

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 3 MARCH 2021 at 6.00 pm

AGENDA

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- 9. Questions with Notice**
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 - (b) To the Leader of Member of the Cabinet**
 - (c) To the Chair of any Committee or Sub-Committee**
 - (d) To the Combined Authority Representatives**

RECOMMENDATIONS AND REPORTS

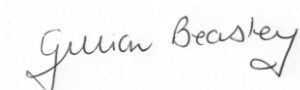
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In line with the virtual meeting protocol, questions on this report will not be heard at the meeting, but can be directed to the relevant representative for a written answer.

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Chief Executive

23 February 2021
Town Hall
Bridge Street
Peterborough

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COUNCIL	AGENDA ITEM No. 3
3 MARCH 2021	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 permit 'en bloc' voting, as per the wording set out in paragraph 2.4. 	

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 voting process.

2. BACKGROUND AND KEY ISSUES

- 2.1 As set out in the Council's Standing Orders, voting at Full Council meetings will be undertaken by electronic vote.
- 2.2 Following the use of the voting system for a number of meetings, it became apparent that the lack of ability to track the vote live, along with previously experienced issues in casting electronic votes, was not acceptable to a number of members. Similarly, the process of undertaking a rollcall for each vote required was considered to take too much time within the confines of a time limited meeting.
- 2.3 Therefore, an alternative voting process is proposed. 'En bloc' voting is a mechanism where each political group indicates, on appropriate votes, which way their members wish to vote as a group. This would save a considerable amount of time in carrying out a verbal roll call and would be a way of helping virtual meetings run more efficiently. If any group members do not wish to vote with their group in this way then they can indicate this and their vote would be taken separately. 'En bloc' voting would follow this process:

Each group will nominate a representative Member to provide the group vote. At the start of the vote the Monitoring Officer/nominated officer will run through the political groups in size order and will:

- a. confirm the number of Members in the group present at the meeting,
- b. ask the representative to confirm the vote of the group,
- c. ask any Member dissenting from this position to raise their virtual hand, and
- d. (if any Member dissents) ask dissenting Members which way they wish to vote.

Following this, the names of any independent Members will be called in turn and they will be asked to indicate their vote.

However it should be noted that a roll call will still be required for budget agenda items where it is legally required to hold a recorded vote.

- 2.4 As such, it is proposed that the below paragraph be amended in the council's current Virtual Meetings Protocol:

“3.9 Voting at Full Council Meetings

Voting will be managed through the Mayor via the Democratic Services Officer hosting the meeting. If an item does not appear to be contentious, the Mayor will ask Members whether any Member disagrees or wishes to abstain. This will be actioned by the Member raising their virtual hand clicking on the “raise your hand” icon. If nobody objects, the recommendation/motion will be taken as carried. If an item requires a ~~electronic vote~~, the ~~officer Mayor will, in order of political group size, confirm the number of group members present in the meeting at the time of the vote. ask all Members to turn their microphones on.~~ The ~~officer Mayor~~ will then ask a representative from the group to confirm the vote of the group, and will ask any group member dissenting from this position to raise their virtual hand. Any dissenting group members will then be asked which way they wish to vote and, finally, the names of any independent Members will be called in turn and they will be asked to indicate their vote. ~~read out the name of each Member in turn in alphabetical order and ask them how they wish to vote. Once a Member has given their vote then microphones should be muted again.~~ The Democratic Services Officer minuting the meeting will record the outcome of the voting and announce it at the meeting. ”

- 2.5 Similar voting procedures have been adopted by authorities in Crawley, Brent, and Newark and Sherwood. This procedure should provide a balance between speed and transparency for those viewing the vote. It should also provide Members with confidence that their vote has been recorded as they intend.

3. CONSULTATION

- 3.1 Consultation has been undertaken with Group Leaders at the Group Leaders' meeting held on 10 February 2021.

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.

**MINUTES OF THE COUNCIL MEETING
HELD WEDNESDAY 27 JANUARY 2021
COUNCIL CHAMBER, TOWN HALL, PETERBOROUGH**

THE MAYOR – COUNCILLOR GUL NAWAZ

Present

Councillors Aitken, 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, Harper, Haynes, Hemraj, Hiller, Hogg, Holdich, Howard, Howell, Hussain, Amjad Iqbal, Azher Iqbal, Jamil, Jones, Joseph, Lane, Lillis, Murphy, Nadeem, Gul Nawaz, Shaz Nawaz, Over, Qayyum, Robinson, Rush, Sandford, Seaton, Shaheed, Simons, Skibsted, Walsh, Warren, Wiggin, Yasin and Yurgutene.

A minute's silence was held in honour of the late Councillor Janet Goodwin, Ex-councillor Pam Kreling, Ex-councillor Zahid Hussain, and community leader Brian Gascoyne.

47. Apologies for Absence

Apologies for absence were received from Councillors Lamb and Councillor Fower.

48. Declarations of Interest

Agenda Item No. 13(2)

Councillor Bisby declared a conflict of interest in relation to agenda item 13(2) as a result of his position as Acting Police and Crime Commissioner and would therefore leave the meeting during the consideration of this item.

Agenda Item No. 13(8)

Councillor Ayres declared a pecuniary interest relation to agenda item 13(8) and would therefore leave the meeting during the consideration of this item.

49. Minutes of the Meeting Held on 9 December 2020

The minutes of the meeting held on 9 December 2020 were approved as a true and accurate record.

COMMUNICATIONS

50. Mayor's Announcements

Councillor Hiller was invited to address the Council regarding the Civic Awards, the winners of which would be presented with their awards at a later date, once a ceremony could be safely organised.

The winners were thanked for their hard work, congratulated and announced as follows:

Community Involvement Civic Awards

- Brian Townsin
- Celseo Oliveria
- Chiltern Cold Storage Group
- City Leadership Forum
- Del Singh
- Derek Brown
- Femi Olasoko
- Interfaith Support Group
- Jack Hunt School
- Katharine Gator-Condon
- Kings School
- Mick & Jackie Coulson
- Multi Agency Forum
- Nathan Murdoch
- St John Fisher School
- Tom Brown
- Tony Forster
- Torin Gibson
- Voluntary Support Group
- Zara Robson
- Wendy Sayer

Contribution to Art and Culture Award

- Nathan Murdoch

Sports Award

- Stuart Haw

Lifetime Achievement Award

- Mandy Eddings
- Sarfraz Khan

51. Leader's Announcements

There were no announcements from the Leader.

QUESTIONS AND PETITIONS

52. Questions with Notice by Members of the Public

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

1. City Tree Belt
2. Unadopted Roads
3. Hampton School Places

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

53. Petitions

(a) Presented by Members of the Public

There were no petitions presented at the meeting.

(b) Presented by Members

There were no petitions presented at the meeting.

54. Amendment to the Virtual Meetings Protocol

Council received a report in relation to the amendment to the Virtual Meetings Protocol in order to remove the requirement for questions from Members to be responded to verbally, while retaining the ability for Members to ask supplementary questions at the meeting.

Councillor Shaz Nawaz introduced the report and moved the recommendations. The Councillor

Councillor Sandford seconded the recommendation.

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

- Confusion was raised as to how members of the public would be able to understand the context of any supplementary question or response without having heard the initial answer.
- It was felt by a number of Members that it was important for the public to hear responses from Cabinet Members.
- It was noted that responses would be published in advance and that the proposal was a transparent manner by which to make meetings more efficient.

Councillor Sandford exercised his right to speak and conveyed his disappointment in the debate. It was felt to be necessary in order to allow more time for the debate of motions at virtual Council meetings.

Councillor Shaz Nawaz summed up and suggested that there had been some confusion doing the debate. The answers to questions were to be published the day before the meeting within the additional information pack. Such a process was undertaken at Cambridgeshire County Council and was considered to be very simple.

A vote was taken (27 voted in favour, 29 voted against, 0 abstained from voting) and the recommendation was **DEFEATED**.

Councillors For: Ali, Barkham, Andrew Bond, Sandra Bond, Day, Dowson, Ellis, Haynes, Hemraj, Hogg, Howell, Hussain, Amjad Iqbal, Jamil, Jones, Joseph, Lillis, Murphy, Shaz Nawaz, Qayyum, Robinson, Sandford, Shaheed, Skibsted, Wiggin, Yasin, Yurgutene

Councillors Against: Aitken, Allen, Ash, Ayres, Bashir, Bisby, Brown, Burbage, Casey, Cereste, Coles, Farooq, Fitzgerald, John Fox, Judy Fox, Harper, Hiller, Holdich, Howard, Azher Iqbal, Lane, Nadeem, Gul Nawaz, Over, Rush, Seaton, Simons, Walsh, Warren

Councillors Abstaining: Nil

55. 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 (a)-(d) to the Leader or Member of the Cabinet were raised and taken as read in respect of the following:

1. Stopping SARS-COV-2
2. Business Support Post-pandemic
3. COVID Marshals Rotas
4. COVID Vaccinations
5. Loss of Green Space
6. Digitising the City
7. COVID Marshals Performance
8. St Peter's Arcade
9. Action Taken on Hunting Motion
10. COVID Mental Health Inequalities
11. Hampton Section 106 Trigger

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

RECOMMENDATIONS AND REPORTS

56(a). Independent Remuneration panel

Council received a report from the Independent Remuneration Panel, which set out the recommendations of the panel in relation to the Member Allowance Scheme.

Councillor Holdich thanked the Independent Remuneration panel for their work and moved a recommendation to defer consideration of the recommendations for a year, while referring the consideration of a parental leave policy to the Task and Finish Group established to promote equality and diversity amongst Councillors.

Councillor Fitzgerald seconded the recommendation and exercised his right to speak. The Councillor felt that it was not the right time to consider such recommendations.

A vote was taken and Council **RESOLVED** (unanimous) to defer consideration of the recommendations of the IRP for one year, subject to the referral of its recommendation in relation to a Parental Leave Policy to the Task and Finish Group established to promote equality and diversity amongst Councillors, for that group to consider as part of its work.

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

Additional Highway Maintenance Funding

In response to a question from Councillor Hogg and Councillor Jamil, Councillor Hiller advised that a list of which roads that would be receiving additional funding should have been received and would be circulated to all Members.

Compensation Relating to Delays with a Legacy Housing Lease

In response to a question from Councillor Haynes, Councillor Allen advised that it was always unfortunate when the Council made mistakes, but it was appropriate to provide compensation when it did. Further detail on this particular instance could be provided in writing.

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

The Mayor confirmed that there had been no decisions made by the Combined Authority to report since the last meeting.

COUNCIL BUSINESS TIME

59. Notices of Motion

59(1). Motion from Councillor Qayyum

Councillor Qayyum introduced the report and moved her motion. The Councillor wished to highlight the abuse of political individuals, especially women. The motivation behind the motion had been motivated by Councillor Qayyum's own experiences and the anecdotes of others. It was considered that the perception of the abuse of women in politics was part of the barrier to participation for many women. It was noted that female candidates were disproportionately the subject of abuse, with many not having the courage to speak out. The matter was felt to be one of urgency and necessity, and would not be needed in a non-discriminatory world.

Councillor Shaz Nawaz seconded the motion.

Councillor Walsh moved her amendment to the motion. The Councillor considered the original motion to raise an important issue. The issue of abuse could affect people of all groups. Councillor Walsh relayed knowledge of male colleagues who had suffered through online harassment campaigns. The amendment to the motion sought to share the benefit of the Task and Finish Group's learnings with all Members, as the matter of abuse was not solely a female one.

Councillor Coles seconded the amendment.

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

- A number of comments were made by Members that online abuse could be directed at Members of all genders.
- Some Members considered that the proposed amendment unnecessarily brought men into a motion focused on women in politics and watered it down.
- Further comment was made that the amendment obscured the issue and assisted in deterring women from politics.
- It was noted that in 2019 up to 18 women in parliament were not seeking re-election due to abuse.

- It was considered important to recognise the bullying that took place of men and women, but that it was a predominantly female issue, for which the Council should have a zero tolerance approach.
- Comment was made that the issue of harassment was not limited to acts, but also the atmosphere created in political spheres that discouraged women from speaking up and damaged their confidence.
- A number of Members agreed that a zero tolerance approach was needed, in relation to men and women.
- A Member commented that it was easy to fall into the trap of wishing to reference all potential groups who were victims of bullying, rather than focusing on vulnerable groups, in this case, women.
- It was considered by a number that the amendment did not take anything away from the motion, but simply added to it.
- Members expressed appreciation to other Members who had spoken with passion during the debate.
- It was considered that the motion and amendment reflected the idealised version of political environments and the reality of such. The amendment was held to take into account the practicality of the environment.

Councillor Coles exercised his right to speak and commented that the debate held by Members had been interesting and important. It was acknowledged that women were disproportionately affected, but it was further considered that finding a solution that wasn't just for one part of the community was important.

Councillor Shaz Nawaz exercised his right to speak and explained that the motion can about following a conversation with Councillor Qayyum and the realisation that it was necessary to bring the matter into the spotlight. Councillor Shaz Nawaz had initially been supportive of the amendment, but had subsequently realised how the amendment changed the entire meaning of the motion. It was considered that it was important to listen to the increasing number of female Councillors who were expression concern over the behaviour directed towards them.

Councillor Qayyum, as mover of the original motion, summed up and thanked all those who had taken part in the debate. It was commented that there was no intention with the motion to claim that men were not victims of abuse, however, to agree to the additions of the amendment would be a mistake. The Council's resolution must be decisive and specific to women, who were exclusive when it came to this kind of abuse.

A vote was taken on an amendment from Councillor Walsh. The amendment was **AGREED** (28 voted in favour, 28 voted against, 0 abstained from voting, the Mayor exercising his casting vote in favour of the amendment).

Councillors For: Aitken, Allen, Ayres, Bashir, Bisby, Brown, Burbage, Casey, Cereste, Coles, Farooq, Fitzgerald, John Fox, Judy Fox, Harper, Hiller, Holdich, Howard, Azher Iqbal, Lane, Nadeem, Gul Nawaz, Over, Rush, Seaton, Simons, Walsh, Warren

Councillors Against: Ali, Ash, Barkham, Andrew Bond, Sandra Bond, Day, Dowson, Ellis, Haynes, Hemraj, Hogg, Howell, Hussain, Amjad Iqbal, Jamil, Jones, Joseph, Lillis, Murphy, Shaz Nawaz, Qayyum, Robinson, Sandford, Shaheed, Skibsted, Wiggin, Yasin, Yurgutene

Councillors Abstaining: Nil

Mayor's Casting Vote: For

A vote was taken on the motion from Councillor Qayyum as amended. The amended motion was **AGREED** (40 voted in favour, 16 voted against, 0 abstained from voting) as follows:

“The Council notes that:

- Online abuse, bullying and harassment against women in politics is an issue which is increasingly growing in visibility.
- The LGA are aware that an increasing number of councillors and candidates are being subjected to abuse, threats and public intimidation, undermining the principles of free speech, democratic engagement and debate. The growth of social media has provided an additional and largely anonymous route for individuals and groups to engage in such activity. This abuse is more prevalent towards females
- While debate and having different views is all part of a healthy democracy; abuse, public intimidation and threats are designed to undermine democratic decision making by generating fear in those who represent it. The LGA further goes on to state that, ***“Councillors, and in particular female Councillors, are unfortunately increasingly the subject of online abuse, bullying and harassment on social media.”***

The Council resolves to refer this matter to the current Task and Finish Group to promote equality and diversity among Councillors to:

- **Consider how to best assist Councillors in relation to online abuse, bullying and harassment, particularly but not exclusively against female Councillors, with a view to report back to the Adults and Communities Scrutiny Committee meeting on 2 March 2021 with appropriate recommendations.**
- **Share any learning, training or any other opportunities that may arise from the work of the Task and Finish Group with all Councillors.**

Councillors For: Aitken, Allen, Ash, Ayres, Barkham, Bashir, Bisby, Andrew Bond, Sandra Bond, Brown, Burbage, Casey, Cereste, Coles, Day Dowson, Farooq, Fitzgerald, John Fox, Judy Fox, Harper, Haynes, Hiller, Hogg, Holdich, Howard, Azher Iqbal, Lane, Lillis, Nadeem, Gul Nawaz, Over, Rush, Sandford, Seaton, Shaheed, Simons, Walsh, Warren, Wiggin

Councillors Against: Ali, Ellis, Hemraj, Howell, Hussain, Amjad Iqbal, Jamil, Jones, Joseph, Murphy, Shaz Nawaz, Qayyum, Robinson, Skibsted, Yasin, Yurgutene

Councillors Abstaining: Nil

59(2) Motion from Councillor Ali

A vote was taken on the motion from Councillor Ali. The motion was **AGREED** (28 voted in favour, 27 voted against, 0 abstained from voting) as follows:

“Council notes the budget concerns of the police service in Cambridgeshire which is one of the fastest growing areas of England, with Peterborough’s population rising in

particular when police funding has not been rising accordingly. The Chief Constable has proposed a reduction in Police Staff including reducing PCSOs to a fraction of the previous level.

Council believes that this is not the correct time during a pandemic to be cutting established staff who know their communities and in particular have been able to help engage with the public and educate on public health covid matters and the rules. This is the time for security and continuity rather than the insecurity of cutting these staff.

Council believes that the Chief Constable should seek additional funding for the additional Coronavirus work the Constabulary is and has been undertaking and not progress any plans to cut these Police Staff who play such a significant role in protection our communities here in Peterborough.

Council resolves that a letter be sent from the Chief Executive to the Chief Constable outlining the above and asking the consideration to be given to these points within budget proposals.”

Councillors For: Ali, Ash, Barkham, Andrew Bond, Sandra Bond, Day, Dowson, Ellis, Haynes, Hemraj, Hogg, Howell, Hussain, Amjad Iqbal, Jamil, Jones, Joseph, Lillis, Murphy, Shaz Nawaz, Qayyum, Robinson, Sandford, Shaheed, Skibsted, Wiggin, Yasin, Yurgutene

Councillors Against: Aitken, Allen, Ayres, Bashir, Brown, Burbage, Casey, Cereste, Coles, Farooq, Fitzgerald, John Fox, Judy Fox, Harper, Hiller, Holdich, Howard, Azher Iqbal, Lane, Nadeem, Gul Nawaz, Over, Rush, Seaton, Simons, Walsh, Warren

Councillors Abstaining: Nil

59(3) Motion from Councillor Jamil

A vote was taken on an amendment from Councillor Allen. The amendment was **AGREED** (28 voted in favour, 28 voted against, 0 abstained from voting, the Mayor exercising his casting vote in favour of the amendment).

Councillors For: Aitken, Allen, Ayres, Bashir, Bisby, Brown, Burbage, Casey, Cereste, Coles, Farooq, Fitzgerald, John Fox, Judy Fox, Harper, Hiller, Holdich, Howard, Azher Iqbal, Lane, Nadeem, Gul Nawaz, Over, Rush, Seaton, Simons, Walsh, Warren

Councillors Against: Ali, Ash, Barkham, Andrew Bond, Sandra Bond, Day, Dowson, Ellis, Haynes, Hemraj, Hogg, Howell, Hussain, Amjad Iqbal, Jamil, Jones, Joseph, Lillis, Murphy, Shaz Nawaz, Qayyum, Robinson, Sandford, Shaheed, Skibsted, Wiggin, Yasin, Yurgutene

Councillors Abstaining: Nil

A vote was taken on the motion from Councillor Jamil as amended. The amended motion was **AGREED** (unanimous) as follows:

“Council believes:

- Everyone ~~has a right to~~ should have a home.
- Current emergency measures put in place during the pandemic may need to be extended beyond the crisis response to support people who become homeless, or resort to rough sleeping, through no fault of their own

- The government ~~should~~ recognises the impending challenge faced by households that are ineligible for support from the housing service or have no recourse to public funds
- The current crisis has caused thousands of people in privately rented accommodation to be in possible danger of losing their homes through eviction.

Council recognises:

- It is unacceptable that we have homelessness and rough sleeping in modern day Britain.
- After the emergency measures introduced during the coronavirus pandemic come to an end, many people ~~will~~ could be left without a safety net, resulting in ~~This could lead to an increase in rough sleepers. due to less support being available.~~
- Many renters have been unable to work or lost their jobs due to the pandemic and currently the situation is worsening due to rising infection and death rates. Citizens Advice says half a million renters are now in arrears, owing an average of £750. More than half (56%) of those struggling to make payments had no previous history of arrears before the start of the COVID-19 outbreak last Spring. This could result in eviction.

This Council believes that:

- A tenant should not be evicted from their home without good reason;
- Tenants should have more stability, avoiding the need to make frequent moves at short notice and enabling them to put down roots and plan for the future;
- Abolishing Section 21 no-fault evictions would help to make renting more secure and communities more stable, improve standards and increase tenant confidence;
- Landlords should be able to regain their property should they wish to sell it or move into it themselves;
- Tackling homelessness, ~~which~~ should be a priority for government at all levels; and,
- The Government should bring forward its legislative proposals as soon as practicably possible.

Council resolves:

- ~~To write to the government to ask for stronger measures to help with the housing crisis and specifically:~~ 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.
- To review the priority need categories, ~~which currently support only the most vulnerable single people, to include anyone who finds themselves to be homeless and rough sleeping.~~
- To review eviction laws and offer better protection to tenants, starting with an ~~immediate~~ widening of the ban of evictions under Section 21 of the Housing Act 1998. ~~which since January 11th 2021 allows eviction of renters with just 6 months of rent arrears.~~
- ~~Follow through~~ Reinforce with their ambitions to end rough sleeping by increasing reassessing funding to local authorities and ~~providing longer term~~ funding for rough sleeping initiatives so that services are better fully resourced and equipped to deal with individual circumstances. ~~on a case-by-case scenario."~~

59(4) Motion from Councillor Casey

A vote was taken on the motion from Councillor Casey. The motion was **AGREED** (unanimous) as follows:

“Council recognises that:

- Access to IT hardware and good broadband connections have become essential tools in:
 - enabling children to continue with their studies remotely
 - enabling adults to work effectively from home, as well as access services and businesses, including supermarkets
- There are families within the Peterborough local authority area who are not equipped adequately with IT tools as a result of their being on low incomes or having more than one child who are sharing equipment. This affects the short and long-term outcomes for school-aged children and also opportunities for adults
- There are also families who may not have the necessary digital skills, including parents and carers, which is inhibiting the potential for them to take full advantage of IT tools

Therefore, Council resolves to:

- **Support the survey that is being conducted at Peterborough’s schools which aims to identify those children who are most in need of support with technology, and request that government support to be extended at pace.**
- **Request that the Council’s administration writes to government with a view to providing access to broadband services to families on low incomes.**
- **Request that Members and officers work together to ensure equality of access for all pupils in a coordinated and safe way.**
- **Request that the Council’s adult skills service, City College Peterborough, to work with skills providers across Peterborough to ensure the necessary training opportunities are in place to support parents and carers to support their children.”**

59(5) Motion from Councillor Sandford

A vote was taken on the motion from Councillor Sandford. The motion was **AGREED** (unanimous) as follows:

“Council notes that:

1. The Paston Reserve/Manor Drive housing development was started in 2011 and has now grown into an estate with more than 1000 new homes, with further extensions planned, including new nursery, primary and secondary schools.
2. Nearly ten years after the start of the housing development, the estate still has no bus service (even though bus stops and a turning circle were put in at an early stage), no shops, no other amenities and not even a post box. The nearest bus service is in Gunthorpe Ridings but to get from there to the estate involves crossing a footbridge over the A15, which has very poor lighting , and

walking along a long passage way with high fences on either side. This has forced many Manor Drive residents to try to cross the A15 at ground level, which is a highly dangerous procedure.

Council strongly believes that the Combined Authority should as a matter of urgency address the lack of a bus service in this area.

Council asks our Council Leader to raise the matter with the Mayor and the relevant committee of the Combined Authority at the earliest opportunity.

Council also asks the Executive Director of Place to ensure that, where appropriate, viable and having factored in competing infrastructure demands, the Council uses its planning powers so that for all future large housing developments financial contributions are sought from developers to ensure that public transport and other important amenities are included at the start of a development and not left until years afterwards”

59(6) Motion from Councillor Sandford

A vote was taken on the amended motion from Councillor Sandford. The amended motion was **AGREED** (unanimous) as follows:

“Council notes that:

1. 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 carbon emissions in Peterborough.
2. 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.
3. There are also other parts of the Local Plan which have major impacts on carbon emissions and climate change, including the policies on transport, renewable energy generation and the natural environment.
4. 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 therefore asks 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 be of significant benefit in helping us reach our climate emergency targets and to report their findings, including budget implications of the options investigated, to the Cross Party Working Group on Climate Change and to the Growth and Environment Scrutiny Committee.”

59(7) Motion from Councillor Day

A vote was taken on the motion from Councillor Day (28 voted in favour, 28 voted against, 0 abstained from voting, the Mayor exercising his casting vote against the motion). The motion was therefore **DEFEATED**.

