Financial Plan	<p>This was to be the first of three consecutive visits to the Committee over the course of the budget-setting process and development of the MTFP. This first appearance is related to the process of budget-setting.</p> <p>The Combined Authority Board should approve the budget for consultation purposes at its meeting on 25 November; and it is this budget that will be brought back to the December meeting of the Committee as a consultee in the process. Other consultees include all constituent authorities including the Leaders, Chief Executives and Chief Finance Officers. The draft budget is loaded onto the Combined Authority website with alerts via social media to engage the public in the process. As well as the Overview and Scrutiny Committee all Executive Committees and the Business Board receive the draft budget.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) The Chief Finance Officer would return to the Committee meetings in December 2020 and January 2021 ii)
7.	Ely Capacity Enhancements	<p>The Committee was informed that the Mayor of the Combined Authority is to meet the Rail Minister shortly and will be discussing rail enhancements in the county. The Combined Authority is lobbying the Department for Transport for greater capacity than what is currently proposed and there is a good opportunity to maximise capacity without the need for separated solutions with rail in the region being critical for integrated transport solutions.</p> <p>The Wisbech rail proposals are dependent upon capacity through the Ely area and that negotiations with the Department for Transport are ongoing and interim solutions are being considered.</p>
8.	Scrutiny of the SPV for the CAM Metro	The report was noted.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>RESOLVED:</p> <p>i) The Chair and Chief Executive of the SPV be invited to attend a meeting of the Committee in late winter/early spring 2021.</p> <p>ii)</p>
9.	<p>Combined Authority Board Agenda: Wednesday, 25 November</p>	<p>The following questions to the Board were agreed:</p> <ul style="list-style-type: none"> • Item 1.7 Appointment of Chief Executive of ONE CAM Limited Can the process for the level of remuneration to be received by the Chief Executive of One CAM Limited be evidenced and justified? • Item 2.2 Draft 2021-22 Budget and MTFP to 2024-25 for Public Consultation Is there any indication of when we might expect to see the strategy underlying the financial figures extrapolated beyond 2021/22? The staffing budget shows a 2% pay award and increments for performance related pay. Given the expected announcement of a public sector pay freeze is the CPCA expecting to proceed with this pay award? <p>There are revenue proposals referencing EU funds up to 2023-24. Are these funds received prior to Brexit and will they be received post-Brexit?</p> <ul style="list-style-type: none"> • Item 4.1 CAM Special Purpose Vehicle Given the expected announcement of a public sector pay freeze is it appropriate that an annual salary of £40,000 per annum is awarded to non-executive directors? Can the O&S Committee have some background to the process justifying this level of remuneration? <p>How does the Board justify the level of funding on a project that is currently speculative; and what level of recompense is likely if the project does not happen?</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> • Item 4.6 Devolution Deal, Gainshare Gateway Review and Combined Authority Prospectus <p>(Appendix 1: 1) Are we realistically still considering doubling GVA?</p> <p>(Appendix 1: 4) When will material be placed in the public domain arising from the work of the Public Sector Reform Commission?</p> <p>(Appendix 1: 6) How does the Board define world-class connectivity and how will we know something is world-class?</p> <p>(Appendix 1: 14) When will the Joint Assets Board will be established?</p> <p>(Appendix 1:18) When will the impasse be resolved in terms of holding back £45m of the £100m housing fund? If this is not resolved how will this affect the delivery of the commitment? When will it be made clear whether March 2021 or March 2022 that is the end date for the £100m scheme?</p> <p>(Appendix 1: 34) This is not, as yet, implemented; can the O&S Committee have an update please?</p> <p>(Appendix 1: 35) What are the Combined Authority's expectations for a second Devolution Deal?</p> <p>(Appendix 1: 39) What is happening on the government's proposals on business rate reform and what are the implications for the Combined Authority of not proceeding?</p> <p>(Appendix 1: 41) What is happening on the devolution of strategic planning powers to the Mayor and what is the likely impact?</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>(Appendix 1: 43) What is happening on forming an Education Committee with the Regional Schools Commissioner and other key education stakeholders and what is the likely impact?</p> <p>(Appendix 1: 46) What is happening on the work with government to explore a more integrated pathway of service delivery for the causes of offending behaviour early to reduce the use of courts and prisons and what is the likely impact?</p> <p>(Appendix 1:53) Could the O&S Committee have an update on the work with local partners to consider how best to establish a sub-national transport body?</p> <p>(Appendix 1:58) Does this commitment now refer to the Government White Paper on Planning for the Future or something entirely different?</p> <p>(Appendix 1: 69) The DfE did not include the Combined Authority in Area Reviews, as the process was considerably advanced by the time the Combined Authority was established in March 2017. The last of the Area Reviews were concluded in August 2017, but this commitment is described as 'Not yet implemented by Government'. Could the O&S Committee have an update on what the Combined Authority expects to happen now?</p> <ul style="list-style-type: none"> • Item 5.1 Local Transport Plan CAM Sub Strategy What does the Board envisage the role of the Greater Cambridge Partnership to be in this as that body is barely mentioned in the report? • Items 6.3 Local Economic Recovery Strategy Update How is the Combined Authority liaising with its constituent authorities and the Greater Cambridge Partnership on Covid recovery?

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		Has the impact of Brexit on future investment funding been considered and, if so, how will funds be delivered to help those impacted by Brexit?
10.	Combined Authority Forward Plan	The CA Forward Plan was noted.
11.	Lead Member Questions to Executive Committees	The responses to the Lead Member questions were noted.
12.	Overview and Scrutiny Committee Work Programme	<p>The Work Programme was noted.</p> <p>RESOLVED:</p> <p>i) It was agreed that the Chairman and Chief Executive of One CAM Limited be invited to attend a meeting of the Committee in late winter/early spring 2021.</p>
13.	Date of Next Meeting	Monday, 14 December 2020 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.

Appendix 5

Cambridgeshire & Peterborough Combined Authority Board - Decision Summary

Meeting: 25th November 2020

Agenda/Minutes: [Cambridgeshire and Peterborough Combined Authority Board – 25 November 2020](#)

[Cambridgeshire and Peterborough Combined Authority Board – 27 November 2020](#)

Meeting: Wednesday 25th November 2020. [Meeting adjourned at 2.04pm and reconvened on Friday 27 November 2020 at 8.00am]

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies were received from Councillor Ryan Fuller and co-opted member Jessica Bawden when the Board met on Wednesday 25 November 2020. Following an adjournment, the meeting was resumed on Friday 27 November and apologies were received from Councillors Ryan Fuller, John Holdich and Bridget Smith and from co-opted members Jessica Bawden and Councillor David Over.

A declaration of interest was made by Kim Sawyer, Chief Executive, in relation to Item 4.1: CAM Special Purpose Vehicle Budget Update and Award of the CAM Conceptual Design Contract. Ms Sawyer is an Interim Director of the Board of the CAM Special Purpose Vehicle, but as she was appointed to this position by the Combined Authority Board there was no conflict of interest.

1.2 Minutes of the Combined Authority Board meeting on 30 September 2020

The minutes of the meeting on 30 September 2020 were approved as an accurate record. A copy will be signed by the Mayor when it is practical to do so.

1.3 Petitions

No petitions were received.

1.4 Public Questions

No public questions were received.

1.5 Forward Plan

It was resolved to approve the Forward Plan.

1.6 Combined Authority Board and Committee Appointments: November 2020

It was resolved to:

- a) Note the appointment by Cambridge City Council of Councillor Martin Smart as its substitute member on the Combined Authority Board for the remainder of the municipal year 2020/2021.
- b) Note the appointment by Cambridge City Council of Councillor Mike Davey as one of its members on the Overview and Scrutiny Committee for the remainder of the municipal year 2020/2021.
- c) Note the appointment by Cambridge City Council of Councillor Mike Sargeant as one of its substitute members on the Overview and Scrutiny Committee for the remainder of the municipal year 2020/2021.
- d) Nominate and appoint members and substitute members to the Employment Committee.

1.7 Appointment of Chief Executive Officer (ONE CAM LTD)

This report was withdrawn.

Part 2 – Finance

2.1 Budget Monitor Report Update: November 2020

It was resolved to note the updated financial position of the Combined Authority for the year.

2.2 2021/22 Draft Budget and Medium-Term Financial Plan 2021 To 2025

It was resolved to:

a) Approve the Draft Budget for 2021/22 and the Medium-Term Financial Plan 2021/22 to 2024/25 for consultation.

b) Approve the timetable for consultation and those to be consulted.

Part 3 – Combined Authority Decisions

3.1 Allocation of Additional Funds to Highways Agencies

Having consulted the Board, the Mayor resolved to allocate the grants as set out below:

Additional Pothole and Challenge Funds

CCC - £10,201,000

PCC - £2,353,000

Total - £12,554,000

Additional Home to School and College Transport Funds

CCC - £876,164

PCC - £179,328

Total - £1,055,492

3.2 Allocation of Getting Building Fund

It was resolved to note Key Decision 2020/081 made by Mayor James Palmer on 5th November 2020 using the General Exception procedure.

By recommendation to the Combined Authority Board

Part 4 – Transport and Infrastructure Committee recommendations to the Combined Authority Board

4.1 CAM Special Purpose Vehicle – Budget Update and Award of the CAM Conceptual Design Contract

It was resolved to:

- a) In accordance with the shareholder agreement, approve the recommendations of the One CAM Limited Board to:
 - I. agree the appointment of the non-executive directors
 - II. agree the remuneration for the non-executive directors in the sum of £40,000 per annum for each director
 - III. agree the appointment of Jon Alsop as interim Chief Finance Officer for One Cam Ltd
 - IV. agree the amendment to the heads of terms of the shareholder agreement
 - V. ratify the opening of a bank account with Barclays for One Cam Ltd

- b) Delegate authority to the CPCA Chief Executive to enter into contracts following compliant procurement processes on behalf of the Combined Authority and later novate to One Cam Ltd as follows:
 - VI. Three contracts to deliver Concept Designs for the CAM in the sum of £200,000 per contract
 - VII. A contract for legal services based on schedule of rates and within the 2020/21 agreed budget.
 - VIII. A contract to MACE based on schedule of rates and within the 2020/21 agreed budget to facilitate the progression of the CAM outline business case
 - IX. A contract to Jacobs to support key elements of the Delivery Strategy capped at £620,000

4.2 Fenland Stations Regeneration Outline Business Case

It was resolved to:

- (a) Approve the Outline Business Case outcomes
- (b) Approve the start of construction for Manea and March Station works
- (c) Approve the drawdown of £1.2 million from the budget within the Medium-Term Financial Plan.

4.3 Fengate Phase 1 Strategic Outline Business Case

It was resolved to:

- a) Approve the Strategic Outline Business Case;
- b) Approve the commencement of the Full Business Case and detailed design stage;
- c) Approve the drawdown of £270,000 from the budget within the Medium-Term Financial Plan to develop the Full Business Case and detailed design.

4.4 Oxford to Cambridge Arc

It was resolved to note the Oxford to Cambridge Arc report.

4.5 Market Towns Programme Investment Prospectus – Approval of Second Tranche of Project Proposals

It was resolved to:

Approve the second tranche of project proposals received under Market Towns Programme from Fenland and East Cambridgeshire in the sum of £1,426,169 plus an additional £99,900 for the 'unapproved' balance for tranche one.

4.6 Devolution Deal, Gainshare Gateway Review and Combined Authority Prospectus

It was resolved to:

- a) Note that 72% of Devolution Deal Commitments have already been delivered or are in delivery, and agree to take six-monthly progress reports on Devolution Deal delivery in future,
- b) Approve the Locality Complementary Report at Appendix 2,
- c) Approve the Prospectus at Appendix 3.

Part 5 – Housing and Communities Committee recommendations to the Combined Authority Board

5.1 Local Transport Plan CAM Sub Strategy

It was resolved to:

- a) Note the consultation responses to the Cambridgeshire Autonomous Metro (CAM): Local Transport Plan (LTP) sub-strategy;
- b) Agree the amendments made to the CAM: LTP sub-strategy in light of the consultation responses;
- c) Note that the CAM LTP sub-strategy sets out the vision for CAM, against which, schemes contributing to the CAM will be considered; and
- d) Approve the CAM LTP sub-strategy.