Councillors For: Ali, Ash, Barkham, Andrew Bond, Sandra Bond, Day, Dowson, Ellis,

Haynes, Hemraj, Hogg, Howell, Hussain, Amjad Iqbal, Jamil, Jones, Joseph, Lillis, Murphy, Shaz Nawaz, Qayyum, Robinson, Sandford, Shaheed, Skibsted, Wiggin, Yasin, Yurgutene

Councillors Against: Aitken, Allen, Ayres, Bashir, Bisby, Brown, Burbage, Casey, Cereste, Coles, Farooq, Fitzgerald, John Fox, Judy Fox, Harper, Hiller, Holdich, Howard, Azher Iqbal, Lane, Nadeem, Gul Nawaz, Over, Rush, Seaton, Simons, Walsh, Warren

Councillors Abstaining: Nil

Mayor's Casting Vote: Against

59(8) Motion from Councillor Murphy

A vote was taken on the altered motion from Councillor Murphy, on behalf of Cllr Amjad Iqbal. The amended motion was **AGREED** (31 voted in favour, 25 voted against, 0 abstained from voting) as follows:

“Council notes that Saint Peter’s Arcade access has been closed for some time now, a decision that wasn’t taken with great transparency or consultation. An alternative route for disabled people is to use Bridge Street round a narrower entrance on a pavement where the width has been restricted due to building works. It has been commented that two wheelchair users can’t use this at the same time.

Council believes that a number of people and residents, particularly those who use wheelchairs, would wish to see Saint Peters Arcade opened as an access route into the town centre and that both routes could have been used to reduce possible COVID-19 risks with a one-way advisory in place.

Council believes that as and when Covid risks reduce Saint Peter's Arcade should be reopened.

Council resolves to request that the Cabinet Member consider, when appropriate, the reopening of Saint Peter’s Arcade to allow for and enhanced access for disabled people into the city centre, along with the potential for registering it as a public right-of-way.”

Councillors For: Ali, Ash, Barkham, Andrew Bond, Sandra Bond, Day, Dowson, Ellis, John Fox, Judy Fox, Haynes, Hemraj, Hogg, Howell, Hussain, Amjad Iqbal, Jamil, Jones, Joseph, Lane, Lillis, Murphy, Shaz Nawaz, Qayyum, Robinson, Sandford, Shaheed, Skibsted, Wiggin, Yasin, Yurgutene

Councillors Against: Aitken Allen, Ayres, Bashir, Bisby, Brown, Burbage, Casey, Cereste, Coles, Farooq, Fitzgerald, Harper, Hiller, Holdich, Howard, Azher Iqbal, Nadeem, Gul Nawaz, Over, Rush, Seaton, Simons, Walsh, Warren

Councillors Abstaining: Nil

60(a) Political Balance and Allocation of Committee Seats

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

1. Note that there were 109 seats on committees.
2. Agree the allocation of seats on those committees subject to political balance arrangements (Appendix 1 to the report).

3. Agree the allocation of seats on those committees not subject to political balance arrangements (Appendix 2 to the report).

60(b) Chair and Vice-Chair of the Children and Education Scrutiny Committee

A vote was taken and Council **RESOLVED** (45 voted in favour, 0 voted against, 11 abstained from voting) to appoint Councillor David Over as Chair of the Children and Education Scrutiny Committee for the remainder of the 2020/21 municipal year.

Councillors For: Ali, Allen, Ash, Ayres, Bashir, Bisby, Brown, Burbage, Casey, Cereste, Coles, Dowson, Ellis, Farooq, Fitzgerald, John Fox, Judy Fox, Harper, Hemraj, Hiller, Holdich, Howard, Hussain, Amjad Iqbal, Azher Iqbal, Jamil, Jones, Joseph, Lane, Murphy, Nadeem, Gul Nawaz, Shaz Nawaz, Over, Qayyum, Robinson, Rush, Seaton, Simons, Skibsted, Warren, Walsh, Yasin, Yurgutene

Councillors Against: Nil

Councillors Abstaining: Barkham, Andrew Bond, Sandra Bond, Day, Haynes, Hogg, Howell, Lillis, Sandford, Shaheed, Wiggin

A vote was taken and Council **RESOLVED** (28 voted in favour, 17 voted against, 11 abstained from voting) to appoint Councillor Andy Coles as the Vice-Chair of the Children and Education Scrutiny Committee for the remainder of the 2020/21 municipal year.

Councillors For: Aitken, Allen, Ayres, Bashir, Bisby, Brown, Burbage, Casey, Cereste, Coles, Farooq, Fitzgerald, John Fox, Judy Fox, Harper, Hiller, Holdich, Howard, Azher Iqbal, Lane, Nadeem, Gul Nawaz, Over, Rush, Seaton, Simons, Walsh, Warren

Councillors Against: Ali, Day, Dowson, Ellis, Hemraj, Hussain, Amjad Iqbal, Jamil, Jones, Joseph, Murphy, Shaz Nawaz, Qayyum, Robinson, Skibsted, Yasin, Yurgutene

Councillors Abstaining: Barkham, Andrew Bond, Sandra Bond, Day, Haynes, Hogg, Howell, Lillis, Sandford, Shaheed, Wiggin

60(c) Draft Programme of Meetings 2020/21

A vote was taken and Council **RESOLVED** (unanimous) to approve, in principle, the draft programme of meetings for 2021/22 (attached at Appendix 1 to the report).

The Mayor
6.00pm – 10.45pm
27 January 2021
Town Hall
Bridge Street
Peterborough

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**FULL COUNCIL 27 JANUARY 2021
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 Carmel Leaves</p> <p>Cllr Cereste Cabinet member for Waste, Street Scene and Environment</p> <p>We are all acutely aware of the benefits to nature and to ourselves that the trees that make up Peterborough's shelter belts provide, such as protection from air pollution and noise, as well as precious habitats for local wildlife. However, for the trees to thrive, for the shelter belts to fulfil their intended purpose, and to keep people and property safe, our shelter belts must be properly and regularly maintained. Residents in part of Orton, where the shelter belts were once glorious, are increasingly concerned that after decades of growth, many of the trees now present a threat to property and people.</p> <p>We understand the Council's Trees and Woodland Strategy sets out policies on how the Council's trees should be maintained, but many of us feel that Orton's shelter belt should be treated differently. The tree officers can only do what the policy allows and tell us they cannot do anything about the height of these trees.</p> <p>We are seriously worried that many of the trees have become top heavy, and that there is a risk that properties could be badly damaged should these trees fall in high winds.</p> <p>Would the Council please consider revisiting the policy on the city's shelter belt to return them to their former glory and to ensure the safety of our communities?</p> <p>The Cabinet Member responded:</p> <p>Yes I'm more than happy. I guess this question covers Cllr Cereste's portfolio as well as my own.</p> <p>Peterborough City Council's shelterbelts are maintained in accordance with sound arboriculture practice and works to these trees are regulated under felling licences administered by the Forestry Commission. The current management arrangements are regularly endorsed by the Forestry Commission, evidenced by recently approved felling licences based on proposals defined within the current Trees and Woodland Strategy.</p> <p>I would like to take the opportunity to reassure anyone with an interest that the Council's shelterbelts are routinely inspected for health and safety reasons. Where evidence of unacceptable hazards has been identified action will be taken to mitigate the risk. The trees are inspected by competent trained staff within Aragon Direct Services. Actions to reduce the height of shelterbelt trees is considered inappropriate management, and is likely to lead to greater risks, not less risks, and would highly unlikely ever obtain favourable support by tree officers. Equally, it would not be recommended by officers as appropriate policy within any future updates of our Trees and Woodland Strategy.</p>

	<p>Supplementary question</p> <p>Thank you Mr Mayor and thank you Cllr Hiller. I appreciate what you say, but the trees are at an enormous height now. I'd argue that the height is a safe height and are actually at a risk and I would invite you to come and look at the shelter belt that goes down alongside my house, to see the height of the trees and how they would pose such a risk by the wind actually getting down, because my property would be damaged.</p> <p>As well as that if anything were to fall into the garden it could damage the property there or people, so I would advise you to have a look at them if your diary allows?</p> <p>The Cabinet Member responded:</p> <p>Yes indeed Mr Mayor, I think it was an invitation rather than a question, but I would be very happy to organise an officers visit from Aragon Direct services. My diary certainly will allow under the current Covid regulations, if it is allowed, I will certainly check with Democratic Services, I will be more than happy to come down and have a look but I'm not a tree expert I have to say, but I will certainly organise a visit from Aragon Direct Services. Thank you Mr Mayor.</p>
2.	<p>Question from James Brown</p> <p>To Councillor Hiller, Cabinet Member for Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p> <p>The list of unadopted roads that can be found on the council website is an invaluable help when one of the many problems with these roads rears their head, such as a pothole, more flooding or a streetlight going dark. However actually using the contact details for developers who own the roads is an effort in futility. Most of them have very limited opening hours especially in this time of Covid, and when you do get through it takes an age to get to the right department to even start the process of getting something fixed. Then let's not mention having to do it all over and over again as the problem won't be fixed for weeks, months, or longer most likely.</p> <p>Therefore, as the council has said many times that it cannot adopt roads until the developer has brought them up to a particular standard, perhaps it can help in another way. The council has the people and the knowhow to deal with developers on a variety of issues, officers know how they work and have the ability to know who to talk to and what to talk to them about. Would it be possible to set up a contact person or team at the council who any issues with unadopted roads could be sent to? This contact can then use these skills and knowledge to work on the resident's behalf to get these problems fixed, instead of individuals having to chase and chase and chase to get the basic provisions they deserve.</p> <p>The Cabinet Member responded:</p> <p>Yes I would Mr Mayor and thank you for your question Mr Brown.</p> <p>I'm not sure there is any need to set up a specific team for this because the Council officers are more than happy to pass on any enquiries received from members of the public or indeed ward Councillors on these matter to the relevant developer and of course encourages the relevant developer to take appropriate action. I'm more than happy Mr Brown to send a contact detail to you and make widely available from our team and make sure there is a contact number and email address for someone you know you can talk to.</p>

	<p>Supplementary Question</p> <p>Hi yes, I do see that there is an email address for the highway department on the adopted roads section on the website, however, a lot of the local people I have talked to tried to use that email to get some help and unfortunately, perhaps due to manpower or something like this, that trying to get a response and for them to take it further to the developers is very rare. I was wondering that all of the payments that these developers make to the Council, when they make these estates, could some of these funds go to increase these teams to actually help the public to get what they need.</p> <p>The Cabinet member responded: Yes I'm happy to Mr Mayor and Mr Brown</p> <p>Thank you for your question. If anyone achieves an ambition to become a ward councillor, you quickly have to realise that any resident should be able to contact his or her elected representative for what I hope would be a helpful and worthwhile response to a perceived reported problem. I also hope that most Councillors would have the relevant knowledge to be able to contact specific Council Officers to progress an enquiry. I'm fully confident that our Conservative Councillors in the Hampton wards are indeed available all year round and serious about progressing residents queries. So your direct contact Mr Brown and anybody else that's interested as resident in that area would be to your ward Councillors who are very effective. Thank you.</p>
3.	<p>Question from James Brown</p> <p>For Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University</p> <p>The decision of Cabinet on 16 November 2020, "Child Yield Multipliers" refers to surveying new communities, including the Hamptons.</p> <p>Can the Cabinet Member answer the following:</p> <ol style="list-style-type: none"> a. What is the current method used for forecasting education provision locally and the impact of new developments? b. Why there is a need to move away from the current method? c. What is the benefit of the new system or are there issues with the existing method which could have impacted on the decision to approve the VA school at Hampton Water? d. When is it the intended that these new multipliers would come into effect from? e. How were the surveys of residents distributed and will the outcomes be shared with the respondents? <p>There have been repeated assurances by local councillors Marco Cereste, David Seaton, John Howard and Mohammed Farooq that "all Hampton children will get a place at a Hampton school" once the new St John Henry Newman Catholic Primary School opens in Hampton Water in 2022. This school will operate with a selective oversubscription criteria and as a Voluntary Aided school, Governors are able to consult on amending their admission criteria annually. Therefore, from the second year of admissions, there is the potential for all admissions to be selected based on faith,</p>

as per the Diocese's original proposal. Councillors have stated that there are four other Primary Schools within Hampton offering a variety of choice. Data from the council's website shows that in 2020 Hampton Hargate School received 255 applications, for 90 spaces. Hampton Lakes 96 applications for 60 spaces. Hampton Vale 133 applications for 90 spaces and Hampton College 169 applications for 60 spaces. (Source: Primary Allocation Sheets 2020).

Could the cabinet member therefore please clarify how places for "all" local children can be guaranteed as stated?

The Cabinet Member responded:

Thank you Mr Mayor, yes I would like to thank Mr Brown as well for all of your questions. I shall attempt to answer them all in turn but there's quite a lot to do I think, so forgive me if I speak a lot.

I answer to your question a) I can say that *each year the local authority is required to complete a 'School Capacity Return' to the Department for Education (DfE). This return includes a forecast of future pupil numbers. Regulations require the Local Authority (LA) to provide a statement to accompany the School Capacity Return of its forecast methodology.*

So in reply to your question b) *the forecasting method has not changed. Rather, the reference data pertaining to children living in new housing developments has been updated. As stated in the original cabinet paper this data is kept under regular review and this update was based on completion of new housing development surveys for parts of Paston, The Hamptons and Stanground.*

And in answer to c) I can say that *the new housing development multipliers adopted for the whole of Peterborough in November 2020 would not have made a difference to the earlier decision not to approve the VA school. This is because a specific demographic report called: The Review of demography: Establishing a VA Roman Catholic school at Hampton Water was produced in December 2019 to aid that decision making and this report took full account of the higher child numbers experienced in the Hamptons area.*

The demographic report actually said, that it noted a tight fit between forecast demand and places up to 23/24, a point that was explored in detail through further answers provided to Scrutiny committee at the time.

The paper to November 2020 Cabinet on pupil forecasting and new developments follows on from this situation to answer the question 'what does this experience of the Hamptons mean for our general policy?' with the completed new development surveys providing robust evidence for us to negotiate with developers in regard to future new housing developments.

It should also be noted that demand versus need for new school places was only one of 11 areas, including finance, which the Council, as decision maker, had to take into account when determining whether or not to support the proposal to open this new VA school.

So my reply to little d) which you asked me was the answer comes with *immediate effect following Cabinet decision to approve the multipliers on 16 November 2020.*

My answer to your e) question, *the surveys were distributed by post. Residents had the option of completing the survey in writing or by going on-line. Previously officers*

have presented findings back to open meetings of local residents' groups but understandably during the pandemic this has not happened yet, we hope to do that towards the end of February.

In answer to your question (f) at no stage has it been stated that all local children will be guaranteed a place. As explained in the Demographic Report accompanying the Cabinet Member Decision Notice in January 2020, forecasting cannot deal in guarantees. However, experience across the Diocese (not just in Peterborough) has been that pupils in Roman Catholic primary schools are overwhelmingly local children living less than 2 miles away from their school and they expect this to be the case at St John Henry Newman School. In addition, the evidence available indicates that there will, in all likelihood, be more places available to serve the local community in the Hamptons than the proposed over-admissions criteria for the new school would suggest. This has been the case in the year 2020/21.

It is the school's Governing Body that is the admissions authority for this school. In accordance with the statutory Admissions Code, the school's Governing Body will review its admissions arrangements on an annual basis and the Council is a consultee. This includes reviewing the provision of 'open spaces'. The Governing Body could potentially change its approach to 'open places' but the Diocese has repeated its commitment to ensure the admission arrangements continue to reflect the needs of the local community. In addition, the Diocese has re-iterated the assurances it gave to Members at the meeting of the Scrutiny Committee in December 2019. Namely, that if the Council advises that there is a need to open additional classes ahead of the currently agreed class structure, they will be happy for the school to do so.

Supplementary question

I do think that we really need to drill down on this future change on this child multiplier. From 1998 – 2020, the Council ask the developers to contribute and plan possible schools based on four 0-3 year olds, 25 primary aged children and 17 secondary school places per 100 houses. Last November you approved a change to 25 0-3 year olds, 40 primary age and 28 secondary school children. Simple maths tells me that's a huge increase. Why has it taken 22 years to update this and how much money could that quicker update have saved the Council and would this have affected new schools in the city approved before the decision.

Cllr Ayres responded

That is rather a lot of detail for me tonight Mr Brown. What I would like to do if I can is give him a written response to that, because I think that would be more helpful to you than me trying to get through details on my paperwork tonight.

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.	<p>Question from Cllr Barkham</p> <p>For Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health and Public Health</p> <p>Given that the UK, including Peterborough, is now at the highest alert level, could the Cabinet Member for Health tell me what is the Conservative government and this administration doing to stop the cause of SARS-COV-2, rather than just treating its symptoms?</p> <p>The Cabinet Member responded:</p> <p>Our administration here in Peterborough is working to prevent the local spread of Coronavirus through our many prevention and outbreak management activities led by Public Health Director Dr Liz Robin.</p> <p>The ‘cause’ of the pandemic is a matter for national government, through its support for national and international research.</p> <p>I’m not able to respond to your question Councillor Barkham in specific detail as a local Councillor I would suggest though that you write to your MP so he can ask this question of government for you, because believe it or not, I consider myself to be in the know, I don’t get calls from Government telling me what’s going on internationally, so it might best a question for your MP to propose at government for you and if you need any assistance in contacting your MP, I will happily assist you.</p>
2.	<p>Question from Cllr Shaz Nawaz</p> <p>For Councillor Seaton, Cabinet Member for Finance</p> <p>Local businesses, especially smaller ones, will need significant support post-pandemic. What plans does the administration have to support local businesses to help them get back on their feet?</p> <p>The Cabinet Member responded:</p> <p>As I said when the same question was asked at the last Council meeting, I’m not sure anyone knows when we will be post-pandemic so I presume the question seeks to understand work already undertaken together with current and future activity. It is considerable and I’m again grateful for the opportunity to set it out by providing an updated answer.</p> <p>As I said before, we worked hard to help the city centre re-open and obtained £800k of funding from the Combined Authority to deliver improvements and our cafe culture ambitions. I have had discussions with Cllr Cereste on additional exciting opportunities to go even further that should be cost neutral.</p> <p>We had free parking helped many local businesses, and our Enforcement staff are working hard to ensure businesses are Covid compliant and can keep trading.</p>

We received £23.9m through the Towns Fund Grant, covering a range of great projects, to help us build back better. That includes ideas to revitalise Lincoln Road in Millfield.

Our pension fund has committed £50m with £50m from Foresight to invest in local businesses. As part of that, nearly 30 events have happened including advice on how small businesses can respond to the pandemic and come back stronger.

We continue to support small local businesses with work for the Council and, as we come out of the pandemic, buy local will be really important.

Some very substantial grants that have been given to businesses, I won't go through all of them. For example, £32m of small business grant funding to some 2054 small rural retail hospitality and retail businesses. £1.6m of Discretionary Grants to 110 local businesses. I will put that in writing to you Councillor Nawaz.

We always engage constructively with businesses who have difficulties paying rates or businesses renting Council properties by reviewing payment schedules.

We give ongoing support to a variety of enterprises with partial rate relief.

And clearly as circumstances hopefully improve this year, we will keep the challenges seen within our local economy under review and take further action as appropriate.

I hope that gives a flavour of our work.

Supplementary question

Thank you very much Cllr Seaton, for that answer. A two part follow up question if I may. As I'm sure you are aware, there's quite a few business owners who've missed out on funding for example, the new self employed, freelancers, limited company directors and those who have only up to a maximum of 50% of their income which comes from non trading and haven't received much support. In your view is there anything we can do to support those businesses?

And secondly, although we don't know what the new normal will look like, it is anticipated that if businesses aren't further supported some of them won't be able to survive just like the chancellor said in his previous statements at the house of commons. Based on that have you used some assumptions or projections in terms of the impact that might have on business rates?

If the answer is no by the way, do you intend to do that Councillor Seaton.

The Cabinet Member responded:

Thank you Cllr Nawaz, we've actually made the application process for that easier. So for example self employed and we're also talking to Government? (signal lost and inaudible) about how we can make that even easier, free it up even more as the economy opens again. Our financial planning, yes we have.

3.

Question from Cllr Harper

For Councillor Walsh, Cabinet Member for Communities

Back in November 2020 it was announced that Peterborough City Council had deployed a 30-strong team of Covid marshals to patrol areas of Peterborough where the virus was most prevalent as part of a package of measures to drive down rates of infection as quickly as possible.

Clearly this was and continues to be a logical approach but there are other areas throughout our city where such marshals would be very welcome to help give advice particular where residents are likely to congregate such as shopping precincts, and regular exercising and dog walking areas.

Can the cabinet member please confirm that we still have the 30 Covid Marshals and if there would be any possibility of drawing up a rota for at least a few of them to visit the other wards from time to time to help compliment the efforts of the police?

The Cabinet Member responded:

Covid Marshals are an effective visible deterrent to help us maintain compliance with the social distancing guidance as set out by Government.

We do have a team of 30 Marshals, but when allowing for shift working this equates to 16 on-duty at any one time, operating 7 days a week from 9am to 9pm.

We take an evidence-based approach to their deployment, to maximise effectiveness of this finite resource. A detailed weekly review of Public Health data is undertaken to identify where we have outbreak hotspots, enhanced by additional analysis of community generated intelligence to allow us to make a considered view of where we can achieve the best impact.

At present, Public Health data indicates a need for focus in our urban commercial centres, which does include many of our ward areas outside of the city centre including, for example, Hampton, Werrington, Bretton and Stanground. However, we know from the community intelligence that other locations such as rural beauty spots are a concern, and we are therefore committing resource into these areas as and when a need arises. This includes areas such as country parks and other exercise or dog walking areas, and I can confirm that at present this is receiving attention from both the Covid marshals and the Police.

Supplementary question:

Thank you Cllr Walsh for your response to my original question. As the Covid Marshals have no actual power to issue a fixed penalty to those who fragrantly breach either face coverings or distancing rules how do they escalate such a breach so that it is dealt with rather just allowing it to walk away?

The Cabinet Member responded:

Thank you Cllr Harper for your question. I have actually seen it in operation. Our Covid Marshals have a direct link to the CCTV operator who can in turn radio police and ask for immediate support. The Council Marshals and police rotas are shared weekly to align resourcing whenever possible. This allows a joint focus on pre-agreed hotspot

	<p>areas and helps ensure support is on hand if required. If police support is not available, Covid Marshals will pass that evidence onto them later after the incident has occurred if follow up is required. This is also used to help shape future patrol activity. I hope that answers the question.</p>
<p>4.</p>	<p>Question from Cllr Sandford</p> <p>For Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health and Public Health</p> <p>Given that it is a national and local priority to get as many people vaccinated against Covid 19 as quickly as possible, would the Cabinet Member for Health agree with me that the best way of achieving this is to ensure that everyone in Peterborough in the top priority groups is able to get a vaccination as close to their home as possible? Yet, at the time of writing this question, the nearest mass vaccination centres to Peterborough were in either Boston or Stevenage, both of which are not easily accessible for many Peterborough people. So, could the cabinet member tell me if and when we are going to be getting a mass vaccination centre in Peterborough or can he guarantee that Peterborough residents will be able to get vaccinated at the appropriate time at either their local GP surgery or community pharmacy?</p> <p>The Cabinet Member may respond:</p> <p>I'm sure Cllr Sandford will be aware that things have moved on since you wrote this question. Just for the benefit of the public Cllr Sandford was asking about mass vaccination centres. So the answer to your question given that this is a national local priority to get as many people vaccinated as possible, my answer will be, you will be aware that the City Care Centre today opened as the City's mass vaccination centre today, January 27th. There has been in place already since the vaccination became available a number of outlets across the City:</p> <ol style="list-style-type: none"> 1. Peterborough City Hospital of course, they started them 2. Stanground Surgery 3. The Fleet Community Centre 4. Thistlemoor Medical Centre 5. Werrington Surgery 6. Thomas Walter Surgery. <p>So with the City Care Centre coming today, the answer to your question is, yes we have one and today it has become operational. Anything else, I am happy to answer it.</p> <p>Supplementary question</p> <p>In my question, I also refer to community pharmacies. The Peterborough Telegraph is running a campaign at the moment pointing that there are over 11,000 community pharmacies operation across the country, but at the moment, only 200 are being used for vaccination purposes. Given the fact that it is important to get as many people vaccinated as quickly as possible and subject to the availability of the vaccine, would the Cabinet Member support these community pharmacies in Peterborough which are quite often really close to where people are would he support them being used for the vaccination campaign.</p> <p>The Cabinet Member responded:</p>

	<p>Yes I absolutely would. I had my flu jab at my local pharmacy back in October/November whenever it was, so I think that they have a great role to play. I think if Government or the CCG leading on the vaccination programme, it's not us the Council perse it is the health CCG. I think if there becomes a situation where there where there is an over supply of the vaccine, thus if they had more people in more locations to deliver it, then they would consider branching out and widening. It's just my personal view. But where there is capacity within those examples, I have given you already there wouldn't be a need to do that. However, is it easier, is it simpler, I think it's all being kept under review, certainly we'll have to keep an eye on it in consultation with our director of public health who will liaise with the CCG and others, then yes I would support it if it became appropriate and we thought it would be beneficial we a) to get the vaccination sped up in terms of how we roll that out. We are all acutely aware of what the issues are. The production of the vaccine is the issue at the moment, but it is happening as quickly as it can. I think we should all be very proud of how the health care professionals, here and elsewhere have stepped up and they are really getting through all the people that need to be vaccinated. I know many friends and friends of family and everybody else that are saying that it is happening, so it is really good news.</p>
5.	<p>Question from Cllr Murphy</p> <p>To Councillor Hiller, Cabinet Member for Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p> <p>Recently there have been concerns expressed about encroachment on and the reduction of "green space" throughout Peterborough, for example at Bretton Park, the Embankment (with a multi-story car park potentially being developed), and Werrington Fields. Some green space has also been lost in Ravensthorpe. What percentage of green space has been lost over the last year, three years, five years, and 10 years?</p> <p>The Cabinet Member may respond:</p> <p>Via the planning system and other means, green space in Peterborough is continuously added to, improved and, in appropriate circumstances, changed to other uses. The Council does not maintain precise statistics or data relating to the loss or gain of green space over any particular time frame. I suggest that it would be very difficult and an exact science. The university will require some car parking provision and is anticipated as being located within the land allocated for the university in the adopted Local plan, which was approved by cross party Members of course. Options generally for car parking in the city generally are currently being investigated.</p> <p>Supplementary question:</p> <p>In your written reply you might have answered my question about Werrington fields as well and the loss of space in Ravensthorpe. I did ask specifically what percentage of green space had been lost in the last year, three years, five years and ten years. I guess you will only have indicative figures, but can we have those figures please. There has been some concern and I wonder if you will agree with me that we need to protect green space particularly concerning the embankment. Would plans to build on the embankment if it were taken forward be in breach of this Council's planning policy which is not currently built on the embankment.</p> <p>The Cabinet Member responded:</p>