5.2 March Area Transport Study

It was resolved to:

Approve the drawdown of £900,000 for construction of the remaining March Area Transport Study Quick Win Schemes

5.3 A47 Dualling

It was resolved to:

Note the report and the proposed next steps.

5.4 Cambridge South East Transport Better Public Transport and Active Travel Consultation

It was resolved to:

Delegate responsibility to the Director of Delivery and Strategy to respond to the consultation on behalf of the Combined Authority, in consultation with the Chair of the Transport & Infrastructure Committee.

Part 6 – Skills Committee recommendations to the Combined Authority Board

6.1 Local Growth Fund Programme Management November 2020

It was resolved to:

- a) Allocate the remaining £2,043,178 Local Growth Fund into the Growth Grants strand of the new Business Growth Service;
- b) Delegate authority to Director of Business and Skills, in consultation with the Monitoring Officer, Lead Member for Finance and Investment and Section 73 Officer, to approve launching the grant scheme approved by the Business Board to receive the remaining £2,043,178 Local Growth Fund;

- c) Approve the carry forward of £100,000 of the current funding allocation to the Eastern Agri-tech Growth Initiative scheme to enable the close out of the scheme, handling of final claims, a full programme evaluation and report during 2021-22; and
- d) Note the programme updates outlined in the report to the Business Board.

[Meeting adjourned at 2.04pm. The following decisions were made when the meeting reconvened at 8.00am on Friday 27 November 2020]

6.2 Growth Deal Project Proposals November 2020

It was resolved to:

Approve funding for the Cambridge Visitor Welcome project based on the project scoring criteria and external evaluator recommendation.

6.3 Local Economic Recovery Strategy Update

It was resolved to:

- a) Approve the updated version of the Local Economic Recovery Strategy (LERS) for Cambridgeshire & Peterborough.
- b) Note that the next Economic Recovery Strategy (LERS) for Cambridgeshire & Peterborough Refresh will be brought to the Board in March 2021, rather than January 2021 as previously proposed.

6.4 Business Board Annual Report 2019/20 and Annual Delivery Plan 2020/21

It was resolved to:

Approve the Business Board Annual Report for 2019-20 and Annual Delivery Plan for 2020-21, and for these to be published and formally submitted to the Department for Business, Energy & Industrial Strategy (BEIS).

6.5 iMET Project Local Growth Fund Recovery

It was resolved to:

- a) Approve pursuing clawback of Local Growth Funding (LGF) in relation to the iMET Programme LGF investment, by selling the iMET building on the open market for a cash receipt back into the recycled Local Growth Funding budget, through agreements with Cambridge Regional College and the Landlord Urban and Civic;
- b) Approve the Combined Authority owning and disposing of the iMET building to effect claw-back, if required. It is not the intention of the transaction as currently envisaged that CPCA would take ownership of the iMET Building. If CPCA do take ownership, it would only be for a short period of time before the iMET is transferred to the end purchaser;
- c) Approve a refocussed Grant Funding Agreement between Cambridge Regional College and the Combined Authority and that final sign-off of that agreement, in relation to the iMET equipment being retained and utilised by Cambridge Regional College to continue delivering learner outputs, is delegated to the Director Business and Skills in consultation with the s73 Officer and the Lead Member for Investment and Finance;
- d) Delegate authority to the Director Business and Skills, in consultation with the Section 73 Officer, the Monitoring Officer and the Lead Member for Investment and Finance, to finalise the form and then sign-off the Surrender or Assignment Option Agreement between Cambridge Regional College and the Combined Authority, once full and final agreement with the landlord has been achieved; and
- e) Delegate authority to the Director Business and Skills in consultation with the Section 73 Officer, Monitoring Officer and the Lead Member for Investment and Finance to finalise Heads of Terms

on an agreement with the landlord of the iMET building, which in turn facilitates the final sign-off of the option agreement with Cambridge Regional College.

6.6 Kickstart Scheme

It was resolved to:

- a) Approve the Business Growth Service to act as a Gateway Organisation to administer the Kickstart Scheme for the Cambridgeshire and Peterborough area; and
- b) Approve the Business Growth Service as the primary referral partner for any Kickstart requests via the CPCA.

COUNCIL	AGENDA ITEM No. 13
9 DECEMBER 2020	PUBLIC REPORT

MOTIONS ON NOTICE

The following notice of motion has been received in accordance with the Council’s Standing Orders:

1. Motion from Councillor John Fox

“During the recent lockdown members will have noticed the increase of cycle use within our City and more importantly our Rural areas.

Sadly, since the lockdown has been eased there has been an increase in road traffic accidents nationally and many have happened in the rural areas of our cities.

The Roman towpath from Peakirk to Eye, known as Carr Dyke was originally used to transport materials by barge, linking up the river Welland and Nene, creating the towpaths for the horses that towed the barges along its route.

This length of pathway is still there and is mainly only used for grazing horses and cattle. However, the route is equally used by walkers a lot and would make an ideal cycleway.

This would encourage more people to use a much safer route between the areas, especially bearing in mind the new estate at Manor Farm and proposed new estate on the Newborough Road, of which Carr Dyke passes alongside both estates.

Council resolves to:

Undertake a feasibility study regarding an upgrade of Carr Dyke to be used as a cycle path, linking up Peakirk, Werrington, Gunthorpe & Eye, with the results of this feasibility study to be considered by the Cabinet Member for Strategic Planning and Commercial Strategy and Investments.”

2. Motion from Councillor Ali

“Peterborough City Council notes that Fox hunting, Deer hunting and Hare hunting with Dogs is illegal under the terms of the Hunting Act 2004, except where an exemption applies.

Most registered hunts claim to now be ‘trail’ hunting, an activity invented after the ban which allows hunts to claim that any chase of a wild mammal is an accident rather than intentional

This Council resolves that it will not permit trail hunting, exempt hunting, hound exercise and hunt meets on its land.”