	<p>Thank you for your question which is full of supposes what ifs and maybes which I am not prepared to answer on any of those points, indeed I don't have the facts to hand and the facts don't exist. So your question is about developing the embankment are pointless as this juncture. I don't mean that to be disingenuous but they are. Referring to your comments about green space reprovion, to put some context around the subject Councillor Murphy, one such reprovion in Bretton which you sighted in your original question, that was actually critical in enabling large schooling facilities for the special education needs of children who attend Heltwate school in Bretton. You may be aware it came before the planning Committee and that was a technical and actual loss of green space. I know the application to improve this very special school was objected to at the time by the Labour ward Member for Bretton, but common sense prevailed and the desperately needed measures for the children and their families were agreed by a cross party committee. Necessitating the reprovion of a very small percentage of green space in an area where it was considered there was a surplus. Regarding car parking, which seems to be concerning you currently, I can say there are no approved plans to deck existing car parks. As I said to you before we are evaluating City car parking use patterns and the provision we provide generally.</p>
6.	<p>Question from Cllr Jones</p> <p>For Councillor Farooq, Cabinet Member for Digital Services and Transformation</p> <p>I have read, with interest, the Bristol, One City plan for digitising their city.</p> <p>Will the Cabinet Member for Digital Services and Transformation please share with members Peterborough's own ambitious plans for our city?</p> <p>For instance, which cities are we collaborating with, if any, to achieve our goals and what is our vision in this increasingly important area?</p> <p>The Cabinet Member responded:</p> <p>The IT and [unintelligible] Strategy approved in 2019 echoes many of the elements that were highlighted in the Bristol Strategy 2018/2023 referred to by yourself Cllr Jones. Including a strong focus and ways of working and increase capacity across the Council. This focus had amongst other things supported the response of the Council to the Covid 19 outbreak through the coordination of services, such as the coordination of the community Hub and various areas of the public health responses e.g customer relationship management system that underpins the isolation support contact centre and the outbreak management system. It has also and quite fundamentally so supported the move of Council staff to remote working through the implementation of Microsoft office 365.</p> <p>With an exponential uptake of tools such as team video conferencing and collaboration the Strategy has also seen the implementation of belt of new intranet and external Council facing website. And areas that are already reflected in the Bristol Strategy document. These are all key elements of the Bristol Strategy which underpin and support the wider digitisation of the City but there are also workstreams around the specifically digital initiatives looking at key areas such as fix my street and blue badge processes. Improvements have been made both of these areas and more to come. Another key area of digitisation which affects the entire City and all citizens is around business intelligence, we're again in a similar vein to Bristol implementing cloud-based tools building on the Microsoft 365 platform to provide really powerful and accessible</p>

	<p>reporting for services. The first of these is Children’s Services and due to go live very soon. What cities organisation we will collaborate with the recently appointed Director of IT and digital services Sam Smith is also the current president of Solstan, society of innovation, technology and modernisation and through that network Peterborough’s link, into regional national and international initiatives. Solstan provide a network of collaboration to almost all UK authorities, district, county and unitary which is a rich source of shared information and experience. More locally there is a collaboration with Cambridge City as well as other towns shared through the smart places initiative under the Connecting Cambridgeshire programme. It is fair to say that the vast majority, if not all of PCC public facing services are represented online in some shape or form.</p> <p>Supplementary question:</p> <p>I hope I am not alone in finding out what we are going to do. There is some good top level stuff there but what are we doing about social inclusion? Martha Lane Fox was on the Today programme. We’ve talked about hardware, we’ve talked about infrastructure which has grown within the City, but the other thing that she mentioned was skill and I didn’t hear any mention then about how we’re going to make sure no one is left behind. Blue Badges are online, but they can take a while; you have to have a certain amount of IT knowledge. So what can the Cabinet Member tell me what we are doing about social inclusion to make sure we keep everybody using the services that are available to them please?</p> <p>The Cabinet Member responded:</p> <p>Thank you for your question Cllr Jones. You are absolutely right we are working on the front face of the Council and making all the software accessibility to all the residents, so it is easier to use. Especially when you have got these discretionary grants that businesses are keen to use.</p> <p>The second point about skills and that We are as you are aware next to a university, there are two incubators going on where a large number of research is going on. Earlier on you said about the good work we are doing on the gigabit city and the city fibre laying more than 50 or 60 percent of the fibre network. So all that is going to encourage and attract high level organisations which in turn which will provide high level skilled jobs. I hope that answers your question.</p>
7.	<p>Question from Cllr Wiggin</p> <p>For Councillor Walsh, Cabinet Member for Communities</p> <p>Can the relevant cabinet member please confirm how performance for the Covid marshals is being measured, and whether their performance is acceptable?</p> <p>The Cabinet Member responded:</p> <p>We are providing a team of 30 Covid marshals across the city. This consists of 20 agency staff, supported by 10 officers from the Council's Prevention and Enforcement Service redeployed for this purpose.</p> <p>The Agency workers are from a specialist security company with over 24 years' experience in supporting councils and other organisations with marshal activity. From the outset we have worked closely with them to ensure that all officers are fully briefed on a daily basis and are working directly under the direction of the Prevention and</p>

	<p>Enforcement Service team. At any one time there are 2 agency supervisors working with these staff and linking directly with our Council supervision team. At the end of each tour of duty, written feedback is provided to the head of service for the Prevention and Enforcement Service team allowing us to debrief on any issues or concerns that have arisen during that day.</p> <p>In two months, public feedback has been very positive. An isolated concern was raised of agency marshals not adhering to social distancing, but we were able, through the performance mechanisms outlined, to address this quickly and we are confident they are providing a welcome and valuable support to the City's COVID response.</p> <p>Supplementary question</p> <p>I thank Cllr Walsh for her answer and her previous answer to Cllr Harper's question, which covered some of the information I wanted. I'm surprised to hear that you say that there is an overwhelming positive response from the public, because anecdotally and this is from spending a lot of time in the city centre for work. I'm not aware of anyone who have seen the Covid Marshals challenging people indeed it's the opposite they've seen the Covid Marshals not challenging people and letting them go past. Indeed, I am aware of one incident where a Covid Marshal had to be told to put on a facemask in a shop. That's not the level of service we would expect. Are you confident that the team are addressing all of these problems and do you think we are getting value for money for this service?</p> <p>The Cabinet Member responded:</p> <p>Yes, I do think we are getting value for money for this service. I think you raise a few issues and as you say anecdotally, and anecdotally I don't think is enough for us to change what we are doing. However, that's said, should you encounter any issues yourself, you should report these directly to into the PES service so they can be investigated. As far as do the Covid actually do their job, you seem to be implying that they were not going in and break up groups. I have actually seen them in action, so I could say anecdotally, they do do their jobs, but I think we should not go into the realms of anecdotally and actually let's go with the evidence and do encourage people to tell you that this or that has happened and to report it in and it will be dealt with accordingly. Thank you.</p>
8.	<p>Question from Cllr Sandford</p> <p>To Councillor Hiller, Cabinet Member for Cabinet Member for Strategic Planning and Commercial Strategy and Investments and Cllr Cereste Cabinet member for Waste, Street Scene and Environment</p> <p>Every edition of Peterborough's Local Transport Plan since the first one in 1999 has contained a Transport User Hierarchy which states that in transport planning priority should be given to pedestrians first, cyclists second, public transport third and so on. A similar hierarchy is now a key policy in the Combined Authority's Local Transport Plan.</p> <p>So, could the relevant cabinet member tell me how their proposal to permanently close St Peter's Arcade could possibly be seen as putting pedestrians first and so is it not completely contrary to the City Council and Combined Authority's transport policies?</p> <p>The Cabinet Member may have responded:</p>

	<p>St Peters arcade is currently closed in line with national guidance provided to local councils to ensure a COVID safe environment. This is owing to access issues from St Peters road which narrows down the entrance to this location and does not allow for minimum distances to be maintained. This decision has been subject to ongoing review and given the prevalence of the virus this is still assessed, as necessary.</p> <p>Cabinet met in October 2020 to discuss the long-term use of this space. It was noted that its closure is providing benefit to the shops in Bridge Street who reported seeing a higher footfall as a result of people accessing the town via lower Bridge Street. It was also noted that the impact on pedestrians is minimal, and that adequate disabled access to Bridge Street can be found via the footpath adjacent to Bourges Boulevard. Additionally, as part of the city recovery plans it is felt that the Arcade could offer a valuable space to support our 'cafe culture' aspirations.</p> <p>To explore this further, plans are being made to consider the permanent closure of the arcade. Legal advice is currently being sought. Once that advice has been received we will engage with stakeholders including pedestrian and disability groups to explore the variety of options that could be developed to improve pedestrian access to the city centre from this direction.</p>
9.	<p>Question from Cllr Murphy</p> <p>For Councillor Walsh, Cabinet Member for Communities</p> <p>Following the motion agreed recently by Council on cruel sports and in particular foxhunting on Council land, what action has been taken by the Council on this matter besides the Officers at the crematorium or others writing to the Fitzwilliam Hunt about a recent encroachment on crematorium land during a funeral service?</p> <p>The Cabinet Member may have responded:</p> <p>Officers have had conversations with Ross Harris, Chairman of the Tenant Working Group on the implications for the Council's farm portfolio. Ross has also discussed this matter with George Dunn at the Tenant Farmers' Association. At the end of the day, we cannot force tenants to change their legal agreements, but going forward we can propose amendments on new agreements. However, we would expect tenants to put forward their demands also.</p> <p>Our Tenant farmers report that Hunts are not using council owned farmland</p> <p>Since 2005 the Hunting Act has made the hunting of foxes illegal. Currently the Covid-19 lockdown restrictions also prohibit people gathering. Both these provisions are enforceable by the police.</p> <p>In respect of the Fitzwilliam Hunt:</p> <p>Officers have reviewed the case with Legal Services. We have not received any firm evidence to confirm exactly where the trespass occurred but have communicated with the hunt to advise them of the Council position. A letter has been sent advising of the Motion and requesting that the hunt desists from entering our land. We will continue to monitor and to work with the estate to prevent any further incidents.</p>

	<p>For clarity, in a case of civil trespass we would need to show a measured response before bringing any civil action. With regard to trespass, had there been evidence of the civil breach, I believe the response available to the Council would most likely be a civil action, not prosecution, unless there was an associated criminal element with the trespass such as trespass with a weapon, associated violence, or damage caused to property or land for example.</p>
10.	<p>Question from Cllr Shaz Nawaz</p> <p>For Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health and Public Health</p> <p>A huge area of concern is the impact of COVID-19 on mental health and health inequalities. What is the cabinet member doing in order to address this with a specific focus on additional support for people with mental health conditions?</p> <p>The Cabinet Member may have responded:</p> <p>Whilst I am not in any way qualified in any professional capacity to offer advice on mental health matters, As the cabinet member responsible I will continue to do all I can to support and oversee the work of officers and their staff.</p> <p>Tonight, I would like to remind people of the following.</p> <p>In response to:</p> <p>A huge area of concern is the impact of COVID-19 on mental health and health inequalities. What is the cabinet member doing in order to address this with a specific focus on additional support for people with mental health conditions?</p> <p>There are several resources available to support people in Peterborough who are struggling with poor mental wellbeing or are experiencing loneliness/isolation during the pandemic. Some of these services have been commissioned or co-commissioned by the local authority:</p> <p>CPSLMIND is commissioned by the local authority to run the 'good life service' for people struggling with mental health problems and loneliness. Good Life Service, 'open to all' includes:</p> <ul style="list-style-type: none"> · Maintaining the facilitated Good Mood Cafes every weekday, currently on Zoom - An 'open to all' wellbeing session with space to connect · Open Door calm spaces, also on Zoom, are twice a week providing focus or grounding techniques for those feeling more overwhelmed. Pre-booking on 0300 303 4363 or goodlife@cpslmind.org.uk <p>CPSLMIND is also commissioned to provide an online support and wellbeing community - Quell - which is available everyday: Online self-help, peer and chat resource community available 24 and Wellbeing Peer Support groups for those with mental health problems on Zoom Please see: https://www.cpslmind.org.uk/our-response/</p> <p>The STOP Suicide campaign is jointly commissioned by Peterborough City Council and Cambridgeshire County Council and runs campaigns and messaging to target communities and groups at higher risk of suicide, including recently the Eastern European community. STOP suicide also identifies and support community champions across the area, who help to support messaging within communities. STOP Suicide is</p>

	<p>provided by CPSLMIND and there is a website with useful information for people who are struggling with mental health crisis - https://stopsuicidepledge.org/</p> <p>Peterborough City Council along with Cambridgeshire County Council have been proactive in producing a communications campaign focusing on mental wellbeing - called 'now we're talking', which included a toolkit, tips and advice for promoting mental wellbeing and signposting to additional services for people in Peterborough. Communications continue to highlight these messages and any national mental health campaigns.</p> <p>Additional services highlighted and supported by Peterborough City Council as well as information and advice for adults and young people who are struggling with mental wellbeing can be found through our local website - keep your head - https://www.keep-your-head.com/</p> <p>In particular, the following services are promoted by Peterborough City Council and commissioned through our mental health partnership, available to people in Peterborough who need support for their mental wellbeing:</p> <p>Lifeline - telephone support line in Cambridgeshire and Peterborough. This is available between 11am -11pm FREEPHONE 0808 808 2121. Lifeline provides an opportunity to talk to someone who is trained to offer support to those struggling with mental health issues, loneliness or bereavement and can signpost to other services - that may be able to help with wider issues affecting people's mental wellbeing. This service was expanded as a result of the Covid-19 pandemic from being an evening only service to the 11am to 11pm service, every day of the week.</p> <p>Care Network offers a check and chat telephone service to support people who are feeling isolated or lonely - https://care-network.org.uk/</p> <p>Mental Health Crisis - First Response Service - for people experiencing mental health crisis the local NHS First Response Service is available through 111 option 2.</p>
11.	<p>WARD SPECIFIC: Question from Cllr Wiggin</p> <p>To Councillor Hiller, Cabinet Member for Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p> <p>Can the relevant cabinet member please provide an update on which triggers have been met with regards to transport infrastructure from the Section 106 agreement for the Hamptons, and which triggers are still outstanding, including the most up to date figures available for each trigger.</p> <p>The Cabinet Member response:</p> <p>Requirement - The Owner shall procure the construction of a new road (“the Western Peripheral Road”) between Junction 2 of Fletton Parkway and a point shown Z on Plan 3 before such amount of the Development as shall generate 5,900 vehicle trips in the weekday evening peak hour</p> <p>Status - Completed</p> <p>Bus Provision</p>

	<p>Requirement - In relation to the Hampton Land, for a period of 3 years from Occupation of the 50th Dwelling within the Hampton Land and in relation to the Leys Site, for a further period of 3 years from Occupation of the 50th Dwelling on the Leys Site the Owner shall use reasonable endeavours to secure that at least part of the bus provision serving the existing Hampton Development also serves the Hampton Land and/or the Leys Site (as appropriate)</p> <p>Status - Work by Stagecoach directed at delivery a service has been put on hold due to the impact of the pandemic.</p>
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<p><u>Questions on notice to:</u></p> <p>d. The Combined Authority Representatives</p>	
	None

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COUNCIL	AGENDA ITEM No. 10(a)
3 MARCH 2021	PUBLIC REPORT

COUNCIL TAX RESOLUTION
RECOMMENDATIONS
FROM: Cabinet Member for Finance
<p>It is recommended that Council approves the Council Tax Resolution which proposes a Council Tax Increase of 4.99%, which includes the following breakdown:</p> <ul style="list-style-type: none"> • A rise in general Council Tax of 1.99% • An Adult Social Care Precept of 3.00%

1. PURPOSE AND REASON FOR REPORT

This report comes to Council as part of the Council's formal budget process as set out within the constitution and as per legislative requirements to set a balanced budget for 2021/22.

In setting the revenue budget for 2021/22, the Council is requested to approve the resolution as contained in Appendix 1 to set the Council Tax Requirement.

2. BACKGROUND AND KEY ISSUES

2.1. This appendix will form part of the Medium Term Financial Strategy 2021/22- 2023/24 as set out in agenda item 11(a) and its appendices, as recommended by Cabinet to Council:

- Appendix A – 2021/22-2023/24 MTFS Detailed Budget Position Phase Two
- Appendix B – Budget Proposal Detail
- Appendix C – Phase One and Phase Two Budget Proposal Summary
- Appendix D – Grant Register
- Appendix E – Council Tax Information
- Appendix F – Fees and Charges
- Appendix G – Capital Programme Schemes 2021/22-2023/24
- Appendix H – Financial Risk Register
- Appendix I – Carbon Impact Assessments
- Appendix J – Treasury Management Strategy
- Appendix K – Capital Strategy
- Appendix L – Asset Management Plan

2.2. If agreed the Council Tax Resolution will be appended to the MTFS 2021/22- 2023/24 as 'Appendix M- Council Tax Resolution'.

3. CONSULTATION

3.1. Considered and completed as part of the Medium Term Financial Strategy 2021/22- 2023/24 as recommended by Cabinet to Council.

4. IMPLICATIONS

Financial, Legal, and Equalities Implications

4.1. Considered and completed as part of the Medium Term Financial Strategy 2021/22- 2023/24 as recommended by Cabinet to Council.

5. BACKGROUND DOCUMENTS

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

Tranche One Cabinet Report- [Budget Book 30/11/2020](#)

Tranche Two Cabinet Report- Budget Book 23/02/21

6. APPENDICES

Appendix 1 – Council Tax Resolution

Appendix 1 - Council Tax Resolution 2021/22

Following consideration of the report to this Council on 3 March 2021 and the setting of the revenue budget for 2021/22, the Council is requested to pass the resolution below to set the council tax requirement.

RESOLVED

1. THAT the Revenue Budget in the sum of £126,857,561 (being £222,149,776 less School Funding of £99,292,215 now presented be approved).

2. THAT it be noted that at its meeting on 18 January 2021 the Cabinet calculated the following amounts for the year 2021/22 in accordance with regulations made under Section 31B(3) of the Local Government Finance Act 1992 (the Act) (as amended) and that these were confirmed under delegated authority by the Corporate Director: Resources following decision on the Council Tax Support Scheme by Council on 6 March 2019:

(a) 59,714.72 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended), as its council tax base for the year.

(b) Part of the Council's Area

Ailsworth	241.51
Bainton & Ashton	153.64
Barnack	470.47
Bretton	3,257.39
Castor	363.82
City (non-parished)	37,228.96
Deeping Gate	219.40
Etton	53.61
Eye	1,625.42
Glington	617.60
Hampton	3,986.17
Helpston	467.90
Marholm	75.68
Maxey	322.10
Newborough & Borough Fen	662.68
Northborough	502.89
Orton Longueville	3,179.09
Orton Waterville	3,585.81
Peakirk	189.29
Southorpe	74.91
Sutton	70.18
Thorney	934.87
Thornhaugh	93.20
Ufford	133.93
Wansford	248.92
Wittering	728.28
SUB TOTAL	59,487.72
The Council tax base total for areas of which no special items relate	227.00
TOTAL	59,714.72

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

3. THAT the following amounts be now calculated by the Council for the year 2021/22 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government and Finance Act 1992 (as amended):

(a) **£423,440,204** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act. (Gross expenditure including repayments of grants to government 31A(6) (a), Parish Precepts and Special Expenses 31A (6) (b))

(b) **£335,136,207** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act. (Revenue Income)

(c) **£88,304,177** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with section 31A(4) of the act as its council tax requirement for the year.

(d) **£1,478.77** being the amount at 3(c) above divided by the council tax base at 2(b) above in accordance within section 31B(1) of the Act, as the basic amount of its council tax requirement for the year

(e) **£657,300** being the aggregate amount of all special items referred to in Section 35 (1)of the Act. (Parish Precepts).

(f) **£1,467.76** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the amount at 2(a) above, calculated by the Council in accordance with section 34(2) of the Act, as the basic amount of its Council tax requirement for the year for dwellings in those parts of its area to which no special item relates

(g) Parts of Council's Area

Parish Of:	Band D
Ailsworth	£1,493.26
Bainton & Ashton	£1,518.92
Barnack	£1,499.71
Bretton	£1,518.55
Castor	£1,548.76
Deeping Gate	£1,488.84
Etton	£1,508.03
Eye	£1,502.37
Glington	£1,502.76
Hampton	£1,492.09
Helpston	£1,487.70
Marholm	£1,486.38
Maxey	£1,498.48
Newborough & Borough Fen	£1,497.67
Northborough	£1,502.52
Orton Longueville	£1,478.69
Orton Waterville	£1,481.30
Peakirk	£1,499.68
Southorpe	£1,477.44
Sutton	£1,518.94
St. Martin's Without	£1,467.76
Thorney	£1,502.01
Thornhaugh	£1,527.45
Ufford	£1,531.15
Upton	£1,467.76
Wansford	£1,512.12
Wittering	£1,526.78
Wothorpe	£1,467.76

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

(h) Part of the Council's Area								
	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ailsworth	995.51	1,161.42	1,327.35	1,493.26	1,825.10	2,156.93	2,488.77	2,986.52
Bainton & Ashton	1,012.62	1,181.38	1,350.16	1,518.92	1,856.46	2,194.00	2,531.54	3,037.84
Barnack	999.81	1,166.44	1,333.08	1,499.71	1,832.98	2,166.25	2,499.52	2,999.42
Bretton	1,012.37	1,181.09	1,349.83	1,518.55	1,856.01	2,193.46	2,530.92	3,037.10
Castor	1,032.51	1,204.59	1,376.68	1,548.76	1,892.93	2,237.10	2,581.27	3,097.52
Deeping Gate	992.56	1,157.99	1,323.42	1,488.84	1,819.69	2,150.55	2,481.40	2,977.68
Etton	1,005.36	1,172.91	1,340.48	1,508.03	1,843.15	2,178.27	2,513.39	3,016.06
Eye	1,001.58	1,168.51	1,335.44	1,502.37	1,836.23	2,170.09	2,503.95	3,004.74
Glington	1,001.84	1,168.81	1,335.79	1,502.76	1,836.71	2,170.66	2,504.60	3,005.52
Hampton	994.73	1,160.51	1,326.31	1,492.09	1,823.67	2,155.24	2,486.82	2,984.18
Helpston	991.80	1,157.10	1,322.40	1,487.70	1,818.30	2,148.90	2,479.50	2,975.40
Marholm	990.92	1,156.07	1,321.23	1,486.38	1,816.69	2,147.00	2,477.30	2,972.76
Maxey	998.99	1,165.48	1,331.99	1,498.48	1,831.48	2,164.47	2,497.47	2,996.96
Newborough & Borough Fen	998.45	1,164.85	1,331.27	1,497.67	1,830.49	2,163.30	2,496.12	2,995.34
Northborough	1,001.68	1,168.63	1,335.58	1,502.52	1,836.41	2,170.31	2,504.20	3,005.04
Orton Longueville	985.80	1,150.09	1,314.40	1,478.69	1,807.29	2,135.89	2,464.49	2,957.38
Orton Waterville	987.54	1,152.12	1,316.72	1,481.30	1,810.48	2,139.66	2,468.84	2,962.60
Peakirk	999.79	1,166.42	1,333.05	1,499.68	1,832.94	2,166.21	2,499.47	2,999.36
Southorpe	984.96	1,149.12	1,313.28	1,477.44	1,805.76	2,134.08	2,462.40	2,954.88
Sutton	1,012.63	1,181.40	1,350.17	1,518.94	1,856.48	2,194.03	2,531.57	3,037.88
St. Martin's Without	978.51	1,141.59	1,304.68	1,467.76	1,793.93	2,120.10	2,446.27	2,935.52
Thorney	1,001.34	1,168.23	1,335.12	1,502.01	1,835.79	2,169.57	2,503.35	3,004.02
Thornhaugh	1,018.30	1,188.02	1,357.74	1,527.45	1,866.88	2,206.32	2,545.75	3,054.90
Ufford	1,020.77	1,190.89	1,361.03	1,531.15	1,871.41	2,211.66	2,551.92	3,062.30
Upton	978.51	1,141.59	1,304.68	1,467.76	1,793.93	2,120.10	2,446.27	2,935.52
Wansford	1,008.08	1,176.09	1,344.11	1,512.12	1,848.15	2,184.18	2,520.20	3,024.24
Wittering	1,017.86	1,187.49	1,357.14	1,526.78	1,866.07	2,205.35	2,544.64	3,053.56
Wothorpe	978.51	1,141.59	1,304.68	1,467.76	1,793.93	2,120.10	2,446.27	2,935.52
Total Non-Parished Areas	978.51	1,141.59	1,304.68	1,467.76	1,793.93	2,120.10	2,446.27	2,935.52