3. Motion from Councillor Howard

“Council Notes:

- Running has become an ever increasingly popular pastime, with Marathon events selling out and growing increasingly the last few years.
- A Marathon would be a welcome boost to the local economy, especially with the new hotels due in our City and the proposed cafe culture, this event would bring new people to our City and would increase tourism and local investment.
- Becoming a University City, hosting a City Marathon would be another major asset to Peterborough's reputation
- Hosting a City Marathon would give us the chance to help support important local charities with preferential fund-raiser entries for nominated charities, with a view to focus on Charities that do so much in our City, making this a true Peterborough event.
- Hosting a City Marathon in line with the Great Eastern Run, already a popular event, would boost the popularity of the event further still by making the Great Eastern a running festival, and would give us a vital start in having infrastructure and logistics in place to add the Marathon option.

Council resolves for Officers to conduct a feasibility study on hosting a City Marathon including the option of enabling The Great Eastern Run to come back even stronger as a full running festival, and report to Cabinet on their findings about the feasibility of holding this event.”

4. Motion from Councillor Bisby

“This council recognises the value of residents having opportunities to live active lifestyles, and our open spaces, footpaths and cycle lanes further support this. Never more so than now has it been important for all of us to look after our health and wellbeing in safe and appropriate ways. To further promote an active lifestyle in Peterborough, there is an opportunity for the Council to organise, support and promote a cycling race and associated events within the city centre, also serving to showcase our vibrant city centre environment. As part of this event, relevant businesses could be invited to participate, including those involved with green energy solutions enabling the promotion of home energy efficiency options to reduce emissions and household costs, cycle and cycling equipment vendors, and electric car retailers.

Council resolves to request the Cabinet Member for Housing, Culture and Recreation to investigate the possibility of re-establishing a cycle race and associated events in Peterborough City Centre.”

5. Motion from Councillor Yasin

“Domestic abuse is a complex social issue which affects people from all groups, genders and cultures and impacts across all services. However, it is important to note that Domestic Abuse remains a gendered crime. The Office of National Statistics states that in 2019 up to 2 million adults aged 16-59 experienced domestic abuse out of which 1.6 million of victims were female. Almost one in three women will experience domestic abuse in their lifetime and two women a week are killed by a current or former partner.

However, it is important to note that we were not in the midst of a global pandemic when these figures were obtained. Covid-19 has significantly impacted domestic abuse as more than 40,000 calls were made to the National Domestic Abuse Helpline during the initial three months of lockdown and Men's support lines received 8,500 calls.

Furthermore, it is reassuring to see the Domestic Abuse Bill has been finally brought to Parliament. This Council welcomes the Bill as it is urgently needed but will only be effective if it is supported by funding for specialist services.

Council resolves to:

- **Call upon the government to fully fund the Bill. This is vital piece of legislation which could change the lives of the estimated 2 million people a year who are subjected to forms of Domestic Abuse. Whilst the Bill is welcomed as an initial step, the safety of Domestic Abuse must be made an economic priority.**
- **Call upon both Peterborough MPs to lobby for funding to ensure we are in the best position to support our residents and to respond to the increasing demand in Domestic Abuse services in light of the current pandemic.**
- **Ensure that we promote awareness and raise the profile of Domestic Abuse across the Council and all partner organisations.**
- **Ensure elected members have training available to them so that members are able to offer support and guidance to residents if/when needed, this will include both basic e-learning and bespoke training.**
- **Recognise the work currently being done around Domestic Abuse services and congratulates the team for all their efforts.**
- **Encourage ALL employers within the Council's area to implement a Domestic Abuse policy in the workplace to ensure support is available for ALL employees in the event of a Domestic Abuse and/or Violence situation."**

6. Motion from Councillor Hemraj

"The residents of Peterborough know that it is likely that some people in the large proportion of the Peterborough population and nationally will have COVID-19 yet have no symptoms.

The impact of Covid-19 in Peterborough is manifested by the increasing number of cases since mid-September into the second lockdown. Locally, the North West Anglia Foundation trust has lost 286 patients to Covid-19. Sadly, this number is rising.

With this rise sees a renewed pressure on the NHS locally as the hospital is trying to address the backlog of cancer patients and urgent appointments, coupled with the annual winter pressures which will no doubt have additional challenges this year.

It has also been recognised by government to mass test NHS employees twice weekly.

The Council recognises:

- That it was reported in the first half of November that over 146 children were self-isolating at home due to Covid-19, which demonstrates one of the risks that the population is exposed to, as children as well as adults can be a source of infection in households. The stark reality appears to be that in such circumstances, we are not effectively able to control all disease propagation. Although disease rates appear to have levelled off in the last week, they are still high compared to the summer. This means that rapid steps must be taken to ensure we contain the spread of the virus and take the pressure off the local hospital. We can be hopeful of a less challenging winter than normally seen, to the detriment of valuable lives lost.
- The more the transmission rate is reduced, the quicker we will be able to get closer to a more normal way of life and do the things we all enjoy, such as meeting family and friends.
- All of the above and agrees that implementation of the following measures would lead to a swift and safe recovery of our city, enabling a faster return economically too.

This Council resolves to:

- **Ask the Director of Public Health to investigate the risk posed by the number of self-isolating children within the city, and whether mass testing of all teaching staff and children with their families would be an appropriate intervention. If so whether this would be feasible using the resources already available within the Local Authority. The urgency and need for this has been suggested by Education Trade Unions.**

- **To revisit the potential and need for the city to become a pilot project for mass testing as originally proposed by the Labour Group at the Joint Scrutiny Committee meeting in April 2020 in view of the rising cases. To work with Director of Public Health Dr Liz Robin to assess whether this would be an appropriate intervention for the city, and the feasibility of this being carried out within current resources. If not, to consider a modification in approach by utilising current mobile testing facilities to actively test populations within the "hot spot" areas in the city, through mobile outreach operations rather than stationary operations.**
- **To call upon the city's two MPs to make representations on behalf of the local authority if this is required, to support the need for more funding towards further testing resource or for further testing capacity to be made available."**

7. Motion from Councillor Fower

"Council notes the effort shown by Postal Workers in Peterborough during the pandemic.

Council records its appreciation for the commitment shown by these key workers.

Council notes Peterborough Posties, along with working throughout the pandemic, have seen workload increase by 34% in some areas, worked during record heat waves, through several significant storms, including Saturday 3 October, the wettest day for UK-wide rainfall since records began in 1891.