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

4. THAT it be noted that for the year 2021/22 the Police and Crime Commissioner for Cambridgeshire and Cambridgeshire & Peterborough Fire Authority have stated the following amounts in the precept issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

THAT the following amounts be now calculated by the Council for the year 2021/22 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government and Finance Act 1992 (as amended):

	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Police and Crime Commissioner for Cambridgeshire	165.06	192.57	220.08	247.59	302.61	357.63	412.65	495.18
Cambridgeshire & Peterborough Fire Authority	49.02	57.19	65.36	73.53	89.87	106.21	122.55	147.06
TOTAL	214.08	249.76	285.44	321.12	392.48	463.84	535.20	642.24

5. THAT having calculated the aggregate in each case of the amounts at 3 (h) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2021/22 for each of the categories of dwellings shown below:

	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ailsworth	£1,209.59	£1,411.18	£1,612.79	£1,814.38	£2,217.58	£2,620.77	£3,023.97	£3,628.76
Bainton & Ashton	£1,226.70	£1,431.14	£1,635.60	£1,840.04	£2,248.94	£2,657.84	£3,066.74	£3,680.08
Barnack	£1,213.89	£1,416.20	£1,618.52	£1,820.83	£2,225.46	£2,630.09	£3,034.72	£3,641.66
Bretton	£1,226.45	£1,430.85	£1,635.27	£1,839.67	£2,248.49	£2,657.30	£3,066.12	£3,679.34
Castor	£1,246.59	£1,454.35	£1,662.12	£1,869.88	£2,285.41	£2,700.94	£3,116.47	£3,739.76
Deeping Gate	£1,206.64	£1,407.75	£1,608.86	£1,809.96	£2,212.17	£2,614.39	£3,016.60	£3,619.92
Etton	£1,219.44	£1,422.67	£1,625.92	£1,829.15	£2,235.63	£2,642.11	£3,048.59	£3,658.30
Eye	£1,215.66	£1,418.27	£1,620.88	£1,823.49	£2,228.71	£2,633.93	£3,039.15	£3,646.98
Glington	£1,215.92	£1,418.57	£1,621.23	£1,823.88	£2,229.19	£2,634.50	£3,039.80	£3,647.76
Hampton	£1,208.81	£1,410.27	£1,611.75	£1,813.21	£2,216.15	£2,619.08	£3,022.02	£3,626.42
Helpston	£1,205.88	£1,406.86	£1,607.84	£1,808.82	£2,210.78	£2,612.74	£3,014.70	£3,617.64
Marholm	£1,205.00	£1,405.83	£1,606.67	£1,807.50	£2,209.17	£2,610.84	£3,012.50	£3,615.00
Maxey	£1,213.07	£1,415.24	£1,617.43	£1,819.60	£2,223.96	£2,628.31	£3,032.67	£3,639.20
Newborough & Borough Fen	£1,212.53	£1,414.61	£1,616.71	£1,818.79	£2,222.97	£2,627.14	£3,031.32	£3,637.58
Northborough	£1,215.76	£1,418.39	£1,621.02	£1,823.64	£2,228.89	£2,634.15	£3,039.40	£3,647.28
Orton Longueville	£1,199.88	£1,399.85	£1,599.84	£1,799.81	£2,199.77	£2,599.73	£2,999.69	£3,599.62
Orton Waterville	£1,201.62	£1,401.88	£1,602.16	£1,802.42	£2,202.96	£2,603.50	£3,004.04	£3,604.84
Peakirk	£1,213.87	£1,416.18	£1,618.49	£1,820.80	£2,225.42	£2,630.05	£3,034.67	£3,641.60
Southorpe	£1,199.04	£1,398.88	£1,598.72	£1,798.56	£2,198.24	£2,597.92	£2,997.60	£3,597.12
Sutton	£1,226.71	£1,431.16	£1,635.61	£1,840.06	£2,248.96	£2,657.87	£3,066.77	£3,680.12
St. Martin's Without	£1,192.59	£1,391.35	£1,590.12	£1,788.88	£2,186.41	£2,583.94	£2,981.47	£3,577.76
Thorney	£1,215.42	£1,417.99	£1,620.56	£1,823.13	£2,228.27	£2,633.41	£3,038.55	£3,646.26
Thornhaugh	£1,232.38	£1,437.78	£1,643.18	£1,848.57	£2,259.36	£2,670.16	£3,080.95	£3,697.14
Ufford	£1,234.85	£1,440.65	£1,646.47	£1,852.27	£2,263.89	£2,675.50	£3,087.12	£3,704.54
Upton	£1,192.59	£1,391.35	£1,590.12	£1,788.88	£2,186.41	£2,583.94	£2,981.47	£3,577.76
Wansford	£1,222.16	£1,425.85	£1,629.55	£1,833.24	£2,240.63	£2,648.02	£3,055.40	£3,666.48
Wittering	£1,231.94	£1,437.25	£1,642.58	£1,847.90	£2,258.55	£2,669.19	£3,079.84	£3,695.80
Wothorpe	£1,192.59	£1,391.35	£1,590.12	£1,788.88	£2,186.41	£2,583.94	£2,981.47	£3,577.76
Total Non-Parished Areas	£1,192.59	£1,391.35	£1,590.12	£1,788.88	£2,186.41	£2,583.94	£2,981.47	£3,577.76

Parish Precepts

The following parish precepts have been levied on Peterborough City Council (comparable figures are shown for 2020/21).

	2019/20 Precept £	2020/21 Precept £	2020/21 Council Tax Band D Equivalent £
Ailsworth	7,841	6,158	25.50
Bainton & Ashton	7,631	7,860	51.16
Barnack	14,588	15,031	31.95
Bretton	163,000	165,445	50.79
Castor	32,033	29,469	81.00
Deeping Gate	4,405	4,624	21.08
Etton	2,159	2,159	40.27
Eye	56,250	56,250	34.61
Glington	19,768	21,616	35.00
Hampton	108,000	97,000	24.33
Helpston	9,497	9,331	19.94
Marholm	1,660	1,409	18.62
Maxey	4,750	9,896	30.72
Newborough & Borough Fen	25,275	19,818	29.91
Northborough	24,468	17,480	34.76
Orton Longueville	34,840	34,760	10.93
Orton Waterville	48,328	48,539	13.54
Peakirk	6,120	6,041	31.92
Southorpe	675	725	9.68
Sutton	1,556	3,592	51.18
St. Martin's Without	-	-	-
Thorney	53,235	32,020	34.25
Thornhaugh	5,563	5,563	59.69
Ufford	8,190	8,490	63.39
Upton	-	-	-
Wansford	11,041	11,041	44.36
Wittering	46,936	42,984	59.02
Wothorpe	-	-	-
Total	697,807	657,300	

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COUNCIL	AGENDA ITEM No. 11(a)
3 MARCH 2021	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

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

Cabinet, at its meeting on 23 February 2021, received a report setting out the Medium-Term Financial Strategy 2021-22 to 2023-24 - Phase Two proposals.

At this meeting the Cabinet also resolved to note:

1. All the grant figures following the Local Government Final Finance Settlement, published on 10 February 2021 outlined in sections 5 and 9.
2. The strategic financial approach taken by Council outlined in section 4 of the report.
3. The statutory advice of the Chief Finance Officer outlined in section 6 - The Robustness Statement (Section 25). This is required to highlight the robustness of budget estimates and the adequacy of reserve balances.
4. The recommendation from the Joint Scrutiny of the Budget meeting that the Financial Risk Register be updated to include reference to the risks posed by climate change to the City, with particular reference to flood risk.

IT IS RECOMMENDED that Council approve:

1. The Phase Two service proposals as outlined in Appendix B
2. The updated budget assumptions, to be incorporated within the Medium-Term Financial Strategy 2020/21 – 2022/23. These are outlined in sections 5.
3. The revised capital programme outlined in section 5 and referencing Appendix G.
4. The Medium-Term Financial Strategy 2021/22 to 2023/24 - Phase Two, as set out in the body of the report and the following appendices, subject to the removal of the Hydrotherapy Pool from the Disposals Schedule:
 - Appendix A – 2021/22-2023/24 MTFS Detailed Budget Position Phase Two
 - Appendix B – Budget Proposal Detail
 - Appendix C – Phase One and Phase Two Budget Proposal Summary
 - Appendix D – Grant Register
 - Appendix E – Council Tax Information
 - Appendix F – Fees and Charges
 - Appendix G – Capital Programme Schemes 2021/22-2023/24
 - Appendix H – Financial Risk Register
 - Appendix I – Carbon Impact Assessments
 - Appendix J – Treasury Management Strategy
 - Appendix K – Capital Strategy
 - Appendix L – Asset Management Plan

The Cabinet 23 February 2021 Budget Book, including original report and appendices, can be read at the following link - [Cabinet 23 February 2021 Budget Book](#).

COUNCIL	AGENDA ITEM No. 11(b)
3 MARCH 2021	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

PETERBOROUGH CITY COUNCIL’S RESPONSE TO THE CLIMATE CHANGE EMERGENCY

Cabinet, at its meeting on 23 February 2021, received a report following the work of the Climate Change Working Group and in response to a motion as agreed at the Full Council meeting in October 2020 in relation to the Council’s tree planting target.

At this meeting, in addition to the recommendations to Council, Cabinet resolved to:

- Note the Council’s intention to commence a period of public engagement to ascertain actions that should be included within a City-wide Carbon Management Action Plan which will be presented to Council by December 2021.
- Support the work of the Climate Change Cross Party Working Group to identify mechanisms to enable the Council to significantly increase tree canopy cover across the city over the next ten years and to present detailed proposals within a maximum 12 months detailing how this can be achieved.
- Approve the use of earmarked reserves set up in the 2021 Budget to fund £100,000 of project support for climate change initiatives.

IT IS RECOMMENDED that Council:

1. Adopts the Council’s Carbon Management Action Plan (CMAP).
2. Delegates authority to the Executive Director for Place and Economy to undertake any presentational, factual or other minor amendments to the documents associated with this report prior to publication, provided such amendments do not materially amend the content of the documents.

The original Cabinet supplementary report and appendix are attached.

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CABINET	AGENDA ITEM No. 6
23 FEBRUARY 2021	SUPPLEMENTARY REPORT

Report of:	Steve Cox, Executive Director Place & Economy, Cambridgeshire and Peterborough	
Cabinet Member(s) responsible:	Cllr Marco Cereste, Cabinet Member for Waste, Street Scene and the Environment	
Contact Officer(s):	Charlotte Palmer - Group Manager Highways and Transport	Tel.01733 453538

PETERBOROUGH CITY COUNCIL'S RESPONSE TO THE CLIMATE EMERGENCY, 2021

RECOMMENDATIONS	
FROM: Cabinet Member for Waste, Street Scene and the Environment	Deadline date: Full Council - 3 March 2021
<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1. Endorses the Council's Carbon Management Action Plan (CMAP) and recommends to Council that it adopts the Council-CMAP at its meeting on 3 March 2021. 2. Notes the Council's intention to commence a period of public engagement to ascertain actions that should be included within a City-wide Carbon Management Action Plan which will be presented to Council by December 2021. 3. Supports the work of the Climate Change Cross Party Working Group to identify mechanisms to enable the Council to significantly increase tree canopy cover across the city over the next ten years and to present detailed proposals within a maximum 12 months detailing how this can be achieved. 4. Recommends to Council that delegation be given to the Executive Director for Place and Economy to undertake any presentational, factual or other minor amendments to the documents associated with this report prior to publication, provided such amendments do not materially amend the content of the documents. 	

1. ORIGIN OF REPORT

- 1.1 The report is submitted to Cabinet and presents details of the Council's response to the climate emergency. The Council's carbon management action plan follows the commitment to present an annual update on the Council's greenhouse gas emissions and the plans to meet our target of becoming a net-zero Council by 2030. The report details the Council's intention to engage the public in the development of a City-wide carbon management action plan, as decided by Council in March 2020. The trees related recommendation is brought to Cabinet following the Council's instruction (in October 2020) to conduct an audit of Council owned land and produce a revised tree planting target by March 2021.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to:

1) seek Cabinet endorsement of a ‘Peterborough City Council Carbon Management Action Plan’ (Council-CMAP) and seek Cabinet approval to recommend the Council-CMAP to Council.

2) seek Cabinet endorsement to commence a period of public engagement to ascertain actions that should be included within a new City-wide Carbon Management Action Plan which will be presented to Council in December 2021.

3) support the work of the Climate Change Cross Party Working Group to identify mechanisms to enable the Council to significantly increase tree canopy cover across the city over the next ten years and to present detailed proposals within a maximum of 12 months detailing how this can be achieved.

2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.9, ‘... [To make] recommendations to Council about proposed changes to the Council’s major policy and budget framework.’

3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	YES	If yes, date for Cabinet meeting	23 February 2021
Date for relevant Council meeting	3 March 2021	Date for submission to Government Dept. <i>(Please specify which Government Dept.)</i>	N/A

4. **BACKGROUND AND KEY ISSUES**

4.1 **Introduction**

4.1.1 On 24 July 2019, Full Council declared a climate emergency, the Council then approved and adopted the first Council-CMAP in March 2020. Council agreed to update this action plan annually and create a city-wide carbon management action plan. This report delivers on the first of these commitments and provides details of how the second will be undertaken.

4.1.2 In October 2020, Full Council instructed the cross-party Climate Change working group and relevant officers to research and recommend much more ambitious tree planting targets for planting on Council land. This report details proposals for the next steps required to achieve this

Council-CMAP (Appendix 1)

4.2

The Council-CMAP (2021) is an update to the first Council-CMAP approved and adopted in March 2020. It details the Council’s emissions produced in the financial year 2019-2020 and discusses projects which aim to achieve further decarbonisation.

4.2.1

The CMAP introduces 21 commitments for 2021; with major activities in engagement, procurement and decarbonisation of our buildings and vehicles.

4.2.2

4.2.3 Using the methodology created previously, it was calculated that the Council emitted 9,613 tonnes of CO₂e in the year 2019/20; this is a 17% reduction from the 2018/19 baseline. The decrease is due to decarbonisation of the national electricity grid and reduced consumption, largely owing to efficiencies in building space and street lighting programmes. Emissions from our street lighting reduced by 32.5% from the previous financial year. This analysis allows the climate change programme to focus on prioritising the decarbonisation of our largest emitters.

4.2.4 The Council has already committed to delivering a number of projects to reduce the Council's carbon footprint, which we hope to expand over the following year/s. These include the street light dimming programme and engagement with staff and councillors. In the future the Council proposes projects such as exploring the opportunities to reduce carbon emissions within Council-owned buildings, engagement with our tenant farmers, leasing of the Town Hall building, reviewing options for a low carbon gas tariff and supporting Skanska, Aragon and NPS to adopt low carbon practices. From April 2021, the local highway Services contract with Skanska will be delivered by M Group. The current contract will transfer and therefore it is not anticipated that any of these elements will change significantly.

4.2.5 The action plan details financing options that will be explored as well as the steps involved with project identification, initiation, monitoring and reporting. The paper finishes by discussing the methods of engagement with various stakeholders.

4.2.6 Cabinet is asked to consider the attached Council-CMAP. If supportive, Cabinet may recommend the Council-CMAP for adoption by Council on 3 March 2021.

4.3 ***Draft City-wide CMAP***

4.3.1 Every resident, business, organisation and community group will need to play a role in supporting Peterborough to become a net-zero carbon city. The Climate Change Working Group have established a detailed breakdown of local emissions, generating an understanding of areas where actions will be needed in order to achieve the net-zero target.

4.3.2 The Working Group have also identified a number of potential activities individuals can take to reduce their own carbon footprint as well as existing projects being delivered by the Council. The Working Group have also identified a number of ideas for potential city-wide projects that could be undertaken. This work provides the background for engagement with local partners, to ensure that local expertise and views are reflected in emerging plans.

4.3.3 A collaborative approach to developing Peterborough's finalised carbon management action plan will ensure that it is owned by everyone in the city. As such Officers intend to commence a period of public engagement to capture local ideas ahead of developing a City-CMAP, by December 2021, that will include a roadmap to net-zero carbon with projects costed and assessed for their potential impact on carbon savings. Once the City-CMAP is created, it will be brought to Council to be formally adopted. The City-CMAP will be updated with new projects and the latest emissions data to track our progress in the future.

4.3.4 Cabinet is asked to note the Council's intention to commence a period of public engagement ahead of the production of a City-CMAP by December 2021.

4.4 ***Tree planting motion***

4.4.1 At a meeting of Full Council in October 2020, Council instructed the cross-party Climate Change working group 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."

4.4.2 Unfortunately there was insufficient time and resources to conduct an audit of Council owned land and speak to relevant external experts in the time frame set by Council. As such the Working Group seek the support of Cabinet to undertake further work to identify mechanisms to enable

the Council to significantly increase tree canopy cover across the city over the next ten years and to present detailed proposals within a maximum 12 months detailing how this can be achieved.

5. CONSULTATION

5.1 *The Council carbon management action plan, proposals for development of a City-wide carbon management action plan and considerations following the tree planting motion were taken to the cross-party Climate Change working group on the 18th January and 16th February 2021. The Councillors made the following recommendations:*

1) Council carbon management action plan – This paper was unanimously supported by the Climate Change working group.

2) City-wide carbon management action plan – The working group unanimously support the proposal to commence a period of public engagement ahead of developing a City-CMAP, by December 2021, that will include a roadmap to net-zero carbon with projects costed and assessed for their potential impact on carbon savings.

3) Tree planting targets – The working group unanimously support the proposal to undertake further work to identify mechanisms to enable the Council to significantly increase tree canopy cover across the city over the next ten years and to present detailed proposals within a maximum 12 months detailing how this can be achieved.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 It is anticipated that Cabinet will endorse the attached Council-CMAP and recommend it to Council for adoption, support the proposal to commence a period of public engagement to develop a City-CMAP to enable wider engagement to take place and endorse the proposed further work of the Working Group to significantly increase tree canopy cover across the city over the next ten years.

7. REASON FOR THE RECOMMENDATION

7.1 The Council has previously committed to the actions of preparing an updated Council-CMAP and preparing a City-CMAP. Council requested that officers and the cross-party Climate Change working group present an updated tree planting target.

The document for consideration has been developed by officers, working with the Member Working Group, and has taken account of reasonable and viable options for the council to cut its carbon emissions.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 **Council-CMAP**

The option of not preparing a Council Carbon Management Action Plan is dismissed, because Council has already committed in principle to its preparation. Alternative content within the Action Plan could have been prepared and recommended, which could have committed more, less or different projects to reduce the council's carbon emissions. However, in order to start to reduce our emissions to net-zero by 2030, yet take account of the resources available, the content of the action plan is deemed a reasonable and practical set of actions, especially for the next 12 months.

Draft City-CMAP

The option of not preparing a City-wide Carbon Management Action Plan is dismissed, because Council has already committed to its preparation.

An alternative option would be to present a draft plan to Council for consideration but this has been ruled out in favour of prioritising public engagement to ensure that the emerging plan captures the views of local people.

Trees Motion

Whilst it is feasibly possible to present a revised target there has not been sufficient time to comprehensively undertake this work and therefore it is recommended that this is undertaken before a target is presented.

9. IMPLICATIONS

Financial Implications

- 9.1 The decision to adopt the Council-CMAP and commence public engagement to develop a City-CMAP has no financial implications. However, the Council-CMAP is stating that a number of activities will take place over the coming 12 months, some of which will have a financial cost. The implementation of each such activity will be subject to separate decision making processes, to ensure value for money etc. Other sources of funding will be a mix of existing budgets and external grants (where feasible). Options will also be explored with other local authorities, the Cambridgeshire and Peterborough Combined Authorities, Parish Councils and other partners.

Legal Implications

- 9.2 There is no legal requirement to produce a Council-CMAP or City-CMAP, and no legal requirement for the council to hit specific carbon saving targets. However, the council is under a general duty to have regard to the environment in all decisions it makes, and national government has set a legally binding target to reduce national carbon emissions to net-zero by 2050.

Equalities Implications

- 9.3 There are no known implications, positive or negative.

Carbon Impact Assessment

- 9.4 Carbon Impact Assessments have been produced for the Council CMAP: All projects with defined outcomes have, or will have, project specific CIAs completed and approved. It is therefore expected that the action plan itself will have no direct impact on carbon emissions. For those projects in areas such as engagement, education and data collection where outcomes on the environment are less well defined, the development of a CIA is not considered appropriate.

10. BACKGROUND DOCUMENTS

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

- 10.1 Peterborough City Council's declaration of a climate emergency, July 2019
Council-CMAP, March 2020
Trees Motion, October 2020

11. APPENDICES

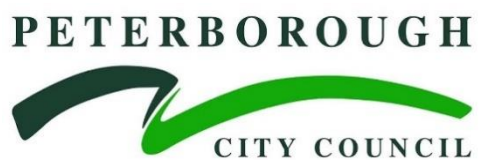
- 11.1 *Appendix 1: Council-CMAP 2021*

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CARBON MANAGEMENT ACTION PLAN – PROGRESS REPORT

Peterborough City Council

(Council-CMAP-2021)



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Executive Summary

In March 2020 we adopted a new Council Carbon Management Action Plan (Council-CMAP) setting out how we intend to cut our organisational carbon emissions. This report details the progress made both in terms of reducing our emissions and actions taken to develop projects designed to reduce emissions.

It should be noted that 2020 has proven to be a challenging year due to the impacts of the Covid-19 pandemic. Whilst the pandemic has led to some direct benefits including a direct reduction in overall emissions from some sources, it has also led to challenges in terms of reduced officer capacity to deliver projects.

Clear and meaningful progress has been made across a number of the 'top 20 commitments for 2020' with highlights including a switch to a 100% renewable electricity contract across the Council's estate, an increase to the planned level of dimming across the Council's street lighting assets and implementation of a Carbon Impact Assessment process across the Council's operations. Of the many actions in the main part of this document, the following forms a summary of the top 21 commitments we aim to achieve over the next 12 months.

21 Commitments for 2021

Over the next 12 months, the Council will play its part to help mitigate and adapt to climate change with the following actions:

1. Develop and trial a proposal for **minimum street lighting levels** across the city to maximise carbon savings, balancing environmental, social and economic factors.
2. Roll out '**Carbon Literacy**' training during 2021, initially focusing on Members of the Climate Change Cross Party Working Group, Change Champions and lead officers from each department across the Council.
3. Seek to secure funding from future rounds of the **Public Sector Decarbonisation scheme** (or an alternative source) to improve the efficiency of the Council's estate.
4. Develop a process for **collecting additional emissions data** from the Council's farm estate and seek funding to undertake research to identify potential opportunities to **reduce carbon emissions from peat soils**.
5. Develop a process for **collecting additional emissions data** from 3rd party organisations including Medesham Homes and Opportunity Peterborough.
6. Develop a process for **collecting additional emissions data** from purchased materials and work with the Council's procurement team to identify mechanisms to improve the sustainability of the council's procurement process.
7. When normal Mayoral duties resume, a **new lease** for the Mayoral car will be considered which will include options for an **electric or hybrid vehicle**.
8. To ascertain and review options to enable the Council to consider switching to a **low carbon gas tariff**.
9. Begin to implement recommendations from the **fleet review** undertaken by **Aragon** which will see the introduction of new electric vehicles.
10. Develop detailed **carbon assessments** for two major highway projects and use the information to influence the **final design**.
11. **Engage with national government** on the resources and legislation necessary to empower local government to deliver our climate ambitions.
12. Develop a Business Case to establish the viability of switching the local **Skanska fleet** to an alternative **sustainable fuel**.
13. Investigate the opportunities to reduce emissions from the **Regional Swimming Pool**, currently the Council's single highest carbon emitting site.
14. Continue to **rationalise office floorspace** thereby reducing energy demands, for example, excess floorspace at the Town Hall will be leased.

15. Initiate a process to identify **adaptation** opportunities across the Council's operations and potential interventions.
16. Roll out further guidance and training for staff in relation to the recently introduced '**Carbon Impact Assessment**' procedure – a new assessment which requires all Council decisions to be assessed for the carbon implications of the decision being made.
17. Actively **participate in a citywide Climate Change Partnership forum**, and the annual Climate Change Action day.
18. Further develop the cross-party **Climate Change Member Working Group**, so that each political party of the Council can both champion carbon savings, scrutinise decision making and steer further carbon savings initiatives and ideas.
19. Work with **other local authorities** to ensure **best practice** is shared and opportunities to **collaborate** are identified and developed.
20. Hold the second annual **Climate Action Day**, known as **March Forth** to engage businesses and residents across the city. This day will be a celebration of the work to date, as well an opportunity to share ideas on how to **tackle climate change** and take a **pledge to adopt climate friendly behaviours** for the day.
21. Conduct a **staff travel survey** once Covid-19 restrictions are lifted to understand the change in travel behaviour. Opportunities to support home working where feasible will be explored.

1 Introduction

Peterborough has the potential to be a truly sustainable city. A city which has a thriving local economy, strong communities and a sustainable way of life. A city where our residents are healthy, happy and prosperous.

To achieve this we will need to do things differently. If everyone on Earth lived as the average Peterborian, British or European citizen does, we would need nearly three planets' worth of resources to sustain us¹. This means, on average, each of us is using too much of the world's resources to produce the food we eat, treat the waste we produce, generate the energy we use, consume the goods and services we take for granted, and the travel around the area and beyond.

Peterborough City Council has committed to take action to reverse the trend of increasing consumption of natural resources, and instead put Peterborough on the road to becoming a truly sustainable city. It remains clear that there is an unprecedented urgency to address climate change. The climate science is unequivocal. There is recognition that the impacts of climate breakdown are already causing serious damage around the world. The Intergovernmental Panel on Climate Change (IPCC) Special Report on Global Warming of 1.5°C, describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise (IPCC, 2018). And we can see the local evidence of rising temperatures ourselves. In July 2019, Cambridgeshire was the hottest place in the UK reaching an all-time high temperature of 38.1°C². The latest UK climate projections (UKCP18) suggest that the UK climate will continue to warm over the rest of this century, and on average, will result in hotter and drier summers, warmer and wetter winters with more extreme weather events expected, though individual years may not conform to this pattern (Environment Agency, 2018).

In response Peterborough City Council declared a 'climate emergency' on 24th July 2019 (**Peterborough City Council, 2019a**). In doing so the Council joined a global movement which worldwide has seen, to date, 1,863 jurisdictions in 33 countries declare a climate emergency, and within this 400 local authorities in the UK³.

In making this declaration the Council committed to a wide range of comprehensive actions, including, in summary:

- Make the Council's activities and the city's net-zero carbon by 2030 with a baseline, action plan and budget by 31st March 2020.
- Ensure political and chief officer leadership to embed this priority into work, ensuring all decisions are in line with net-zero carbon by 2030.
- Set up a Climate Change Partnership group proactively involving young people and convene a citizen's assembly.
- Review 2020/21 budget proposals and ascertain environmental impact.
- Use planning powers to deliver net carbon new developments and communities and increase tree planting.
- Achieve 100% clean energy across the Council's full range of functions by 2030 and explore renewable generation and storage.
- Replace all Council vehicles with electric or hybrids including the mayor's car, provide electric vehicle infrastructure and encourage alternatives to private car use across the city.
- Increase the efficiency of buildings, in particular to address fuel poverty.
- Coordinate events to raise awareness and share best practice and keep everyone updated.

¹ WWF states that if everybody in the world lived as the average EU resident, we would have exhausted nature's budget for 2019 by 10 May 2019, and would need 2.8 planets to sustain us. (WWF, 2019)

² "The UK has seen its hottest July day ever as the temperature reached 38.1C in Cambridge. The new record outstripped the previous high for the month of 36.7C, set at Heathrow in July 2015." (New Scientist, 2019)

³ Figures correct as of December 2019 (The Climate Emergency Declarations and Mobilisation, 2019)

- Call on the UK Government to provide the powers, resources and help with funding to make this possible and ask local MPs to do likewise.

Many of the above actions are directly or indirectly related to reducing our carbon emissions, with the headline being to hit the net zero target by 2030 for the Council's activities.

This document:

- Sets out what our current carbon emissions are so we know what progress we have made and can continue to set meaningful targets and milestones.
- Details the progress made on projects we have undertaken to date and sets out projects we intend to deliver (or continue to deliver) to reduce our emissions.
- Puts forward potential future projects and ideas requiring further investigation.
- Discusses funding options.
- Discusses how this process will be managed.

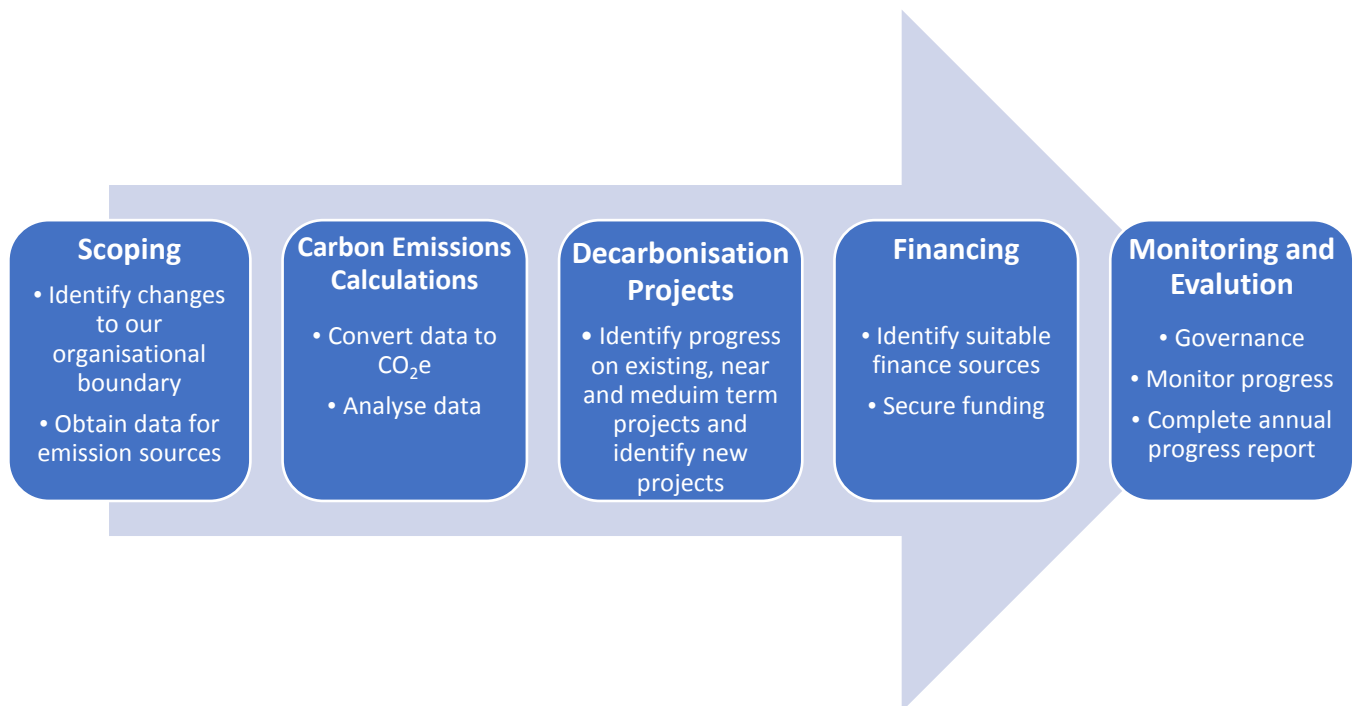


Figure 1: Carbon Management Process

2 Our Carbon Footprint

In order to decide what should be done to reduce our emissions, we need to properly understand what our current activities are emitting. This is sometimes known as working out our 'carbon footprint' which is a measure of the greenhouse gases (GHGs)⁴ emitted into the atmosphere from sources in a specified area or organisation. It usually includes all relevant greenhouse gases, the most common of which is carbon dioxide (CO₂). Emissions of other GHGs such as methane (CH₄) or nitrous oxide (N₂O), are measured in 'carbon dioxide equivalent' (CO₂e)⁵.

Nationwide, emissions of CO₂ make up 81% of GHG emissions, with the remainder from methane (11%), nitrous oxide (4%) and fluorinated gases (3%), when weighted by Global Warming Potential (GWP)⁶. The biggest source of greenhouse gas emissions in the UK is transport, closely followed by stationary energy (emissions arising from buildings).

This Action Plan examines the carbon footprint of Peterborough City Council as an organisation. The carbon footprint of the geographical area of Peterborough as a whole is examined thoroughly in a separate draft Citywide Carbon Management Action Plan.

The methodology for the calculation of the Council's carbon footprint can be found in appendix B.

2.1 Carbon Footprint Results 2019-20

The carbon footprint of Peterborough City Council (as an organisation) comprises emissions that occur as a result of the Council's own operations.

We have calculated the carbon footprint of the Council's own operations in line with the UK Government's Environmental Reporting Guidelines for Voluntary Greenhouse Gas Reporting⁷.

Scope 1 (direct) and scope 2 (purchased electricity) emissions amounted to 5,758 tonnes CO₂e. Scope 1 and 2 includes emissions from gas and oil for heating our buildings, electricity for our buildings and street lighting etc. and emissions from fleet vehicles. Scope 1 and 2 are generally considered to be areas that are within an organisation's control and therefore the organisation can reduce the resultant emissions. Scope 3 emissions amounted to 3,855 tonnes CO₂e. Scope 3 are considered to be indirect emissions that an organisation cannot directly control and therefore the ability to reduce emissions to net-zero is more difficult.

⁴ The main GHGs are: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆) and Nitrogen Trifluoride (NF₃). The Kyoto Protocol – the international agreement addressing climate change - covers these seven main GHGs. The last four are fluorinated gases ("F-gases") which are a range of man-made compounds (including HFCs, PFCs, SF₆ and NF₃) used in a variety of industries including refrigeration, air-conditioning and the manufacture of cosmetics, pharmaceuticals, electronics and aluminium. F-gases are extremely potent greenhouse gases with some having GWPs of several thousand or more (BEIS, 2020a). The greenhouse gases covered by the Kyoto Protocol account for over 99% of global greenhouse gas emissions.

⁵ By using CO₂e as a measuring tool means that the different global warming potential (GWP) of different gases are taken into account. Quantities of GHGs are multiplied by their GWP to give results in units of carbon dioxide equivalent (CO₂e)

⁶ Global warming potential. A factor describing the radiative force impact (degree of harm to the atmosphere) of one unit of a given GHG relative to one unit of CO₂.

⁷ These reporting guidelines are based on internationally-recognised standards from the World Resources Institute and World Business Council for Sustainable Development: the GHG Protocol Corporate Accounting and Reporting Standard, and the GHG Protocol Scope 3 standard. (BEIS, 2020a)

2.1.1 Results summary

Emissions have been calculated using data for the financial year 1 April 2019 to 31 March 2020. The resultant emissions for 2019-20 total 9,613 tonnes of CO₂e. The baseline was originally calculated for the financial year 1 April 2018 to 31 March 2019 and the most recent emission calculations are shown below to allow comparison.

This is summarised as follows:

Total Gross Emissions	Baseline Emissions	Current Emissions
	2018-19	2019-20
for Scope 1 (direct - largely gas and council owned transport)	2,721	2,255
for Scope 2 (indirect - largely electricity)	4,924	3,503
for Scope 3 (other indirect)	3,962	3,855
Total	11,607	9,613

Table 1: Summary GHG emissions (CO₂e, tonnes)

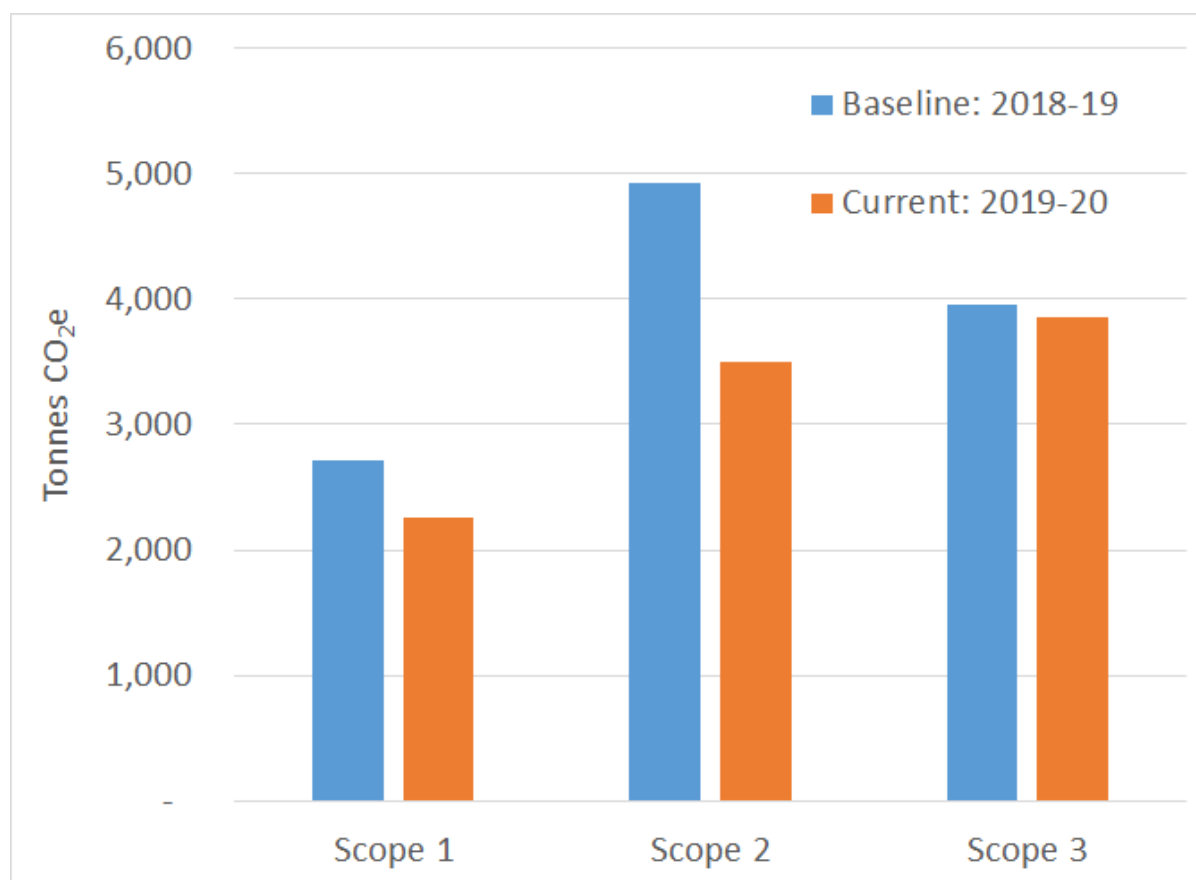


Figure 2: Greenhouse gas (GHG) emissions by scope, 2019-20

There has been a clear reduction in overall emissions from the baseline year. This has been in part due to decarbonisation of the national electricity grid, as the energy mix provided by the grid comes from a greater

proportion of sustainable sources (wind, solar etc.). As a result carbon emissions associated with electricity generation reduced by almost 10% compared to the previous year (BEIS, 2020c).

2.1.2 Results by Business Area

Buildings and utilities account for 6,904 tonnes CO₂e, which is 72% of all current known emissions. The largest source of gross emissions within buildings and utilities is electricity usage, accounting for 1,167 tonnes CO₂e plus another 99 tonnes for transmission and distribution losses (scope 3).

GHG Emissions (tonnes CO ₂ e)	Scope 1	Scope 2	Scope 3			Total
			General	T & D ⁸	WTT ⁹	
Buildings & utilities	2,242	3,503	69	300	791	6,904
Cultural services	1,488	666	-	57	287	2,498
Electricity for Street Lighting	-	1,569	-	133	222	1,925
Electricity for Council Buildings	-	1,167	-	99	163	1,428
Gas for Council Buildings	725	-	-	-	91	816
Industrial	29	100	-	8	18	155
Skanska services	-	-	54	2	9	65
Aragon services	-	-	15	1	2	17
Transport	13	-	2,247	-	440	2,701
Cultural services	9	-	13	-	5	27
Staff Business Travel	-	-	425	-	3	428
Council Owned Transport	4	-	-	-	1	5
Skanska services	-	-	189	-	47	245
Aragon services	-	-	1,612	-	383	1,995
Waste	-	-	9	-	-	9
Council Building Waste Disposal	-	-	9	-	-	9
Total	2,255	3,503	2,324	300	1,231	9,613

Table 2: Breakdown of emissions, 2019-20

Analysis of this data allows us to identify service areas which are emitting high levels of greenhouse gases and to prioritise those service areas for decarbonisation projects. The largest contributing service area is cultural services which emitted approximately 2,525 tonnes of CO₂e, closely followed by street lighting at 1,925 tonnes of CO₂e. The largest single contributing building is the Regional Pool which emitted approximately 681 tonnes of CO₂e, closely followed by Sand Martin House at 443 tonnes of CO₂e.

⁸ Transmission & Distribution (T&D) emissions relate to emissions associated with grid losses (the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it)

⁹ Well To Tank (WTT) emissions relate to emissions caused by the extraction, refinement and transportation of primary fuels

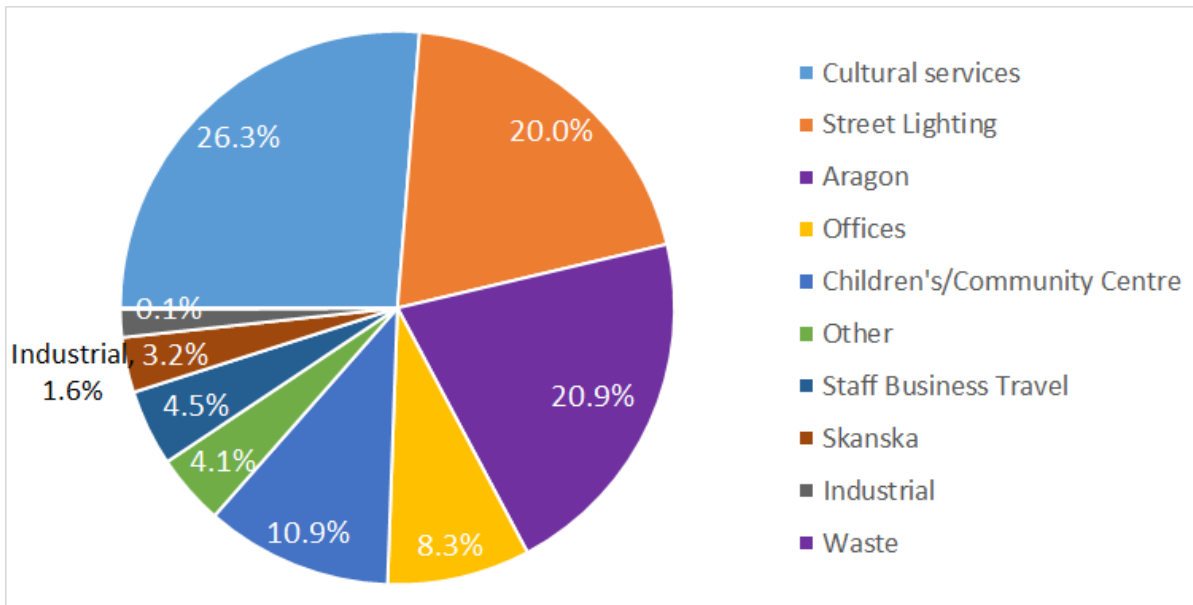


Figure 3: Greenhouse gas (GHG) emissions by business area, 2019-20

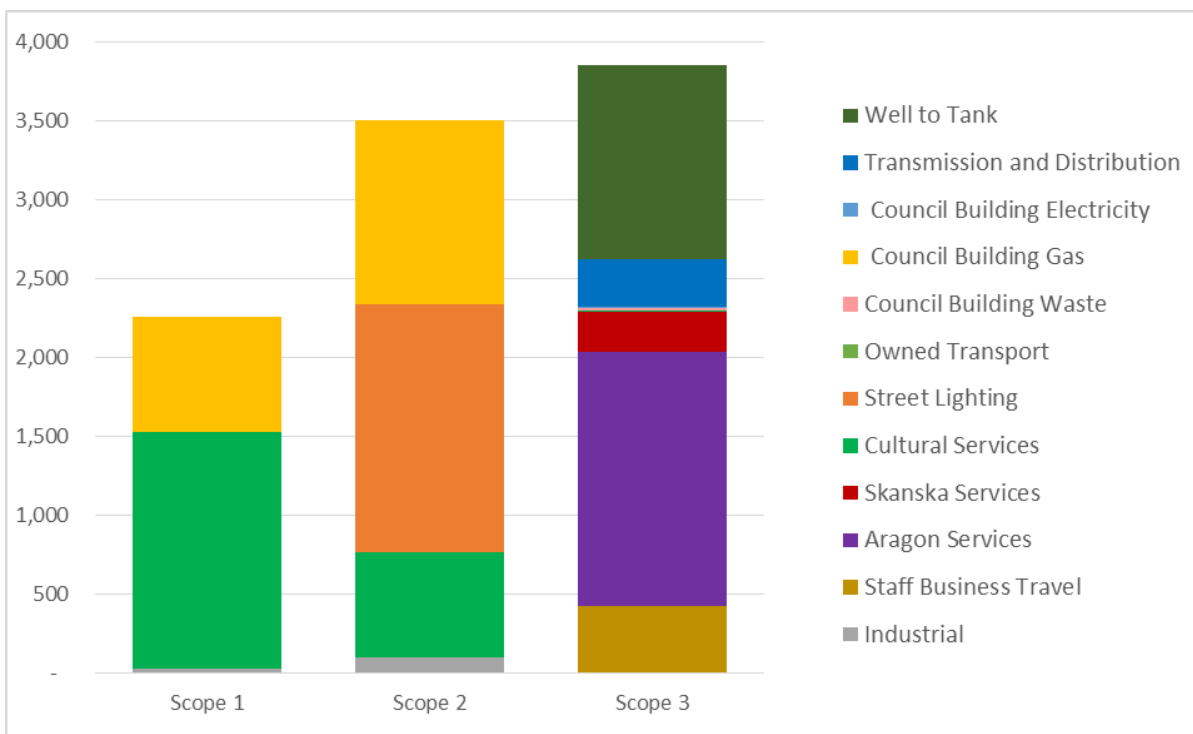


Figure 4: Breakdown of emissions by scope and type, tonnes of CO₂e

2.1.3 Intensity Ratios

Local government responsibilities are often flexible with activities differing over time. As these changing activities will affect the amount of carbon emitted, it is sometimes advantageous to express emissions as intensity ratios. Intensity ratios express the GHG impact per unit of economic value or per member of staff. The Council employed 954 FTE in 2019-20 which equates to an intensity measure of 6.04 tCO₂e/FTE (full time equivalent) (scope 1 and 2

only). The Council turned over £505,766,000 in 2019-20, which equates to an intensity measure of 19.18 tCO₂e/£1m.

	2018-19	2019-20
Intensity ratio: staff	8.01 tCO ₂ e/FTE	6.04 tCO ₂ e/FTE
Intensity ratio: turnover	19.18 tCO ₂ e/£1m	19.01 tCO ₂ e/£1m

It should be noted that the Council delivers some of its services via 3rd party arrangements and the FTE for these services is not included e.g. Aragon. The Council is also delivering a number of services via partnership arrangements with Cambridgeshire County Council; this is reflected in the overall FTE count.

3 Decarbonisation Projects

The commitment to achieve net-zero carbon emissions across both the city of Peterborough and the Council’s operations is a crucial yet momentous task. There is an indefinite list of changes required, many of which are only realistically feasible on a regional or national scale; however there are some practical actions that can be taken at a local level. The following section of this report provides a breakdown of projects that the Council will seek to take forward. In order to make decisions on what projects to take forward, the Council will assess projects based on the following criteria:

- Cost of the action proposed in relation to the CO₂e saved (i.e. CO₂e saving per £ spent)
- Ease of implementation (i.e. the actions that will make savings sooner)
- Public demonstration (the Council has an important role in demonstrating how projects which tackle climate change can be completed to other organisations and businesses)

3.1 Peterborough City Council’s Projects

The Council has completed several projects in recent years that will have reduced carbon emissions. This is good news and demonstrates the long term commitment this Council has to minimise its impact on the environment. However, being a leading Council over the years actually makes the task to reduce of emissions further and quickly harder with many of the ‘easy’ wins having already been taken.