Council most importantly notes that without our local posties, a range of essential items, such as Covid Testing kits, Legal Documents, NHS information, medication and even letters from MPs would not have reached their destination.

Council resolves:

1. **That the leader of the City Council to write a letter of thanks and gratitude to Royal Mail and the CWU Eastern No5 Branch, Papyrus Road, Peterborough PE4 5PE as soon as possible.**
2. **To urge councillors to take a solidarity photo in the next week, to be shared on their social media using the tags @cwunews @RoyalMail and #PboroPostiesMatter."**

8. Motion from Councillor Shaz Nawaz

"This council notes:

1. Motions are an integral part of council business
2. Motions are a useful mechanism for proposing substantive issues for consideration including council action
3. Motions enable the council to adopt a particular course of action, to do some act, or to document a specific approach or attitude
4. Motions are an opportunity for members to debate and discuss important issues
5. Motions are part of our democratic process and serve as a vital instrument to help the council move forward

The council believes:

It is the democratic right of its members to table motions to create a robust and forward-thinking Local Authority.

The council resolves to:

Request the Constitution and Ethics Committee to review the situation in terms of allowing more time for debating motions. In particular, it is to review and consider introducing additional full council meetings to discuss and debate motions specifically."

9. Motion from Councillor Casey

“Arts and Culture are recognised as important elements for the creation of confident communities, towns and cities.

With the demise of Vivacity and its former provisions being taken back in house, it is important that Peterborough reconfirms its dedication to recognising arts, culture, heritage and theatre as central to its identity.

In doing so, the Council’s plans should reinforce the commercial and social value of arts and culture to the city, not only for our residents but with a commitment to the future development of our tourism appeal regionally, nationally and internationally. The Council will need to consider a post Covid world and the dramatically reshaped demands of our High Street, and the leisure and recreation spend.

Importantly the plans need to recognise and embrace the valued contribution of all groups and partners in the sector.

The Council resolves:

To task the Cabinet Member for Culture to work with officers, all partners, and stakeholders, to develop an ambitious Culture Strategy for Peterborough; recognising the outstanding assets in place, and the potential for further development of the arts, heritage and theatre scene in our City.

Additionally, as part of our aspirations, we provide a commitment that a bid for City of Culture status will be refreshed and prioritised as a short to medium term project.”

10. Motion from Councillor Sandford

“Council notes:

Initial work by the Council's Climate Change Member working group has identified that carbon emissions from domestic dwellings are one of the top three sources of emissions in Peterborough.

The Peterborough Local Plan sets planning policies for new development in Peterborough and there is a lot of new housing proposed, so any changes to the policies within the Local Plan could potentially have a large impact on carbon emissions over coming years and decades.

The current Peterborough Local Plan was produced before the Council declared its climate emergency and target for reaching net zero carbon as a city by 2030.

Council resolves to ask our planning policy officers to investigate whether a revision to our local plan, an addition to it or production of a supplementary planning document on climate change would be of significant benefit in helping us reach our climate emergency targets and to report their findings to the Cross Party Working Group on Climate Change and to the Growth and Environment Scrutiny Committee.”

11. Motion from Councillor Hogg

“This Council notes that:

- The Royal Society for the Prevention of Cruelty to Animals (RSPCA) says the law is failing. It does not prevent or sufficiently reduce the risk of fireworks causing distress, injury, or anxiety to people, as well as death, injury, or distress to animals.

- That further research is needed to properly understand the impact of noise on animals and people. In the meantime, several things can be done to improve the situation for wildlife and people at risk of being affected by firework explosions.
- Applying the same Challenge 25 (whereby anyone who is over 18 but looks under 25 is asked to produce acceptable ID when they want to buy alcohol) legislation to fireworks as there is with alcohol will ensure that less young people will be injured by fireworks.
- Review of the licensing all public firework displays is needed, ensuring displays are better advertised to the public informing of noise levels and how it may affect people and animals.

This Council resolves to:

- **Encourage public firework displays within the Peterborough area to be advertised in advance of the event, with appropriate advertising for the size of the display, allowing residents to take precautions for people in their care and pets. To include a webpage on the council's own website giving details of public firework displays.**
- **Actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks. To be included on the fireworks webpage.**
- **Encourage local suppliers of fireworks to separate 'quieter' fireworks from the loud ones so people can choose which ones they prefer with animal and people safety in mind. Provide large labels to sticker the products with green for quiet, red for loud.**
- **Encourage local suppliers to apply Challenge 25 policies in the same way alcohol sales are conducted.**
- **To write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays."**

COUNCIL	AGENDA ITEM No. 14(a)
9 DECEMBER 2020	PUBLIC REPORT

Report of:	Gillian Beasley, Chief Executive
Cabinet Member(s) responsible:	Councillor Mohammed Farooq, Cabinet Member for Digital Services and Transformation

APPOINTMENT OF THE SECTION 151 OFFICER

RECOMMENDATIONS	
FROM: Employment Committee	Deadline date: N/A
<p>It is recommended that Council:</p> <ol style="list-style-type: none"> 1. Note the decision by the Employment Committee on 17 November 2020 to permanently appoint to the role of Director of Resources; and 2. Formally appoint Peter Carpenter to the Section 151 Officer role. 	

1. PURPOSE AND REASON FOR REPORT

- 1.1 In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, matters relating to the appointment of a Section 151 Officer are reserved to the Full Council. Therefore, this report is presented following the recommendation of Employment Committee for the Council to consider under its constitutional responsibilities for the appointment of the Section 151 officer. The Section 151 Officer is one of three statutory posts that the council must have in place, the others being the Head of Paid Service and the Monitoring Officer.