3.1.1 Committed Projects - update

The Council has already committed to undertaking a number of projects that aim to directly reduce carbon emissions. An update detailing the progress made on these projects is set out below:

Project	Business Area	Project Details	Update
Street Light Dimming	Street Lighting	<p>Following the LED street lighting upgrade programme the Council is now able to dim street lights. As part of phase one of the 2020/21 budget setting process a trial was proposed to dim lights in residential areas by 20 per cent between 9.30pm and 5am and on traffic routes by 20 per cent between 9pm and midnight, and by 40 per cent between midnight and 5am.</p> <p>In order to calculate the reduction in carbon emissions arising, officers have undertaken an assessment to quantify the change in energy demand and have converted this to CO₂e which results in an estimated reduction of 183.7 tCO₂e, which accounts for more than a 1.5% reduction of the total baseline 18/19 carbon footprint.</p>	<p>The proposal detailed here commenced in April 2020. However this was surpassed in response to the Covid-19 emergency which resulted in street lighting levels across the city being reduced by 40% during the hours of darkness. The CO₂ and financial saving was initially estimated over a period during the summer months but due to the ongoing impact of the pandemic the actual savings will significantly outweigh those predicted. The data for this will be captured when emissions for the 2020/21 year are published in the next iteration of this plan.</p> <p>Proposals to establish minimum lighting levels are currently being developed which it is hoped will allow some of these benefits to be sustained.</p>

Staff engagement	Office and Transport	<p>The Council has an active network of 60 Change Champions representing all of the Council’s various service areas. These individuals are responsible for raising awareness of key initiatives and embedding change across the organisation. A key focus for the Champions moving forward will be to develop and deliver a programme of behavioural change activities to result in actions that will directly reduce carbon emissions across the Council’s estate. This programme of work commenced in December 2019 and a small budget has been allocated from the current Climate Change revenue budget to support this work.</p> <p>It is very difficult to quantify the emissions reduction that will occur as a result of this work and therefore no data has been included here. However the Carbon Trust estimate that savings of between 5 and 10% are achievable from successful awareness and behavioural change initiatives across an organisation.</p>	<p>Progress in this area has been significantly affected by the Covid-19 pandemic with officers, understandably, focussed on communicating other key messages.</p> <p>However, the Council has invested in ‘Carbon Literacy’ training for a member of the Climate change Team. This is a ‘train the trainer’ style course which will allow a programme of training to be rolled out across the Council during 2021. This will initially focus on Members of the Climate Change Cross Party Working Group, Change Champions and colleagues from departments across the Council i.e. finance, HR etc.</p>
Engagement with Councillors	All	<p>Cross Party Climate Change Working Group – at a meeting of Cabinet on the 18th of November a decision was made to establish a Cross Party Climate Change Working Group. The aim of this group is to aid a greater understanding of the key issues which the Council must consider, and the reasonable options that exist to address those issues, in respect of the climate emergency declaration.</p> <p>It is very difficult to quantify the emissions reduction that will occur as a result of this work and therefore no data has been included here.</p>	<p>The Group continues to meet, virtually throughout the Covid-19 pandemic, on a monthly basis.</p> <p>The Group have played a crucial role in the development of the Draft Citywide-CMAP and have held two in depth workshops to support the development of this plan.</p>

3.1.2 Near Term Projects - update

The Council also considered a number of projects that were anticipated to reduce carbon emissions. An update detailing the progress made on these projects is set out below:

Project	Business Area	Project Details	Update
Opportunity assessments on Council owned buildings	Offices	<p>The Council has commissioned the NPS Group (who deliver the Council's Property Management Services) to undertake energy opportunity assessments for a number of its highest energy consuming sites including Sand Martin House, the Regional Pool and Clare Lodge. The aim of these assessments is to identify ways in which emissions can be directly reduced through a range of measures including, for example, heating optimisation and renewable energy generation.</p> <p>At this stage we have not received completed assessments back from NPS so full details of the potential savings cannot be included here.</p>	<p>Energy Opportunity Assessments were completed for a number of Council sites and measures identified that could be taken to reduce emissions. Shortly after these assessments were completed the Government announced a 'Public Sector Decarbonisation Fund' and officers committed resources to secure funding.</p> <p>The Council has successfully received project development funding and is therefore in the process of developing detailed proposals.</p>
Land Management	Estate	<p>The Council manages a rural estate of approximately 3,000 acres, much of which is understood to be comprised of rich peat-based soils. It is estimated that 60-80% of wasted peatland in the UK is located within the Cambridgeshire/Peterborough area (i.e. in simple terms, as peat is intensively farmed, it dries, degenerates, shrinks and ultimately emits large volumes of CO₂e). There is significant potential not only to understand the emissions arising from the Council's farm estate activities but to seek opportunities to reduce emissions both through revised land management practices and the development of energy projects to bring forward local decarbonised heat and power. In time, it is possible for peatland areas to not only reduce their emissions but become 'carbon sinks', pulling CO₂ out of the atmosphere.</p>	<p>Unfortunately officers have been unable to identify and secure suitable sources of funding to prioritise this work. This will therefore remain a live project moving forward.</p> <p>Officers have however commenced work with one of the Council's tenant farmers who has adopted a number of exemplar farming practices and work will continue to calculate the Carbon Footprint of this farm.</p>

		Subject to securing sufficient funding the Council intends to undertake research to identify the potential opportunities. Until this research is undertaken there is no data available to indicate the potential savings.	
Mayor's Car	Transport	As part of the Climate Emergency Declaration a commitment was made to consider options for changing the Mayor's car to an electric or hybrid. The current lease agreement expires in January 2021 and therefore alternative options will be considered prior to that date.	Due to the ongoing Covid-19 pandemic a decision has been taken to allow the current lease to expire. At a point in time when normal Mayoral duties resume a new lease will be considered which will include options for an electric or hybrid vehicle.
Renewable energy tariff	Offices and Street Lighting	As part of the Climate Emergency Declaration a commitment was made to achieve 100% clean energy across the Council's full range of functions by 2030. The Council is currently in the process of procuring a new energy tariff and as part of this process will undertake a cost comparison exercise to ascertain the feasibility of achieving this timescale. The carbon savings that would be achieved as a result of this will not be known until a suitable energy provider is identified.	The Council switched to a renewable energy tariff for electricity from 1st October 2020. Work is underway to identify options for gas.
Aragon fleet review	Transport	Aragon are in the process of undertaking a fleet review with the aim of moving the entire fleet to alternative fuels. An opportunity assessment is underway to ascertain the feasibility of this which suggests it is unlikely that it will be feasible to convert all vehicles at this stage. Currently we have not completed the assessment so full details of the potential savings and associated costs cannot be included here.	Aragon Direct Services are in the process of procuring a new fleet to replace their aging equipment. In order to undertake this exercise independent advice and review was provided by the Energy Saving Trust (EST) utilising funding from the Department for Transport (DfT). A comprehensive assessment of various options has been looked at, and at this stage, to meet the needs of the service and reduce carbon Aragon propose a mixture of some electric vehicles, hybrid (diesel and electric) and diesel options alongside a commitment for a carbon neutral fleet by 2030.
Identify embodied carbon	Embodied Carbon	Skanska have developed a tool which allows the embodied carbon contained within their materials and processes to be quantified. The aim of this is to enable officers to plan, design and undertake schemes with more	In 2020 Skanska carried out a carbon assessment for the A605 Alwalton scheme; the data is currently being processed and therefore we cannot draw any conclusions at this stage. In 2021, Skanska aims to produce carbon

		<p>knowledge about the environmental impact of the projects they deliver and it is hoped that more sustainable products with lower levels of embodied carbon can be selected. At this stage no schemes have progressed completely through the process and therefore full details of the potential savings cannot be included here.</p>	<p>assessments for two major highway projects which will be used to influence the final design.</p>
Lease of Town Hall after refurb	Offices	<p>During summer 2018 a significant proportion of Council Officers relocated to a new office at Sand Martin House. Subsequently, a refurbishment programme is taking place at the Town Hall in order to allow areas in both the north and south of the building to be leased out to a 3rd party. The tenants will be directly responsible for their energy consumption and therefore the emissions will no longer be within the Council's scope.</p>	<p>This is in progress with refurbishments currently taking place in the Town Hall (north) ahead of lease in April 2021. Other opportunities are being explored for other sites in parallel but Covid-19 has affected interest. Energy usage is likely to have significantly declined during the pandemic and opportunities to identify ways to retain some of these benefits are being explored.</p>
Tree Planting	Estate	<p>At a meeting of Full Council in October 2020, Council instructed the cross-party Climate Change working group and relevant officers to:</p> <p>Carry out an audit of council owned land in the city to identify possible planting opportunities, and</p> <p>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.</p>	<p>Unfortunately there was insufficient time and resources to conduct an audit of Council owned land and speak to relevant external experts in the time frame set by Council. As such the Working Group will undertake further work to identify mechanisms to enable the Council to significantly increase tree canopy cover across the city over the next ten years and present detailed proposals within a maximum 12 months detailing how this can be achieved.</p>

3.1.3 Medium Term Projects - update

The Council also committed to identifying further projects that would require more research in order to ascertain individual feasibility and contribution to the overall target. An update detailing the progress made on these projects is set out below:

Project	Business Area	Project Details	Update
Renewable energy opportunities	All	<p>Whilst the Council has already installed solar PV across 30 sites generating approximately 1,240,379 kWh in 2019-20 it acknowledges that in order to achieve the target of net-zero carbon emissions it will be necessary to generate more energy from renewable sources. As such the Council is committed to working with its partners to identify and develop further suitable opportunities. Initially this will include a project supported by BEIS to build upon initial feasibility work undertaken last year, to develop the design of a low carbon, local heat network.</p>	<p>The Peterborough Integrated Renewables Infrastructure (PIRI) project supported by BEIS, Innovate UK and private investment, is currently at the feasibility stage. The concept aims to identify whether it is feasible to create a smart, responsive, low-carbon, energy infrastructure design that includes a heat and electricity network to power homes and support electric vehicle charging.</p> <p>A variety of options are being explored to power the conceptual scheme including the Energy from Waste Facility, local water sources including sewage and local businesses that generate waste heat.</p> <p>At this early feasibility stage the Climate Change Working Group will work closely with the relevant officers to ensure that the full potential of this scheme is understood, consideration is given to the sustainability credentials of any power inputs and opportunities to ensure long-term sustainability are embedded within the potential resultant scheme.</p>
Skanska bio fuels trial	Transport	<p>Skanska, our highway maintenance partner, is currently undertaking a trial in another part of the country to ascertain the viability of utilising an alternative lower carbon fuel for their vehicle fleets. Estimations suggest that based on average data over a 12 month period if this trial was extended to Peterborough savings in the region of 150 tCO₂e could be realised. However there are currently practical and financial restrictions which prevent this being rolled out in Peterborough and therefore work is required to ascertain whether or not these can be overcome.</p>	<p>Skanska have completed the trial they were undertaking and have concluded that this offers a realistic and practical intervention across their operational fleet in Peterborough.</p> <p>Work is now underway to develop a business case and seek corporate support to implement this project locally.</p>
Skanska 'zero carbon compound'	Plant equipment	<p>Skanska has committed to trial a new 'zero carbon compound'. This is a small temporary building from which staff operate from when constructing major highways projects. It involves the use of renewable energy</p>	<p>In Winter 2020 Skanska commenced a trial of an Ecosmart ZERO unit. The aim of the trial was to reduce carbon, to assess the unit's usability (compared to standard units) and to understand whether there is a reduction in operational costs. Initially</p>

		<p>infrastructure to power the facility and charge associated electrical equipment. Work is currently underway to identify a suitable scheme to undertake this trial in Peterborough.</p>	<p>the review of the compound was positive, particularly around usability. However, within the first week, the battery ran flat and the welfare unit was unusable and whilst this was fixed it went on to fail again. Due to these issues a decision was made to off-hire the unit and return the original welfare unit.</p> <p>The trial was unable to assess whether there were any carbon or fuel cost reductions but alternative compounds are now being explored.</p>
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3.1.4 New/continued projects

The Council is committed to developing some of the projects detailed above further and identifying additional projects that require more research in order to ascertain individual feasibility and contribution to the overall target. At this stage it is not possible to calculate the initial cost of these projects or the timescale within which they will be completed. At this stage this includes the following:

Project	Business Area	New/Continued	Project Details
Street Light Dimming	Street Lighting	Continued	Proposals to establish minimum lighting levels are currently being developed which it is hoped will allow some of these benefits to continue.
Behaviour Change	Office and Transport	Continued	Roll out 'Carbon Literacy' training during 2021, initially focussing on Members of the Climate Change Cross Party Working Group, Change Champions and a lead officer from each department across the Council i.e. finance, HR etc.
Opportunity assessments	Offices	Continued	Seek to secure funding from future rounds of the Public Sector Decarbonisation scheme (or an alternative source) to improve efficiency of the Council's estate.
Land Management	Estate	Continued	Seek funding to undertake research to identify potential opportunities to reduce carbon emissions from peat soils across the Council's farm estate.
Mayor's Car	Transport	Continued	At a point in time when normal Mayoral duties resume a new lease will be considered which will include options for an electric or hybrid vehicle.
Renewable energy tariff	Offices and Street Lighting	Continued	To ascertain and review options to switch to a 100% renewable gas tariff.
Aragon fleet review	Transport	Continued	Secure corporate funding to implement recommendations from the fleet review undertaken by Aragon which will see the introduction of new electric vehicles and a zero-emission fleet by 2030.
Identify embodied carbon	Embodied Carbon	Continued	Review the results from the assessment undertaken for the A605 Alwalton and undertake two further

			assessments on major schemes projects which will be used to influence the final design.
Renewable energy opportunities	All	Continued	<p>The PIRI project will recommend two potential options to consider progressing with by the end of 2021. The Climate Change Working Group will work closely with the relevant officers to ensure that the full potential of this scheme is understood, consideration is given to the sustainability credentials of any power inputs and opportunities to ensure long-term sustainability are embedded within the potential resultant scheme.</p> <p>In addition the Council will undertake a high level analysis of its estate to identify opportunities for further renewable energy generation.</p>
Skanska biofuels trial	Transport	Continued	Develop Business case and seek corporate support for investment.
Swimming pool facility	Cultural Services	New	Investigate opportunities to reduce emissions from the Regional Swimming Pool, currently the Council's single highest carbon emitting site.
Procurement	All	New	Work with the Council's procurement team to further develop minimum standards to drive forward sustainable procurement decisions.
Adapting to climate change	All	New	Initiate a process to identify adaptation opportunities across the Council's operations and potential interventions.

3.2 Projected Achievement Towards Target

The projects detailed in this chapter provide a way for the Council to progress closer towards the net-zero target. The emissions savings owing to the majority of these projects are not yet sufficiently quantified; the Council will look to calculate these and enable interim carbon targets to be set for future years.

4 Carbon Management Action Plan Financing

This CMAP details an overall model for carbon management in the City Council to carry us towards our goal of net zero emissions by 2030. All projects implemented as part of this scheme will go through the Council's approval process, meeting project management controls and receiving expenditure approval in accordance with the budget setting process. It must be noted that these corporate controls are required regardless of eventual funding streams as the Council needs to ensure Value for Money is achieved.

Some schemes identified in Chapter 3 are existing projects and as such approval and funding for the schemes has already been agreed and is, where appropriate, detailed in the city Council's Medium Term Financial Strategy (MTFS). The Council has access to several potential funding streams and the choice of most appropriate funding will depend upon achievement of Value for Money. This will be assessed following the completion of a relevant business cases for individual projects. External funding will always be considered before the use of internal Council funds; a dedicated team is available to help facilitate and maximise the funds applicable to the Council.

Some of the ways the Council may decide to fund the projects associated with the CMAP are:

- **Grants and Loans:** Some projects may be applicable for external funding. The Climate Change Act and agenda to achieve a green recovery from Covid-19 have given rise to a number of climate change/energy efficiency funds. These will be interrogated to determine if any funding streaming are suitable for projects within Peterborough.
- **Match-Funding:** Some grant awarding bodies, and other third-party funders offer part funding for projects with the stipulation that the Council funds the remaining costs.
- **Invest to Save:** The Council's capital programme contains funding for Invest to Save schemes. Projects funded via this budget will deliver savings to the Council. Business cases for future proposals are required to demonstrate how the cost of borrowing will be covered and show how the individual scheme is self-financing and so has no overall impact against the Council's long-term financial position.
- **Internal Resources:** Schemes may also be considered that require investment through the medium term financial strategy (i.e. carry an additional cost to be factored into the budget, subject to approval) where they contribute towards delivery of service improvements, or to achievement of Council priorities. This includes funding for revenue schemes or financing the borrowing for capital schemes.

5 Project management

This section details how the Council-CMAP will be governed, owned and managed. Successful implementation and delivery of the plan requires a robust, transparent governance structure which will ensure strategic ownership of the Council's carbon reduction aims. This governance process will bring together the diverse range of projects undertaken throughout the Council which contribute to the organisation's overall environmental impact.

5.1 Identifying Projects

The Council is committed to identifying opportunities to reduce carbon emissions across all areas of its operations. In order to achieve this the Council has introduced the following:

- A core team of officers, representing key service areas, have been identified. These officers will meet on a regular basis in order to discuss ongoing and forthcoming projects. This allows early conversations about opportunities to reduce carbon to take place.
- Decisions taken by the Council are now subject to a Carbon Impact Assessment (CIA). This involves lead officers undertaking a review of their project/decision and considering what impact it will have on the Council's target to achieve net-zero carbon emissions. A summary of the CIA is included in the governing report to enable the relevant decision maker to make an informed decision. This process has helped raise awareness of the challenge that climate change presents. It aims to encourage officers to consider potential impacts on carbon emissions throughout the project design and decision making process.
- The role of the Change Champions is being expanded to ensure that Climate Change is a high priority across all service areas. This gives officers throughout the organisation the authority to suggest climate friendly adaptations to projects or service delivery to help us to reach net-zero carbon

5.2 Initiating Projects

Before any project is initiated the relevant Council Officer will ensure that all of the necessary procurement and governance steps are undertaken. Consideration will also be given, on a case by case basis, to any communication activity that may be required alongside any specific monitoring requirements.

5.3 Monitoring Projects

The impact of individual projects will primarily be monitored by analysing emissions data and any other relevant data. Data will be used to ensure resources are directed to projects with the most significant impact. Where appropriate engagement activities will be undertaken to monitor projects.

5.4 Reporting Progress

Each year the Council will produce an annual report detailing the emissions arising from all emissions sources within the organisation's operational boundary. The Council will aim to publish this no later than the 31st of March each year.

6 Stakeholder Engagement

To support the Council's net-zero commitment we initially intended to engage with a number of stakeholders during 2020 to support the Council and the city to become net-zero. However, this activity has been significantly limited by the Covid-19 pandemic and therefore a number of this area of work will carry forward into 2021. Stakeholders include:

- **Cross Party Climate Change Working Group:** at a meeting of Cabinet on the 18 November 2019 a decision was made to establish a Cross Party Climate Change Working Group. The aim of this group is to aid a greater understanding of the key issues which the Council must consider, and the reasonable options that exist to address those issues, in respect of the climate emergency declaration.
- **Change Champions:** The Council has an active network of 60 Change Champions representing the Council's various service areas. These individuals are responsible for raising awareness of key initiatives and embedding change. A key focus for the Champions moving forward will be to develop and deliver a programme of behavioural change activities to result in actions that will directly reduce carbon emissions across the Council's estate. This programme of work commenced in December 2019 and a small budget has been allocated from the current Climate Change revenue budget to support this work.
- **Peterborough Climate Change Partnership (PCCP):** work will commence to launch a local climate change partnership group. This is likely to involve members of the local business community, residents, young people, Council officers and members.
- **Peterborough Youth Council:** this group of young people have agreed that they would like a significant proportion of their work to focus on addressing the climate emergency. As such the Council commits to working in partnership to deliver tangible action and the Youth MP has been given a standing invitation to attend the Cross Party Working Group.
- **Citizen Engagement:** whilst the above will enable certain members of the public to be involved in activities and offer views, the Council wants to set up a mechanism whereby wider citizen engagement can take place. The Council initially intended to undertake a citywide survey designed to gauge local opinion in order to ascertain priorities for local action. Unfortunately, this was postponed due to the Covid-19 pandemic and therefore this will be revisited to consider if such activity would be appropriate during the year ahead. The Council will continue to ensure that: its website provides up to date and accurate information about its activities alongside a carbon calculator to allow individuals to quantify the personal impact; coordinate an annual day of action on the 4th of March, known as March Forth, to encourage individuals to take meaningful action to reduce their impact and; continue to raise awareness of climate change through the local media.
- **Schools:** the Council sees schools as having a vital role to play in helping to meet our ambitious targets. Schools have a big direct carbon impact themselves, but also play a vital role in education and behavioural change. As such, during 2020 we intended to work with all local schools (including maintained and non-maintained schools) to prepare a bespoke action plan for schools (Schools-CMAP). We also intended to consider the possibility of launching a carbon saving competition to encourage schools to reduce their energy consumption. Both of these activities were significantly affected by the Covid-19 pandemic and will therefore carry forward to 2021.
- **Parish Councils:** the Council sees Parish Councils as having a vital role to play in helping to meet our ambitious targets. Parish Council generally have a relative low carbon impact themselves, but can have a vital role championing change within its local area. As such, we are working with Peakirk Parish Council to prepare a bespoke action plan (Parish-CMAP), that maximises the opportunities Parish Councils have within their statutory powers, with the intention that this will form the template for other Parish Councils to use.

- **Other Local Authorities:** We are working across borders, in particular with Cambridgeshire County Council (CCC), where sharing of resources and expertise is already taking place across a wide range of functions. CCC similarly declared a climate emergency earlier in 2019. The joint Director for Economy and Place, Steve Cox, has been given responsibility to coordinate actions to deliver both climate emergency declarations, thus ensuring a joined-up approach will take place across Cambridgeshire and Peterborough.

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Appendix A

Methodology used to calculate the Council's carbon footprint.

Defining The Scope

The starting point for carbon management is to accurately establish the emissions baseline. The scope of the baseline includes the required types and sources of emissions over a defined timescale. The baseline is a fixed point against which a reduction target can be set and future performance monitored.

Emissions-releasing activities are classified into three groups known as scopes. These, their relevant associated activities, are defined in the GHG Protocol Corporate Standard as follows:

Scope	Definition / Activity
1 (Direct)	Emissions from sources that are owned or controlled by the organisation
Fuels	Fuel sources combusted at a site or in an asset owned or controlled by the organisation.
Refrigerants	Refrigerants that leak from air-conditioning equipment.
Passenger vehicles	Travel in cars and on motorcycles owned or controlled by the organisation.
Delivery vehicles	Travel in vans and heavy goods vehicles that are owned or controlled by the organisation.
2 (Indirect)	Emissions that are a consequence of the organisation's operations, but occur from sources owned or controlled by another company
Electricity (grid)	Electricity used by an organisation at sites owned or controlled by them.
3 (Other Indirect)	Emissions that are a consequence of the organisation's operations, which occur at sources which they do not own or control
Business travel	Travel for business purposes in assets not owned or directly operated by the organisation.
Hotel stays	Overnight hotel stays for work purposes.
Material use	Process emissions from purchased materials.
Waste disposal	Emissions from end-of-life disposal of different materials using a variety of different disposal methods.
Water supply	Emissions from water delivered through the mains supply network.
Water treatment	Emissions from water returned to the sewage system through mains drains.
Transmission & Distribution	Emissions associated with grid losses (the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it).
Well-to-Tank (WTT)	Upstream emissions of extraction, refining and transportation of a primary fuel source prior to its point of combustion.

Table 3: GHG Emission scopes and associated emission releasing activities (BEIS, 2020a)

The Organisational Boundary

In order to produce this Carbon Management Action Plan it is essential to accurately establish the scope of the operations on which our organisation will report. This process is known as defining the organisational boundary. This means establishing what activities and functions are counted (or 'in scope') for the purpose of determining the Council's overall emissions, and by default what activities and functions are not counted ('out of scope'). This stage of the process involves reviewing the Council's operations to determine activities that give rise to carbon emissions.

In cases where the organisational structure is straightforward, reporting would include the impacts from everything that is owned and operated by the organisation. However, as a unitary authority with third parties, the Council has a complex organisational structure whereby some entities are only part-owned or part-operated. It is therefore not possible for the council to simply apply the financial or the operational control¹⁰ boundaries. Instead the Council has defined its boundary in order to ensure that it captures emissions from the full scope of the services it is responsible for as outlined in figure 4 below.



Figure 5: Peterborough City Council organisational boundary (grey areas currently excluded)

¹⁰ Operational Control Boundary. Recognised boundary setting approach as defined in the GHG Protocol reporting guidelines.

We have determined that it is appropriate to include the following sources (though as a reminder, we have purposely excluded schools):

Scope	Typical activities for a local authority organisation		Identified Council emission sources
1	Stationary	Production of electricity, heat or steam	<ul style="list-style-type: none"> Gas used in Council Offices and sites <i>i.e. Town Hall, Sand Martin House, Dodson House etc.</i> Gas used in buildings operated by Vivacity
	Mobile	Transportation of raw materials/ waste	<ul style="list-style-type: none"> Travel in vans and heavy goods vehicles operated by the Council Travel in vans and heavy goods vehicles operated by Vivacity
	Fugitive	Hydrofluorocarbons (HFC) emissions during use of refrigeration and air-conditioning equipment	<i>Excluded (see below)</i>
2	Stationary	Consumption of purchased electricity, heat or steam	<ul style="list-style-type: none"> Electricity used in Council Offices <i>i.e. Town Hall, Sand Martin House, Dodson House etc.</i> Renewable energy generated at Council sites Electricity used in street and car park lighting which also includes road signs and illuminated bollards Electricity used in buildings operated by Vivacity Renewable energy generated at Vivacity sites
3	Stationary	Production emissions from purchased materials	<i>Excluded (see below)</i>
	Process	Process emissions from purchased materials	<i>Excluded (see below)</i>
	Mobile	Transportation of raw materials/ products/ waste, employee business travel, employee commuting	<ul style="list-style-type: none"> Staff business travel and accommodation Employee commuting – <i>Excluded (see below)</i> Vivacity, Skanska and Aragon staff business travel and accommodation Buildings and fleet used to deliver services by Skanska and Aragon

Table 4: Identified Council related emissions in relation to typical GHG emissions for service sector / office based organisations (WRI/WBCSD, 2004)

Excluded Emissions

In addition to those sources detailed above there are other areas which give rise to emissions that the Council feel should be included but for which, at this time, there remains insufficient detail to enable them to be included:

Scope 1

- **Refrigerants** – Leakage from air-conditioning and refrigeration units can release gases into the atmosphere that have a global warming potential. At present this data is not available, however going forward the Council will look to find methods to record and report this information.