2. BACKGROUND

- 2.1 Following the resignation of the Corporate Director Resources in 2017, the role and S151 duties have been covered via a number of temporary assignments and since April 2018, via an acting up arrangement with Peter Carpenter being in role.
- 2.2 The Chief Executive had already recognised in her senior management review in November 2018 that due, to the challenging financial climate that both PCC and Cambridgeshire County Council (CCC) were facing, it was vital that both councils retained their own Chief Financial Officers who could also fulfil the statutory s151 duties.
- 2.3 Whilst the postholders at PCC and CCC are required to work closely together to share best practice and discuss the respective financial situations of each Council, on the basis that they contribute to our shared services agenda, they also need to be able to act independently in each sovereign council to maintain and drive the financial strategies of both Councils.
- 2.4 The role of Chief Finance Officer and Section 151 Officer currently falls under the remit of the post of Director of Resources and the key areas of accountability that the post hold are:
- Chief Finance Officer (s151 officer) with statutory responsibilities to make arrangements for the proper administration of the whole Council's financial affairs,

- Lead internal financial adviser on all council projects, and principal sign off for external financial advice.
- Representing the council on outside organisations such as Society of Municipal Treasurers, Unitary treasurers, East of England Finance Directors, localisation of council tax benefit steering group, public health funding group, LGA spending review group etc.
- The Council's Proper officer for property with responsibility to make arrangements for the proper administration of the whole of the Council's Property affairs.
- Joint chair of the Council's Joint Commissioning & Procurement Board.

3. REGULATIONS

3.1 Under Section 151 of the Local Government Act 1972, it is stated:

"Without prejudice to section 111 above, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs."

3.2 Section 6 of the Local Government and Housing Act 1989, further states:

"(1) On and after the commencement day the Common Council shall –

(a) make arrangements for the proper administration of such of its financial affairs as relate to it in its capacity as a local authority, police authority or port health authority, and

(b) secure that one of its officers has responsibility for the administration of those affairs."

3.3 Part 3, Delegations Section 1 - Functions Reserved to the Council, paragraph 1.3.8 of the Council's Constitution states that it is the Council's responsibility to appoint 'proper officers'. The role of Chief Finance Officer is a statutory Chief Officer of the Council, and a 'proper officer' for this purpose.

3.4 Section 113 of the Local Government Finance Act 1988 requires that the officer appointed as the Chief Finance Officer (CFO) must be a member of a specified accountancy body.

4. INTERVIEW AND APPOINTMENT

4.1 The permanent search process took place via advertisement both on the Council's website and in the Municipal Journal over a three-week period closing on 14th October 2020.

4.2 The search process produced 7 applicants of which 4 were selected for long list interview; however, one subsequently withdrew from the process and 3 were therefore taken forward for initial interview.

4.3 An interview process took place on 17th November 2020 with PCC's Employment Committee where Peter Carpenter was appointed. Employment Committee agreed to proceed with recommending his appointment to the Section 151 duties to Full Council.

4.4 Peter Carpenter joined the council in July 2017 as Service Director for Finance and deputy S151 Officer and has 31 years experience of working in local government for a number of authorities. During his acting up arrangements, Pete has been supporting the council's drive to make efficiency savings following substantial reductions in government funding over the past decade and unprecedented financial pressures as a result of the Covid-19 pandemic. He has also been focussed on delivering high quality financial advice and support to the council's officers and members as well as ensuring that expenditure against the budget follows proper rules of financial accounting.

5. IMPLICATIONS

- 5.1 **Financial** – The Council’s Pay Policy statement, in line with statutory guidance issued under the Localism Act 2011, states that “Full Council is responsible for approving salary grades of £100,000 or more in respect of a new appointment. The Employment Committee, under its delegated powers will determine the salary to be paid within the grade approved by Council”. Full Council agreed senior management grades in April 2014 following a review of senior management pay. Given that the job description had been updated to reflect responsibility changes in some service areas such as Contact Centre, IT Function, it has been necessary to undertake further evaluation in accordance with the Hay scheme for senior managers. There is therefore a potential salary saving of circa £30k from the previously established role.
- 5.2 **Human Resources** – The review has been conducted in accordance with Council policies, procedures and relevant Employment legislation.
- 5.3 **Legal** – The Chief Executive, as the Head of the Paid Service, has a duty under section 4 of the Local Government and Housing Act 1989 to determine the staffing arrangements necessary to deliver the Council’s functions.

In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, matters relating to the appointment of a S151 Officer are reserved to Council.

As an appointment has been made by Employment Committee to the Director of Resources post and given that this role carries the statutory responsibilities of S151 Officer, in accordance with the Local Government Act, the appointment requires the approval of Council following a recommendation from Employment Committee.

- 5.4 **Equalities** – There are no equality implications arising from this report.
- 5.5 **Carbon Impact** – There are no carbon impact implications arising from this report.

6. BACKGROUND DOCUMENTS

- Peterborough City Council Constitution
- Local Government and Housing Act 1989
- Local Government Act 1972
- Local Authorities (Standing Orders) (England) Regulations 2001

7. APPENDICES

- 7.1 **Appendix A** - Job Description of the role of Director of Resources and Section 151 Officer.

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JOB DESCRIPTION FORM

Job Title: Director of Resources (s151 officer)

Job Holder:

**Reports to:
(Name & Title)** Gillian Beasley
CHIEF EXECUTIVE

1. Job Purpose:

- To act as the Council's Chief Finance Officer (s151 officer) and lead the delivery of high quality financial advice and support to the Council's officers and members. In addition to lead the delivery of a wide range of services through strategic partnerships, internal teams and external company appointment.
- To be a fully participating member of the Council's Corporate Management Team (CMT) driving strategy and performance and identifying, and championing the delivery of the council's vision and strategy with lead politicians, partners, community representatives, CMT colleagues, and all employees.
- To act as the Council's Proper Property Officer to be accountable for the delivery of the Council's Property Strategy and the commissioning and delivery of all property, facilities management and asset management Services.
- To ensure that the Risk is managed and mitigated through the Council Internal Audit and Risk Board

2. Dimensions:

Areas of Responsibility

- Chief Finance Officer (s151 officer) with statutory responsibilities to make arrangements for the proper administration of the whole Council's financial affairs,
- Lead internal financial adviser on all council projects, and principal sign off for external financial advice.
- Managing Director of Blue Sky Peterborough Ltd (dormant company).
- Representing the council on outside organisations such as Society of Municipal Treasurers, Unitary treasurers, East of England Finance Directors, localisation of council tax benefit steering group, public health funding group, LGA spending review group etc.
- The Council's Proper officer for property with responsibility to make arrangements for the proper administration of the whole of the Council's Property affairs.
- Joint chair of the Council's Joint Commissioning & Procurement Board.