Scope 3

- **Water supply and treatment** – Whilst the energy used to heat water is included, what is not included is the energy used relating to cold water. Even cold water has an emissions implication through the treatment and pumping process from source (e.g. reservoir) to tap. It was decided that the emissions contribution from water consumption remains too small to justify the extra reporting burden at this stage, especially given that there is no existing reporting structure and the relatively limited volume of water consumed by the Council.
- **Waste Disposal** – This plan deliberately excludes emissions arising from waste treatment. The Council currently collects approximately 87,500 tonnes of municipal waste from homes across the city each year and this is treated in a number of different ways dependent on the type of waste. Details on this source of emissions will be included in the Citywide Carbon Management Action Plan. The rationale for this decision is that this waste is a citywide resource, some of which currently generates enough electricity to power over 16,000 homes through the Energy Recovery Facility, and therefore this opportunity to offset emissions should be accounted for on a citywide level.
- **Employee commuting** – Whilst the emissions relating to employees travelling for the purposes of work, to and from meetings for example, is included within this report, the emissions arising from employees travelling from home to work are not included. This approach is accepted as part of the GHG guidance and these emissions will broadly be captured as part of the Citywide-CMAP.
- **Peatland** – Between 60-80% of wasted peatland in the UK is located within Cambridgeshire with estimated carbon emissions of up to 5.5 MtCO₂e (5). Peatland degradation is an international challenge and Cambridgeshire is well placed to lead nationally. It can build on the work of The Wildlife Trust at Great Fen, The National Trust at Wicken Fen and collaborate with the Agri-businesses to find solutions of international interest. The Council holds a farm estate of approximately 3,000 acres, a proportion of which is comprised of peatland soils. At this stage there is no data available to include in this plan but the Council is committed to not only understand the emissions arising as a result of its agricultural land but to seek opportunities to reduce emissions both through revised land management practices and development of energy projects, to bring forward local decarbonised heat and power.
- **Passenger transport** – the Council support a number of passenger transport services including: Call Connect, Community Link, some Stagecoach services, home to school transport and transport for adult social care. The Council has not historically collected sufficient data to enable the carbon emissions arising from these services to be calculated and with these services due to be delivered directly by the Cambridgeshire and Peterborough Combined Authority going forward this data would no longer be relevant to the Council's scope.
- **3rd parties** – emissions relating to some 3rd party organisations including NPS Peterborough Limited, Medesham Homes LLP and Limited, Opportunity Peterborough (OP), the Peterborough Investment Partnership LLP (PIP), have not been included in this plan because no data is currently available.
- **Purchased materials** – By far the biggest 'exclusion' relates to the purchasing and use of goods, and the consequential 'embodied energy' of such goods. Embodied energy is a complex area, but in simple means the energy used to make and distribute goods, before such goods are actually used. The following text box gives an example to illustrate the point:

In the last version of this plan the Council set out its intention to make all of these excluded areas 'in scope' moving forward. Whilst we have achieved this for waste it has not been possible to gather all of the information necessary for the remaining areas and therefore this remains a clear focus for the year ahead.

Data Collection

The energy data used to calculate the baseline was gathered from different sources including: invoices received by the Council, annual energy statements from utility providers, property services and third party providers (i.e. Aragon and Skanska). Work continues to ensure that this data is robust and systems are in place to ensure ongoing timely and accurate collection of such data.

Energy Type	Source	Data Quality/Estimation techniques
Gas	Energy invoices and Annual Energy Statements from different suppliers. Collated data from third party providers.	Where estimations have been used records are held with source data. Methods include: Annualising consumption or average data calculated using bookended data.
Passenger vehicles	Staff mileage claims, fuel purchased and vehicle log books.	Annualising consumption where required
Delivery vehicles	Fuel purchased and vehicle log books	Annualising consumption where required
Electricity	Energy invoices and Annual Energy Statements from different suppliers. Collated data from third party providers.	Where estimations have been used records are held with source data. Methods include: Annualising consumption or average data calculated using bookended periods.
Renewable Energy	Online renewable energy portal	N/A
Business travel	Capita data records	N/A

Table 5: Source of data by energy type

Calculating emissions

To calculate what your CO₂e emissions are, it is necessary to convert the ‘raw’ data (such as kWh of electricity used) into CO₂e emissions. This process is relatively straight forward, using what are known as ‘conversion factors’.

Conversion Factors

The carbon conversion factors used for this Action Plan are the 2018 UK Government published carbon conversion factors (BEIS, 2020b), The Council will use the most up to date conversion factors each time it updates this plan or produces an annual report.

The key conversion factors used are as follows:

Energy Type	Conversion factor
Fuels	
Natural Gas	0.18385 kg CO ₂ e / kWh (Gross CV)
Diesel (average biofuel blend)	2.59411 kg CO ₂ e / litre
Petrol (average biofuel blend)	2.20904 kg CO ₂ e / litre
Electricity	
UK electricity	0.2556 kg CO ₂ e / kWh (Gross CV)
Vehicles (passenger, delivery and business travel)	
Small diesel car	0.22868 kg CO ₂ e / mile
Medium diesel car	0.27459 kg CO ₂ e / mile
Large diesel car	0.33713 kg CO ₂ e / mile
Small petrol car	0.24736 kg CO ₂ e / mile
Medium petrol car	0.30945 kg CO ₂ e / mile
Large petrol car	0.45536 kg CO ₂ e / mile
Small car (unknown fuel type)	0.24072 kg CO ₂ e / mile
Large car (unknown fuel type)	0.36785 kg CO ₂ e / mile
Average car (unknown fuel type)	0.28502 kg CO ₂ e / mile
Water	
Water supply	0.344 kg CO ₂ e / cubic metres
Water treatment	0.708 kg CO ₂ e / cubic metres
Transmission & Distribution	
UK electricity	0.02413 kg CO ₂ e / kWh
Well-To-Tank	
Various	Various (dependant on fuel type)

Table 6: Key GHG conversion factors (BEIS, 2020b)

Baseline Year Recalculation Policy

There may be circumstances under which it becomes necessary to recalculate our baseline year emissions. If significant changes were to occur - either within the Council's organisation or to recognised methodologies - it could challenge the validity of existing data. To mitigate this we have developed the following baseline year recalculation policy which will ensure that any significant changes are identified, measured for a recalculation threshold and processed accordingly:

Change scenario	Baseline year recalculation?
Mergers, Acquisitions, Divestitures	
Acquisition of (or insourcing) a facility that did not exist in the baseline year.	Potentially recalculate baseline year emissions depending on likely impact to be consistent with new approach, or correct errors
Disposal of (or outsourcing) a facility to another company.	Potentially recalculate baseline year emissions depending on likely impact to be consistent with new approach, or correct errors
Transfer of ownership/ control of emissions sources. This includes changes in lease status.	No base year recalculation required
Organic Growth and Decline	
Organic growth	No base year recalculation required
Organic decline	No base year recalculation required
Changes in Quantification Methodologies / Errors	
Changes in emission factors or methodologies (e.g. change in activity data) that reflect real changes in emissions (i.e. changes in fuel type or technology)	No base year recalculation required
Changes in measurement methodologies, improvements in the accuracy of emission factors/ activity data, or discovery of previous errors/ number of cumulative errors	Potentially recalculate baseline year emissions depending on likely impact to be consistent with new approach, or correct errors

Table 7: Baseline year recalculation policy

The Council will review the scope on an annual or biennial basis to ensure that data is collected from all relevant sources.

COUNCIL	AGENDA ITEM No. 11(c)
3 MARCH 2021	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

TASK AND FINISH GROUP AND WORKING GROUP MEETINGS

Constitution and Ethics Committee, at its meeting on 8 February 2021, received a report setting out a number of options regarding the future of Task and Finish Group and Working Group meetings.

IT IS RECOMMENDED that Council approve the amendment to the constitution:

Part 3, Delegations Section 7 – Joint Committees and Working Groups Involving Members

“7.6.1 Working groups, review teams and advisory groups are established from time to time, for specific purposes and shall be time limited. They will only be established when the matter cannot be undertaken by a relevant Scrutiny Committee or Scrutiny Commission. Meetings of such groups will be held in private, with the exception of evidence gathering sessions with key witnesses, which the public will be invited to observe, unless the subject matter was considered to be of a sensitive nature, in which case it may not be possible to hold the evidence gathering session in public. They usually fall into one of the following categories:

(a) Advisory groups relating to Executive Functions

Usually established to advise a Cabinet Member about an issue or subject area. The terms of reference and membership are specified by the Executive.

(b) Task & Finish Groups

Small groups of Members appointed by a Scrutiny Committee or Scrutiny Commission for the purpose of advising the parent committee about either:

- (i) an in-depth policy review
- (ii) performance monitoring
- (iii) responding to a major policy consultation from the Executive.

The terms of reference and purpose are specified by the relevant Scrutiny Committee or Scrutiny Commission.”

The original Constitution and Ethics Committee report is included as an appendix.

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CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 6
8 FEBRUARY 2020	PUBLIC REPORT

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

TASK AND FINISH GROUP AND WORKING GROUP MEETINGS

RECOMMENDATIONS	
FROM: Director of Law and Governance and Monitoring Officer	Deadline date: <i>n/a</i>
<p>It is recommended that the Constitution and Ethics Committee consider the contents of the report and</p> <ol style="list-style-type: none"> 1. Agree how Task and Finish Groups / Working Groups should operate with regard to meeting in public going forwards, and 2. Agree the relevant amendments to the Constitution to recommend to Council for consideration and approval. 	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Constitution and Ethics Committee following a motion from Councillor Hogg which was agreed at Full Council on 21 October 2021 requesting that *“amendments to the Constitution be made 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.”*

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is for the Committee to consider options of how Task and Finish Groups and Working Groups can practically be held in public and by doing so agree on proposed changes to the Constitution to present to Full Council for consideration and approval.
- 2.2 This report is for the Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.1 Authority to oversee the operation of the Council’s Constitution and authority to make recommendations to Full Council as to amendments and improvements to the Council’s Constitution (including the codes and protocols) subject to the receipt and consideration of a report prepared by the Monitoring Officer, with the exception of those matters under the remit of the Executive.

3. TIMESCALES

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

4.1 At its meeting on 21 October 2020, Full Council received and resolved to approve the following motion from Councillor Hogg:

“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.”

4.2 The current practice in Peterborough is to run Cross Party Task and Finish Groups and Working Groups informally in private and to present their findings, conclusions and recommendations in a full report to Cabinet (if a working group) or the parent Scrutiny Committee and then on to Cabinet if a Task and Finish Group.

Whilst holding the meetings in private has been common practice there is nothing in the constitution that states that a Task and Finish Group / Working Group cannot hold any of its meetings in public. There have been occasions in the past where it was felt that a particular topic would benefit from holding a meeting in public in order to engage with and collect evidence from a wider group of people. Examples of this are:

[Scrutiny in a Day: Focus on the Impact of Welfare Reform – 17 January 2014](#)

[The Big Debate: The Effects on Peterborough of the Economic Downturn. -16 February 2010](#)

[Tackling Anti-Social Behaviour - 16 March 2004](#)

4.3 However, it should also be noted that holding scrutiny meetings in public can require more resourcing than the normal informal Task and Finish Group working arrangements, as much more planning and preparation is required.

The advantages of conducting Task and Finish Groups and Working Groups in private session are considered to be as follows:

- Cross Party working is more effective as members of the group are more willing to participate and put forward their opinions openly and without fear of being misquoted.
- Members of the group work together in a non-political way and are more likely to take part in informal and candid discussions to get to the real issues of the topic being reviewed
- Members are more willing to put their names forward to be part of a Task and Finish Group on topics that truly interest them.
- Individuals from external organisations can have fixed perceptions of what an evidence session entails and may be unwilling to subject themselves to detailed public scrutiny if they believe it could reflect badly on them or their employer. Making an informal approach

can help reassure an organisation of the aims of the committee, the type of information being sought and the manner in which the evidence session would be conducted;
(*Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities*)

- The group is more able to develop robust recommendations in a considered way working with officers without the time constraints of a formal meeting.

4.4 The Good Scrutiny Guide states:

Structurally speaking there are several ways to investigate a topic, some of which are explored in the guidance. These include a variety of different approaches to “scrutiny reviews”, or “task and finish” reviews. These are more informal approaches to scrutiny, which involve a small group of councillors being commissioned by a formal committee to go and investigate a topic in detail, before reporting back with recommendations.

4.5 The Senior Democratic Services Officer contacted 20 Local Authorities within a Scrutiny Network Group to ask how they conducted scrutiny reviews of which 6 responded as follows:

- Suffolk, Medway and Leeds all responded that all Task and Finish Groups and Working Groups were held in private and in an informal way and reported their findings to the parent scrutiny committee and on to Cabinet.
- Birmingham responded that reviews were held both in public session, as part of the formal committee, and as informal working groups depending on the subject matter and what members were looking to get out of it
- Milton Keynes – In general Task and Finish Group meetings were held in public depending on the subject matter.
- Hertfordshire - Task and finish (topic groups) were held in public for observation, not participation. All the papers, including presentations were published on the website as were the report with the recommendations, executive response and the outcome of monitoring the recommendations 6 months after the scrutiny. The topic was usually dealt with in one day.

4.6 Options for Consideration

Option 1 – To continue running the Task and Finish Groups / Working Groups following the current practice of generally holding them in private session and leaving it to the discretion of the individual Task and Finish Group / Working Group to decide on whether they wish to hold any or all of their meetings in public, depending on the topic being reviewed and if the group considered there would be any benefit in doing so.

Option 2. - Hold evidence gathering sessions with key witnesses in public and hold all other meetings in private. Consideration would need to be given to whether the subject matter was of a sensitive nature in which case it may not be possible to hold the meeting in public. This option may deter some key witnesses from attending and giving evidence and therefore the decision to hold key witness sessions in public would need to be decided on a case-by-case basis.

Option 3 – Hold all meetings in public. This option will require additional meetings to carefully plan the public meetings and therefore will be more resource intensive, and as mentioned in paragraph 4.3 might preclude some Members from joining a Task and Finish Group / Working Group and some Key Witnesses from taking part.

4.7 Proposed wording to amend the constitution can be found highlighted in red text in Appendix 1 of the report.

5. **CONSULTATION**

5.1 N/A

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 It is for the committee to discuss the contents of the report and to agree on which option to take forward and the required amendments to the constitution.

7. REASON FOR THE RECOMMENDATION

- 7.1 The recommendation is in response to the motion put forward by Councillor Hogg and agreed at Full Council on 21 October 2020.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 Alternative options are listed for consideration in section 4.5 of the report.

9. IMPLICATIONS

Financial Implications

- 9.1 None at present. However, if the Task and Finish Groups and Working Groups were to hold ALL meetings in public this would double the workload of officers supporting the groups due to the impact of having to hold additional meetings to plan the public meetings. It is therefore anticipated that additional resourcing may be required to support these additional meetings however the cost of this would not be known until they took place.

Legal Implications

- 9.2 There is no legal requirement to hold meetings of working parties or Task and Finish Groups in public.

Equalities Implications

- 9.3 *None*

Rural Implications

- 9.4 *None*

10. BACKGROUND DOCUMENTS

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

- 10.1 [The Good Scrutiny Guide](#)

[Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities](#)

11. APPENDICES

- 11.1 Appendix 1

COUNCIL	AGENDA ITEM No. 11(d)
3 MARCH 2021	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

ANNUAL PAY POLICY 2020/21

Employment Committee, at its meeting on 18 February 2021, received a report setting out the Pay Policy Statement for 2021/22.

IT IS RECOMMENDED that Council approve the content of the Pay Policy Statement for 2021/22

The original Employment Committee report is included as an appendices.

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EMPLOYMENT COMMITTEE	AGENDA ITEM No. 4
18 FEBRUARY 2021	PUBLIC REPORT

Report of:	Chief Executive	
Cabinet Member responsible:	Councillor Farooq, Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	Mandy Pullen - Assistant Director HR & Development	Tel. 863628

ANNUAL PAY POLICY 2021/22

R E C O M M E N D A T I O N S	
FROM: Chief Executive	Deadline date:
<p>Members of Employment Committee are requested:</p> <p>To note the content of the Pay Policy Statement for 2021/22.</p>	

1. PURPOSE AND REASON FOR REPORT

1.1 The purpose of this report is to ask Employment Committee to note the content of the Pay Policy Statement for 2021/22 ahead of this being issued to Council recommended for approval. The Policy is attached at Appendix 1 to the report.

2. BACKGROUND AND KEY ISSUES

2.1 Council is required by the Localism Act 2011 to pass a resolution approving the Pay Policy Statement for each financial year.

2.1.1 The Localism Act (the Act) requires that the council approves a pay policy statement that sets out the authority's policies for the financial year relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and also the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.

2.1.2 The Act contains specific items that must be included in the Pay Policy, and the statement recommended to council is compliant with those requirements. It has also been drafted having regard to the guidance provided by the Department of Communities and Local Government (DCLG) "*Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act*" and supplementary guidance.

2.1.3 The requirement to approve, publish and comply with a Pay Policy Statement builds on the Code of Recommended Practice for Local Authorities on Data Transparency that has led to the council already publishing data on senior salaries and the structure of the council's workforce. The requirement in the Act is based on the premise that elected members should have a significant input into how decisions on pay are made, particularly decisions on senior pay, and that they are open about policies that determine those decisions, to enable local taxpayers to take an informed view of whether local decisions on remuneration are fair and make the best use of public funds.

2.1.4 The Act and government guidance recognises that each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local

circumstances and which deliver value for money for local taxpayers. The Act does not impose policies, and only requires that authorities are open about how their own policies and local decisions are made.

- 2.1.5 Should the pay policy be amended during the financial year the Council would be required to approve such amendments and publish the amended policy accordingly.
- 2.1.6 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 requires employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees on a 'snapshot date' of 31 March 2020. The relevant data will be published on the Peterborough City Council website and the gender pay gap reporting pages of the gov.uk website before the deadline of 30 March 2021.
- 2.1.7 The pay policy statement at Appendix 1 demonstrates that between January 2020 - January 2021 the median salary in the council increased from £31,371 to £32,624. This is determined where the full-time equivalent salaries of every employee are listed in order of value, and the value of the employee in the middle is used. The mean salary increased from £33,748 to £35,633. This is where the full-time equivalent salary packages of every employee are added together and then divided by the total number of employees. It should be noted that adding the salaries together is not the same as calculating the total pay bill. This is because full time equivalent salaries are used for these figures, but in the council a significant number of staff have part time contracts.

The Localism Act requires the council to state the relationship between the remuneration of chief officers and those who are not chief officers, and leaves the council the flexibility to determine how to express this. This was considered in the Hutton report, which was asked to explore the case for a fixed limit on pay dispersion in the public sector through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. Hutton concluded that this was not helpful, and that the most appropriate metric is the top to median earnings. Since 2013 the council's ratio has reduced in seven out of eight years which demonstrates a downward trend.

The Chief Executive's remuneration is currently 8.89 times the remuneration of the lowest paid employees (for a definition of the comparator see 6.2 above) Our lowest paid staff have seen an increase of 27.09% in eight years, a much more significant rise than the chief executive whose salary has increased by only 2.01%. Reasons for this are (a) there was no pay award for the Chief Executive role for four years, (b) the Chief Executive did not accept the national pay award in April 2018, April 2019 and April 2020, and (c) lower paid staff were awarded a pay award in April 2017, 2018 and 2019 that was significantly higher than the rest of the workforce.

The lowest salary* increased from £18,666 to £19,515 which meant that the ratio of the highest salary to the lowest salary decreased from 9.30:1 to 8.89 to 1. *The lowest paid employees are defined as those in the bottom 10% of employees by remuneration.

3. CONSULTATION

- 3.1 All changes to terms and conditions of employment are subject to consultation with the trade unions.

4. IMPLICATIONS

Financial Implications

- 4.1 The pay policy has been checked and approved by the Corporate Director of Resources.

Legal Implications

- 4.2 The pay policy sets out clearly the expectations detailed in the Localism Act.

Equalities Implications

- 4.3 An initial equality impact assessment (IEQIA) has not been carried out on the pay policy itself. However, IEQIA's are carried out on any changes that are proposed that impact on pay. One was undertaken for the revised pay scales effective from 1 April 2019.

5. BACKGROUND DOCUMENTS

- 5.1 The following have been used to prepare this report:-

- Openness and accountability in local pay under section 40 of the Localism Act and supplementary guidance
- Section 38 (1) of the Localism Act
- Section 40 (1) of the Localism Act
- Repayment of Public Sector Exit Payments Regulations 2015
- Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

6. APPENDICES

- 6.1 Appendix 1 – Pay Policy 2021/20

APPENDIX ONE



PAY POLICY STATEMENT FOR 2021/2020

1. Purpose of the Policy

1.1 The council is required by ss38 to 43 of the Localism Act 2011 to produce an annual pay policy statement. It must be approved by Full Council each year and must then be published on the council's website.

1.2 The statement sets out the council's policy with regard to:

- The remuneration of chief officers (as defined in 4.1);
- The remuneration of the lowest paid employees (as defined in 6.2); and
- The relationship between chief officers' remuneration and that of officers' (who are not chief officers).

1.3 Remuneration includes salary or payment under a contract for services, bonuses, performance related pay and severance payments.

1.4 The objectives of this policy are:

- 1.4.1 To set remuneration at a level sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the council's priorities,
- 1.4.2 To reflect fairness and equality of opportunity, and
- 1.4.3 To set out the council's approach to remuneration in a fair and transparent manner.

2. Pay Framework

2.1 The Council's main pay framework was implemented in April 2007 in line with national joint council (NJC) guidance, with the grade for each role being determined by a job evaluation process. This followed a national requirement for all local authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer. As part of this the council determined a local pay framework for NJC posts, up to spinal column point 54. Changes to the grading structure were required from 1 April 2019 to take account of the revised pay points agreed nationally.

2.2 In exceptional circumstances, basic pay for any officer may be supplemented by a market supplement if market evidence on demand for these skills supports it. The process and terms of these payments is clearly detailed within the council's Market Supplement policy.

2.3 This pay policy statement does not relate to:

- staff of local authority schools
- contractors
- companies wholly or partially owned by the council
- The receipt or distribution of any payments received by the Chief Executive in her role as Returning Officer.

3. Pay Awards

3.1 The council's policy on pay awards for all employees, including chief officers, has been to follow national negotiations. During 2019-2020 the following pay awards were implemented:

Table One - Pay Awards made during the year

Terms and Conditions type	Increase awarded	Date effective
Joint Negotiating Committee for Chief Executives of Local Authorities	Increase of 2.75% with effect from 1 April 2020. <i>The JNC negotiated a 2.75% award but the Chief Executive declined to accept it and therefore <u>no increase was paid.</u></i>	1 April 2020.
Joint Negotiating Committee for Chief Officers	With effect from 1 April 2020: Increase of 2.75%	1 April 2020
National Joint Council Single Status	With effect from 1 April 2020: Increase of 2.75%	1 April 2020.
NHS	Spinal column point increase to those who had not reached the top of their grade only. The NHS pay award was not paid.	Variable dates depending on anniversary date of job holder.
Youth & Community JNC	With effect from 1 September 2020: Increase of 2.75%	1 September 2020
Soulbury	With effect from 1 September 2020: Increase of 2.75%	1 September 2020
Centrally employed Teachers	Increase of 2.75% on every Teacher, Upper Teacher, all allowances and Leadership pay scales.	1 September 2020

3.2 Where staff have been transferred into the council their contractual terms and conditions will be static at the point of transfer. This will apply in all cases excluding those where the council has the possibility of participating in the negotiation process of such collective agreements concluded after the date of the transfer. This will mean that any pay award negotiated after transfer will not be paid (providing the council had no possibility of participating in the negotiation process).

3.3 There is incremental progression for NJC evaluated posts where increments are paid in accordance with agreed council policy, usually on an annual basis. Incremental progression for NJC evaluated jobs is automatic within the pay range for the job, and takes place until the maximum incremental point within the pay range is achieved. Thereafter the employee is only eligible for any annual cost of living award negotiated by the appropriate bodies. Centrally employed Teachers

incremental pay progression is governed by the national performance related pay scheme and is not automatic.

4. Definition of Chief Officer

- 4.1 As is required by the Localism Act, for the purpose of this policy, chief officers are defined as:
- Head of Paid Service (Chief Executive)
 - Monitoring Officer (Director of Law & Governance)
 - s151 Officer (Corporate Director of Resources)
 - Statutory Chief Officers Executive Director: People & Communities and Director of Public Health
 - Non-Statutory Chief Officers: Executive Director: Place & Economy, Director: Customer & Digital Services, Director Business Improvement & Development. Any post that reports directly to the Chief Executive (other than administrative posts)
 - Deputy Chief Officers: anyone who reports directly to a statutory or non-statutory chief officer (other than administrative posts)

A list of posts and officers is attached at Appendix A. The Deputy Chief Officers included are as defined by the council's constitution.

5. Policy relating to remuneration of Chief Officers

5.1 Local government has changed radically; this council is no exception and many of our services are now provided externally. During 2013/14 senior manager pay scales were reviewed and the following parameters agreed by members of Employment Committee:-

- Senior manager role profiles should be evaluated independently under Hay, which is the council's chosen job evaluation system for senior managers.
- It was agreed that there should be seven pay bands which are anchored at the 50th percentile (market median) and range between 10% below or 10% above this market anchor point. Application of the council's Market Supplement policy will be considered in cases where the market dictates a rate that is above the 50th percentile and evidence is provided to support this.
- Pay protection would be applied to those who saw a reduction in their salary in accordance with the council's existing Redundancy Policy pay protection arrangements.
- Salary upon appointment will be set in accordance with the Guidance Document on Setting Senior Manager Pay.

5.2 Full Council is responsible for approving the appointment of the Head of Paid Service (Chief Executive). Full Council is responsible for confirming the dismissal of the Chief Executive and for confirming the dismissal of the Solicitor to the Council (Director of Law & Governance) or the Chief Finance Officer (Corporate Director of Resources) following the recommendation of such a dismissal by Employment Committee. All cabinet members have a right to object to the appointment or dismissal before the recommendation is implemented.