Responsibility for contract management of the following strategic partnerships/ commercial projects:

- NPS (outsourced property function) + Council's client side corporate property function.
- Peterborough Serco Strategic Partnership contract (with Strategic Operational Direction of Contact Centre contained in the contract delivered through Director of Customer & Digital Services).
- Vivacity (outsourced Leisure services function).
- Blue Sky (dormant company)
- Empower

Additional Internal Income Generating Services:

- Register Office
- Cemeteries and crematorium

Financial Responsibility

The post holder is directly responsible for a revenue and capital budget of approx **£69m** in 2020/2021 for the Resources department.

In addition, the post holder is also responsible for the whole of the Council's budget (revenue budget of **£413m** and additional capital budget of **£95m** in 2020/2021 **£508m** in total), as it is the post holder's responsibility to ensure that expenditure against it follows proper rules of financial accounting, and by advising on appropriate routes of approval for expenditure, procurement options, approval of exemptions from contract standing orders, and so on.

Management of Council's financial arrangement in relation to the COVID-19 emergency and other emergencies with significant financial impact.

Staff

The staffing numbers across the teams fluctuate, and some posts are filled on a temporary basis:

- Strategic Finance: 36
- Internal Audit: 8
- Commercial functions: 7
- Registration Services & Bereavement Services: 40

3. Organisation:

This role is a Tier 1 post reporting directly to the Chief Executive and the post holder is a full member of the Joint PCC and CCC Management Team.

The role has several distinct areas of operation as noted above.

See attached organisation charts of the services which sit within the remit of the Director of Resources.

The role has the following main areas of operation:

Financial Team Leadership Responsibilities:

- Section 151 officer.
- Budgetary control.
- Financial planning.
- Financial accounting.
- Capital Programme Management.
- Treasury Management.
- VAT and Tax accounting.
- Insurance.
- Departmental Heads of Finance.
- Internal Audit and Risk Management
- External Audit.
- Financial Appraisal (projects & savings & reports)

Contractual Leadership Responsibilities:

- SERCO contract: shared transactional services (payments, payroll, benefits, council tax, business rates, sundry debt, car parking income), customer services (call centre and one stop shop through the Director of Customer & Digital), procurement, insurance, telecommunications, business support, finance systems, external funding and business transformation.
- Peterborough Investment Partnership (PIP) - oversight
- NPS (outsourced property function) + Council's client side corporate property function. property management, commercial property portfolio
- Medesham (housing delivery vehicle) - oversight
- Financial Responsibility for long and medium term annual projects

Office Manager

Personal support to Chief Financial Officer & Commercial Director

4. Principal Accountabilities / Responsibilities:

- To fulfil all the statutory duties and responsibilities of the authority's s151 officer.
- To ensure the provision of high quality financial advice to officers and members to enable them to achieve corporate priorities, and in particular support to Cabinet members and CMT colleagues in this context
- To be the Council's lead financial adviser and ensure provision of timely and pragmatic financial advice which is solutions driven, and incorporates a thorough understanding and assessment of risk – particularly on a range of high profile, high risk, "cutting edge" projects
- To personally advise Council and Cabinet meetings and other meetings as required.

- To be the Proper Registrars officer.
- To act as the Council's Proper Property Officer and fulfil these legislative requirements.
- To translate the Council's strategic priorities into appropriate service plans oversee the execution, review and improvement of these plans.
- To ensure health and safety responsibilities are fulfilled.
- To lead on liaison with external auditors.
- To maintain effective liaison with relevant government departments: Ministry of Housing, Communities and Local Government, Department for Business, Energy and Industrial Strategy, Home Office etc
- To ensure an effective response is developed to national policy and legislation

Leadership

- Lead the Departmental Management Team, supporting it to effectively manage the resources of the team (within budget) and ensure delivery of corporate priorities and client requirements.
- Provide inspirational leadership to a diverse, multidisciplinary workforce, driving customer focused service delivery, embedding a culture of change, continuous improvement, common professional standards and excellent people engagement and management and ensuring that the Council meets its statutory obligations in relation to all aspects of equalities legislation.
- Actively encourage innovation and creativity across the services managed, pushing boundaries to improve efficiency, provide value for money and achieve new ways of working.

Performance and Risk Management

- Develop and implement performance and outcome management of the services managed and commissioned to achieve the Council's strategic priorities in terms of partnership working and collaboration, the quality of engagement with local communities and businesses, significantly increasing the Council's visibility as a strong strategic leader and catalyst for investment.
- To ensure that all areas of the service meet the customers' needs and deliver services to the highest standards (where appropriate as assessed by external auditors).
- Evaluate, review and report performance to members, stakeholders and auditors (internal and external).
- To manage risk, ensuring full compliance with the relevant legal, financial and procurement requirements and frameworks across the Council.

Financial Management

- Continually review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation, whilst maintaining the highest standards of service delivery.

5. Job Knowledge, Skills & Experience

Job Knowledge

- Qualified accountant including membership of relevant CCAB bodies (as set out in Local Government Finance Act).
- Relevant professional CPD.
- Relevant leadership/management qualification.
- Thorough knowledge and understanding of local government and of statutory and governance frameworks.
- A good understanding of the contemporary public change agenda.
- Knowledge of implementing performance management systems to meet Council objectives and performance targets, whilst handling a diverse and complex workload.

Experience

- A successful track record and background of consistent achievement as a senior manager of financial and other support services within a large and complex multi-disciplinary organisation.
- Proven track record of leading and making a contribution to strategic decision making, resource allocation and to policy formulation and delivery
- Demonstrable track record of formulating, leading and implementing change and strategies and programmes which cross service or professional boundaries through the delivery of major projects.
- Experience of delivering major complex projects that have a high degree of external facing challenge or resistance, and ensuring delivery on time and within budget and outcomes.
- Experience of successfully working with a wide range of stakeholders.
- Significant experience of transformation and strategic sourcing
- Evidence of successful multi-agency and partnership working.
- Substantial experience of managing change, motivating staff and developing effective teams working towards a positive working culture
- Demonstrable track record of effective decision making, policy formulation and project delivery.
- Evidence of personal commitment to diversity in the workplace or in the shaping of service outcomes.
- Demonstrable track record of performance management and of having established a performance-focused, problem solving culture.
- Experience of working with elected members / working in a political environment
- Experience of working at a national level.

Skills

- Outstanding interpersonal skills with the ability to relate to a wide range of audiences in a manner that inspires respect, trust and confidence.
- An ability to relate to and win the confidence, trust and respect of Members colleagues, partners and the wider community.
- An innovator and motivator, who can provide inspirational leadership, which encourages commitment from others and promotes a positive, motivated organisational culture.
- Highly developed networking, advocacy, oral, written and presentation skills, which are clear, persuasive and influential with others.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership, corporate and directorate issues.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.
- Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture.
- Ability to use information technology to improve service delivery and reduce costs.
- Demonstrable continuous development and improvement of own leadership and professional practice.
- Ability to lead and manage high quality, responsive and cost effective services, both directly and through partnerships where appropriate.
- Ability to communicate and secure working relationships and develop those in a way which enables service users to take a greater part in decision-making.
- Ability to work with local partners to develop joint strategies for implementing government requirements and local services.

6 Job Context:

The services for which the post holder is responsible play a central role in the Council – both internally and externally.

Internally:

Finance

Efficient and effective financial management – from annual budget setting, medium term financial planning, budgetary control and annual final accounts. Ensuring financial regulations are complied with, contracting standing orders and an effective internal audit assurance function is maintained.

Property

Efficient and effective management of the Council’s Property portfolio, ensuring all legislative requirements are delivered.

Commercial Agenda

That new sources of funding and incomes are pursued, appropriate charging policies are in place and that new forms of strategic partnerships are pursued.

Externally

The department is responsible for services that are vital to people’s everyday lives and that make Peterborough an attractive place to live and work:

- From cradle to the grave – registrars to bereavement services.
- Poverty – payment of benefits
- Cash collection of taxes and debts
- A vibrant city - Property services and project management.
- Businesses – prompt payment of bills to suppliers and options to become a council contractor

7. Job Challenges:

The post holder leads on a number of high profile projects, working with the internal teams, and external lawyers and technical experts in projects (for example the Peterborough Limited LATCo project).

All of these projects are high risk, both in terms of the political challenges, and the legal risks as they are new and untried areas.

These projects also entail high risk to the post holder personally and professionally because of the high risk of challenge, as well as reputational risk to the Council. All of these projects are under intense scrutiny both from within the Council and externally.

Operating in a political environment with 5 different political groups – this means that the post holder and the services he is responsible for need to be aware of, and take into account political considerations when giving advice, in addition to financial / governance and commercial considerations (yet remaining politically neutral at all times).

Being able to advise the Conservative administration (particularly Cabinet members) on how to achieve their priorities, yet also be able to provide advice to opposition groups as to how to challenge should they wish to do so – which is particularly relevant at budget

setting. This requires careful handling to ensure all groups maintain confidence in my impartiality.

Advising the opposition as per the Council's standing orders on Financial and property matters.

8 Key Relationships:

Manager (Chief Executive)

- 1:1 meeting monthly.
- Joint CMT meeting fortnightly.
- Annual PDR and mid-year review.
- Regular e-mail, telephone and personal contact and ad hoc meetings as required.

Direct reports

- 1:1 meetings monthly.
- Departmental management team meeting fortnightly.
- Regular e-mail, telephone, personal contact and ad hoc meetings as required. Direct access for high profile, high risk operational matters where advice and guidance are needed for service managers and for which the post holder is responsible for informing the Chief Executive.

Other contacts

- Frequent contact from members, including out of normal working hours.
- Frequent requests for advice on a range of issues from officers across the Council (including outside normal working hours where necessary).
- Regular contact with CMT colleagues (at least 2 or 3 times a week) to support their service delivery and strategic issues.
- Regular 'ad hoc' meetings with Leader
- Regular meetings with Cabinet portfolio holders, and Shadow Cabinet portfolio holder.
- Attendance at Cabinet Policy Forums and other meetings requested by Cabinet or Cabinet members.
- Responsible to Stakeholders Committee.
- Lead officer at the Audit Committee (a Statutory Committee)
- Attendance at Scrutiny Committee meetings.
- Contacts with Local Government Association and Government Departments on Financial matters.
- Occasional contact with Peterborough's MPs on issues affecting them or their constituents.
- Representing the authority at external local and national events.

9. Key Relationships Decision Making Authority:

- Extensive and significant decision making authority at an operational, strategic and financial level.
- Wide ranging delegations within the Constitution, and the ability to make decisions within the Chief Executive’s delegations, in her absence. The constitution particularly recognises the post holder’s statutory role and contains sections on:
 - Functions of the Chief Officer and the Chief Finance Officer in particular
 - Duties to provide resources to the monitoring officer and chief finance officer
 - Functions of the Proper Property Officer
- Full ability to make decisions in relation to teams and service areas, without reference to the Chief Executive but consulting with the Chief Executive as required regarding critical and / or politically sensitive matters.
 - The role of the statutory Finance officer can be traced back in case law to 1906 – Attorney General v De Winton. It was established that the Treasurer is not merely a servant of the Council but holds a fiduciary relationship to the local taxpayers.
 - As s151 officer, the post holder is personally responsible and does not report to anyone in this capacity (the role being a statutory role, and one of the three posts every council is legally required to appoint).
 - As s151 officer the post holder has greater powers than any member of CMT (including the Chief Executive) or any member of the Council or Cabinet (including the Leader), in respect of financial matters section (114 of the Local Government Finance Act 1988). The post holder is able to stop the Council taking any action which he considers is likely to incur unlawful expenditure or lead to an unbalanced budget, but in practice this is a last resort. To avoid this draconian measure, the post holder regularly uses a range of skills to find an acceptable solution and encourage an alternative approach to ensure proposed financial actions are both lawful and within budget.
- At budget setting time the Council has to have regard to the post holder’s statutory advice, particularly around the reasonable of estimates and adequacy of reserves and balances 2003 Act) as set out in the Robustness Statement

10. Additional Information:

Political Restriction

- This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.

SIGNATURES:

After reviewing the questionnaire sign it to confirm its accuracy

JOB HOLDER: _____ **DATE:** _____

LINE MANAGER: _____ **DATE:** _____