5.3 Employment Committee is responsible for approving the appointment (including remuneration) or dismissal of all other Chief Officers and Deputy Chief Officers. All Cabinet members have a right to object to the appointment or dismissal.

5.4 Full Council is responsible for approving salary grades of £100,000 or more in respect of a new appointment. The Employment Committee, under its delegated powers will determine the salary to be paid within the grade approved by Council. Full Council is responsible for approving severance packages beyond £100,000 for staff leaving the organisation.

5.5 In November 2016, the Council introduced a performance related progression scheme for senior

officers. This scheme provides for those employees to progress within their existing pay grade based upon their performance. In order to progress within the scheme an employee must demonstrate key success factors and achieve a minimum of a level 4 score on their Personal Development Review (Frequently Exceeds Agreed Expectations).

5.6 Information relating to the remuneration of senior officers is published annually in the statement of accounts, and also in accordance with the Department of Communities and Local Government (DCLG) Transparency Code. The Council will continue to follow these requirements when determining disclosure for Chief Officers. Information in relation to payments made under a contract for services (for example if a Chief Officer is paid through a third party) will be published in accordance with the Transparency Code requirements.

5.7 The council commenced sharing its senior management team with Cambridgeshire County Council in 2015. The first role to be shared was the Chief Executive. This was to give Peterborough and the county a stronger voice nationally to promote economic development and to create greater opportunities for jointly commissioned services and sharing of best practice between the two councils. The Corporate Director: People & Communities moved to a shared role in 2016. Peterborough City Council remains the employer of both job holders. A similar arrangement applies to the Director of Public Health who is employed by Cambridgeshire but shared with Peterborough.

Since June 2017, as further opportunities have arisen, more joint appointments have been confirmed with the aim of building a whole system approach around shared priorities and community outcomes; cost efficiencies is a crucial part of the programme and requires a greater degree of collaboration between local public services, their partners, providers and with the public than has ever previously been experienced in local government. The salary costs (including on costs) of all roles are shared by both authorities and this practice also applies when sharing additional posts which are not chief officer or deputy chief officer roles.

6. Policy relating to remuneration of the council's lowest paid employees

6.1 The Localism Act requires the council to determine who its lowest paid employees are. It may adopt any definition which most appropriately fits local circumstances, providing it explains in the policy why that definition has been adopted.

6.2 For the purpose of this policy, the Council defines its lowest paid employees as those in the bottom 10% of employees by remuneration. At 31 January 2021 the 10% is based on a total of 1247 staff (i.e 125) with a full time equivalent salary between £15,117 and £21,722. The average remuneration package for those 125 employees is in the region of £19,515. For employees who work part-time, their salary is calculated pro rata to the full-time equivalent rate. The minimum figure has decreased slightly, the maximum and average figures have both increased since last year. This will be as a result of the TUPE transfer of the ICT Services from Serco to PCC.

6.3 The definition used to define the lowest paid workers is the same as the definition applied in the 2014/15 Pay Policy and all subsequent policies. This definition has been selected because it captures a meaningful number of employees and avoids the distortions that might occur with a very small group, or the excessive averaging that would be required if a larger group was used, such as the lowest quartile. This definition was previously agreed with the relevant trade unions.

6.4 Former council employees who have transferred to external contractors with whom the authority has contracted to perform services and apprentices are excluded from this policy.

7. Policy relating to remuneration of all employees

7.1 The council's policy is to differentiate between remuneration of its employees by setting different levels of basic pay to reflect differences in responsibility, and in respect of certain allowances that are only paid to the lower grades, but not to differentiate on other allowances, benefits and payments it makes. The council has separate policies relating to travel and subsistence, redundancy, relocation, and

other entitlements, and does not differentiate between chief officers and those who are not chief officers in respect of entitlement to these benefits. Similarly, all officers who work on elections are entitled to payment for specific roles such as count supervisor or count assistant, at rates agreed each year by the Returning Officer. When undertaking election duties officers are not employed by the council for the purposes of this work. The rates agreed relate specifically to the election role undertaken, and not to the grade or employment status of the officer undertaking the role.

7.2 Equipment

Officers (including chief officers) are entitled to be provided with a mobile telephone, a Chromebook, and/or other personal data device if it is necessary to carry out their duties. Personal use is permitted, but must be reimbursed in accordance with council policies, so this is not classified as a benefit in kind for tax purposes. The ability to work in an 'agile' way necessitates the need for the majority of officers to be supplied with a mobile telephone. This supports the council's new ways of working.

7.3 Policy on receipt of salary & pension

The Local Government Pension Scheme (LGPS) does not allow current employees to receive their pension at the same time as their salary unless it is under a flexible retirement arrangement. New starters may join who are already in receipt of a pension from previous service in the LGPS or another pension provider. It is also the council's policy not to re-engage within twelve months officers who have left the council on a redundancy basis, (except in exceptional circumstances where the Chief Executive considers it necessary for continuity of an essential service).

7.4 Enhancement of pension benefits

Most employees are eligible to join the Local Government Pension Scheme, which in certain circumstances provides for the exercise of discretion that allows retirement benefits to be enhanced. Pension regulations require the council to issue a written policy statement on how it will exercise the various discretions provided within the scheme, and this is published as a separate document entitled "Local Government Pension Scheme Discretionary Policy". That policy was approved by Employment Committee in March 2010. Under the policy, the council will consider each case on its merits, but its usual policy is not to enhance benefits for any of its employees, with no distinction made between chief officers and those who are not chief officers. Different rules apply to those in the Teacher's Pension Scheme and the NHS Pension Scheme.

7.5 Termination of employment

In relation to the termination of employment, the council will have due regard to the making of any appropriate payments where it is in the council's best interests. Any such payments will be in accordance with contractual or statutory requirements and take into account the potential risk and liabilities to the council, including any legal costs, disruption to services, impact on employee relations and management time. The council will have specific regard to the legal requirements which apply to the termination of employment of the Head of Paid Service (Chief Executive), the s151 Officer (Corporate Director of Resources), and the Monitoring Officer (Director of Governance).

7.6 Other adjustments to pay

Various changes were introduced on 1 April 2017 to employee terms and conditions which affected pay. The council gave a commitment to its Trade Unions that there would be no further significant changes to terms and conditions until 2021 unless there are exceptional budget pressures.

Christmas close down - Employees at Grade 12 and above (£39,880) (or equivalent) have three day's pay deducted to cover the close down period between Christmas and New Year annually. Those below this level have the choice to take annual leave instead of unpaid leave. These deductions are not included in the figures within this policy.

Car Parking - Employees who wish to park their car at work have to pay for their car parking. The amount is dependant on their salary level. Car parking charges have not been deducted from salaries in this policy.

8. The relationship between the remuneration of the council's chief officers and those who are not chief officers

8.1 The Localism Act requires the council to state the relationship between the remuneration of chief officers and those who are not chief officers, and leaves the council the flexibility to determine how to express this. This was considered in the Hutton report, which was asked to explore the case for a fixed limit on pay dispersion in the public sector through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. Hutton concluded that this was not helpful, and that the most appropriate metric is the top to median earnings. Since 2013 the council's ratio has reduced in seven out of eight years which demonstrates a downward trend.

The Chief Executive's remuneration is currently 8.89 times the remuneration of the lowest paid employees (for a definition of the comparator see 6.2 above) Our lowest paid staff have seen an increase of 27.09% in eight years, a much more significant rise than the chief executive whose salary has increased by only 2.01%. Reasons for this are (a) there was no pay award for the Chief Executive role for four years, (b) the Chief Executive did not accept the national pay award in April 2018, April 2019 and April 2020, and (c) lower paid staff were awarded a pay award in April 2017, 2018 and 2019 that was significantly higher than the rest of the workforce.

Table two - Ratio of Chief Executive's salary to lowest salary

	Feb 13	Feb 14	31 Jan 15	31 Jan 16	31 Jan 17	31 Jan 18	31 Jan 19	31 Jan 20	31 Jan 21
Chief Executive's salary	£170,175	£170,175	£170,175	£170,175	£171,877	£173,596	£173,596	£173,596	£173,596
Lowest salary package (using bottom 10%)	£15,011	£15,779	£16,062	£17,129	£17,202	£17,043	£17,775	£18,666	£19,515
Ratio	11.34 to 1	10.78 to 1	10.59 to 1	9.93 to 1	9.99 to 1	10.18 to 1	9.76 to 1	9.30 to 1	8.89 to 1

8.2 Hutton considered that the most appropriate metric to track the pay dispersion across the organisation is the multiple of the remuneration of the Chief Executive to the average remuneration of the organisation's workforce. The table below shows both the mean and the median average.

Table three - Ratio of Chief Executive's salary to median and mean average salary

	Jan 20		Jan 20	
	Median	Mean	Median	Mean
Chief Executive's salary	£173,596	£173,596	£173,596	£173,596
Average	£31,371	£33,748	£32,624	£35,633
"pay multiple" ratio	5.53 to 1	5.14 to 1	5.32 to 1	4.87 to 1

8.3 The 'average salary' is calculated as follows:

Median – where the full time equivalent salaries of every employee are listed in order of value, and the value of the employee in the middle is used. In this case, in January 2021 the council had 1247 employees covered by this pay policy. When all of these salaries are listed in order, the total salary package of the 623rd employee is £32,624. An increase of 11.25% since 2018.

Mean - where the full time equivalent salary packages of every employee are added together, and then divided by the total number of employees (in this case 1247). This rate has risen by 5.63% over the year. It should be noted that adding the salaries together is not the same as calculating the total pay bill. This is because full time equivalent salaries are used for these figures, but in the council a significant number

of staff have part time contracts.

8.4 A graph showing pay dispersal across the council as at January 2021 is included at Appendix B. It should be noted that if an employee is seconded to another council or to a role as part of a shared service and the rate of pay is higher, then the council is reimbursed the extra pay. The pay dispersal figures fluctuate as the shape of the council changes, particularly if more services are shared, and/or further services are transferred into, or out of the council's control.

8.5 The median and mean salary in the council, and the salary of the lowest 10% of the workforce have all increased this year. The ratios comparing the Chief Executive's pay to the lowest salaries has also changed as the Chief Executive's pay has remained static whereas the lowest salaries have seen the biggest increase. This is explained further at para 8.1.

9. Review of the Pay Policy Statement

9.1 This policy will be kept under review in the light of external best practice and legislation, internal data on recruitment and retention, and external pay data. Any changes will be discussed with all stakeholders including recognised trade unions before being presented to council for approval. Council will approve its Pay Policy Statement at least on an annual basis, normally at the council meeting when the council's budget is considered.

9.2 The transfer of further staff into or out of the council is likely to have an impact on salary differentials in the future.

10. Notes

10.1 This pay policy statement is not intended to be a statement of terms and conditions for a chief officer's employment contract;

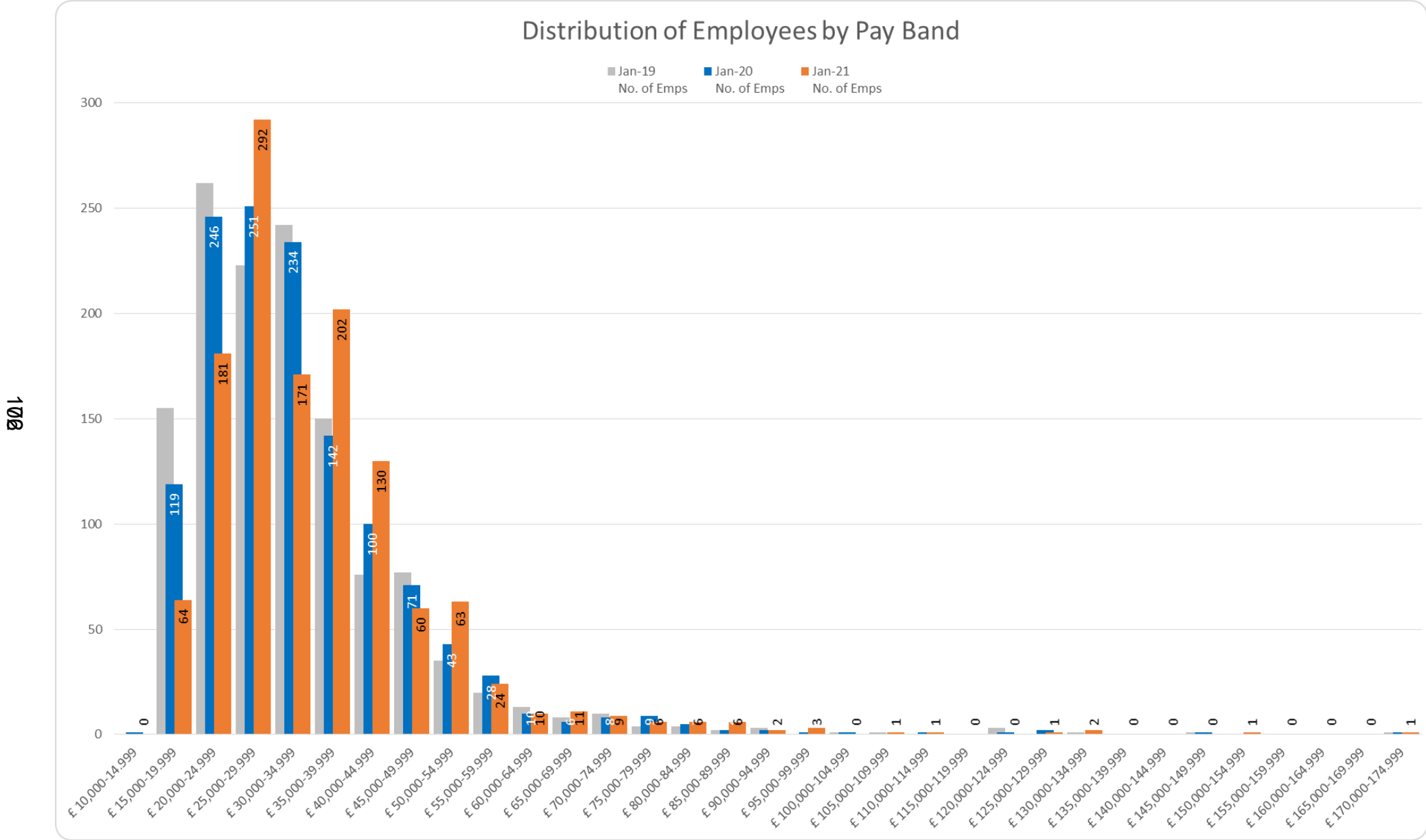
10.2 Nothing in this pay policy statement is intended to revoke other council policies related to pay, or terms and conditions of employment;

10.3 This pay policy statement has been prepared having regard to the guidance given by the Secretary of State in relation to sections 38 to 43 of the Localism Act 2011.

APPENDIX A: LIST OF CHIEF OFFICERS IN THE COUNCIL

ROLE	OFFICER IN POST	SHARING ARRANGEMENT
Chief Executive (Head of Paid Service)	Gillian Beasley	Shared with Cambridgeshire County Council
Director of Law & Governance (Monitoring Officer)	Fiona McMillan	Shared from Cambridgeshire County Council
S151 Officer (Corporate Director Resources)	Peter Carpenter	N.A.
<u>Statutory Chief Officers:</u>		
Executive Director: People & Communities (Director of Children's Services)	Wendi Ogle-Welbourn	Shared with Cambridgeshire County Council
Director of Public Health	Dr Liz Robin	Shared from Cambridgeshire County Council
Service Director Adults & Safeguarding (Director of Adult Services)	Charlotte Black	Shared from Cambridgeshire County Council
<u>Non-statutory Chief Officers:</u>		
Executive Director Place & Economy	Stephen Cox	Shared from Cambridgeshire County Council
Director of Business Improvement & Development	Amanda Askham	Shared from Cambridgeshire County Council
Director of Customer & Digital Services	Sue Grace	Shared from Cambridgeshire County Council
<u>Deputy Chief Officers</u> (employees who report directly to a Statutory Chief Officer):		
Service Director Financial Services & Deputy S151 Officer	Kirsty Nutton (Acting)	N.A.
Service Director Communities & Safety	Adrian Chapman	Shared with Cambridgeshire County Council
Service Director Children's & Safeguarding	Patrick Williams	Shared with Cambridgeshire County Council
Service Director Commissioning	Will Patten	Shared from Cambridgeshire County Council
Service Director Education	Jonathan Lewis	Shared from Cambridgeshire County Council
Deputy Monitoring Officer	Amy Brown	N.A.
Assistant Director Human Resources & Development.	Mandy Pullen	N.A.
Deputy Director of Public Health	Vacant	Shared from Cambridgeshire County Council
<u>Deputy Chief Officers</u> (reports directly to non-statutory Chief Officer as per constitution):		
Service Director Highways & Transport	Graham Hughes	Shared from Cambridgeshire County Council
Assistant Director Growth & Regeneration	Vacant	N.A.
Assistant Director Housing	Vacant	N.A.

APPENDIX B: DISTRIBUTION OF SALARIES ACROSS THE COUNCIL



COUNCIL	AGENDA ITEM No. 12
3 March 2021	PUBLIC REPORT

RECORD OF EXECUTIVE DECISIONS MADE SINCE THE LAST MEETING

1. CABINET MEETING HELD ON 23 FEBRUARY 2021

i. Peterborough City Council's Response to the Climate Emergency 2021

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

1. Endorse the Council's Carbon Management Action Plan (CMAP) and recommends to Council that it adopts the Council-CMAP at its meeting on 3 March 2021.
2. Note the Council's intention to commence a period of public engagement to ascertain actions that should be included within a City-wide Carbon Management Action Plan which will be presented to Council by December 2021.
3. Support the work of the Climate Change Cross Party Working Group to identify mechanisms to enable the Council to significantly increase tree canopy cover across the city over the next ten years and to present detailed proposals within a maximum 12 months detailing how this can be achieved.
4. Recommend to Council that delegation be given to the Executive Director for Place and Economy to undertake any presentational, factual or other minor amendments to the documents associated with this report prior to publication, provided such amendments do not materially amend the content of the documents.
5. Approve the use of earmarked reserves set up in the 2021 Budget to fund £100,000 of project support for climate change initiatives.

ii. Medium Term Financial Strategy 2021/22 to 2023/24 – Phase Two

Cabinet considered the report and **RESOLVED** to recommend to Council for approval:

1. The Phase Two service proposals as outlined in Appendix B
2. The updated budget assumptions, to be incorporated within the Medium-Term Financial Strategy 2020/21 – 2022/23. These are outlined in sections 5.
3. The revised capital programme outlined in section 5 and referencing Appendix G.
4. The Medium-Term Financial Strategy 2021/22 to 2023/24 - Phase Two, as set out in the body of the report and the following appendices, subject to the removal of the Hydrotherapy Pool from the Disposals Schedule:
 - Appendix A – 2021/22-2023/24 MTFs Detailed Budget Position Phase Two
 - Appendix B – Budget Proposal Detail
 - Appendix C – Phase One and Phase Two Budget Proposal Summary
 - Appendix D – Grant Register
 - Appendix E – Council Tax Information
 - Appendix F – Fees and Charges
 - Appendix G – Capital Programme Schemes 2021/22-2023/24
 - Appendix H – Financial Risk Register
 - Appendix I – Carbon Impact Assessments
 - Appendix J – Treasury Management Strategy
 - Appendix K – Capital Strategy

- Appendix L – Asset Management Plan

Cabinet **RESOLVED** to note:

5. All the grant figures following the Local Government Final Finance Settlement, published on 10 February 2021 outlined in sections 5 and 9.
6. The strategic financial approach taken by Council outlined in section 4 of the report.
7. The statutory advice of the Chief Finance Officer outlined in section 6 - The Robustness Statement (Section 25). This is required to highlight the robustness of budget estimates and the adequacy of reserve balances.
8. The recommendation from the Joint Scrutiny of the Budget meeting that the Financial Risk Register be updated to include reference to the risks posed by climate change to the City, with particular reference to flood risk.

iii. **Budget Control Report December 2021**

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

1. The Budgetary Control position for 2020/21 as at 31 December 2020 is a forecast overspend of £3.6m 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 £42.3m of additional pressure due to C-19, as reported to the Ministry of Housing Communities and Local Government, within the December 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.
7. The Council's capital performance dashboard as outlined in Appendix B.

Cabinet **RESOLVED** to approve:

8. A capital budget virement of £0.5m for the net book value of the assets that have transferred from Vivacity, as outlined in the capital section of Appendix A.

2. **CALL-IN BY SCRUTINY COMMITTEE**

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

3. **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.

4. **CABINET MEMBER DECISIONS**

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
Deputy Leader and Cabinet Member for Adult Social Care,	JAN21/CMDN/70	<u>To Support the Sustainability of the Adult Social Care Market</u> The Cabinet Member:

Health & Public Health Councillor Fitzgerald 19/01/2021		<ul style="list-style-type: none"> • Approved an additional expenditure to the Adult Social Care market providers in 2020/21 to help with service sustainability. • Delegated the implementation of service sustainability payments to the Corporate Director, People and Communities
Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health Councillor Fitzgerald 21/01/2021	JAN21/CMDN/71	<p><u>Request for an Extension to the Interim, Respite and Reablement Beds</u></p> <p>The Cabinet Member approved the extension of contracts with Peterborough Care Limited, Fins Care, Barchester Healthcare, Cross Keys Homes and Longhurst Group for the 4 Interim, 2 Respite and 10 Reablement Block Beds in Peterborough from 31/03/2021 until 26/11/2021 in order to allow the design of a new care pathway. The cost of this extension will be £183,920.</p>
Cabinet Member for Strategic Planning and Commercial Strategy and Investments Councillor Hiller 21/01/2021	JAN21/CMDN/72	<p><u>Approval for contract to be awarded to Skanska to deliver detailed design and full business case for A1260 Nene Parkway Junction 32 to Junction 3 improvement scheme</u></p> <p>The Cabinet Member approved the award of £500k to Skanska (Construction) UK Limited to deliver a full business case and detailed design for the A1260 Nene Parkway Junction 32 to Junction 3 improvement scheme.</p>
Cabinet Member for Strategic Planning and Commercial Strategy and Investments Councillor Hiller 21/01/2021	JAN21/CMDN/73	<p><u>Approval for contract to be awarded to Skanska to deliver design of A1260 Nene Parkway Junction 15 Improvement scheme</u></p> <p>The Cabinet Member approved the award of £470k to Skanska (Construction) UK Limited to deliver a full business case and detailed design for the A1260 Nene Parkway Junction 15 improvement scheme.</p>
Cabinet Member for Housing, Culture and Recreation Councillor Allen 22/01/2021	JAN21/CMDN/74	<p><u>Freehold acquisition of 88 Lincoln Road, Peterborough PE1 2ST</u></p> <p>The Cabinet Members:</p> <ol style="list-style-type: none"> 1. Approved the freehold purchase of 88 Lincoln Road. 2. Approved associated stamp duty land tax and professional costs. 3. Accepted the funding of £878,830 from MHCLG.

<p>Cabinet Member for Children's Services, Education, Skills and the University</p> <p>Councillor Ayres</p> <p>03/02/2021</p>	<p>FEB21/CMDN/75</p>	<p><u>Marshfields Special School Redesignation</u></p> <p>The Cabinet Member approved the re-designation of Marshfields Community Special School from Moderate Learning Difficulties to Learning Difficulties having regard for 'Maintained Schools Prescribed Alterations Guidance' (Department for Education (DfE), October 2018) and taking into consideration the views/comments submitted during the statutory 4 week representation period which concluded on 8th December 2020, including support for, objections to, and comments on the proposal.</p>
<p>Cabinet Member for Children's Services, Education, Skills and the University</p> <p>Councillor Ayres</p> <p>08/02/2021</p>	<p>FEB21/CMDN/76</p>	<p><u>Decision to Award Compensation as Recommended by the Local Government Ombudsman</u></p> <p>The Cabinet Member authorised the payments of £600, £500 and £200 (£1,300 in total) in line with the settlement amount recommended by the Local Government Ombudsman.</p>
<p>Cabinet Member for Finance</p> <p>Councillor Seaton</p> <p>12/02/2021</p>	<p>FEB21/CMDN/77</p>	<p><u>Extension to (i) the Council's corporate social care framework agreement; and (ii) non-social care call-off from MSTAR framework agreement</u></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Authorised contract extension to the corporate frameworks for the provision of social care roles to the following agency worker providers: <ul style="list-style-type: none"> Lot 1: Social Care Specialists Kent County Trading Limited (Trading As Connect2Staff) Sanctuary Personnel Limited HCL Social Care Limited Eden Brown Limited (Trading As Eden Brown Synergy) Liquid Personnel Badenoch and Clark iPeople Solutions Limited Maxxima Limited Lot 2: Children's Residential Workers BS Social Care Lot 3 Social Care Specialists and Children's Residential Workers Cardea Resourcing Limited Caritas Recruitment Limited

		<p>Service Care Solutions Limited Medacs Healthcare Plc</p> <p>The extension shall be for a period up to 31 March 2021 at a cost of approximately £320,000 per month.</p> <p>2. Authorised contract extension to Reed via call-off from MSTAR framework for the provision of all non-social care agency roles. The contract extension shall be for a period up to 31 March 2021 at a cost of approximately £110,000 per month.</p>
<p>Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p> <p>Councillor Fitzgerald</p> <p>16/02/2021</p>	FEB21/CMDN/78	<p><u>Variation to the delegation agreement between Peterborough City Council (PCC) and Cambridgeshire County Council (CCC) regarding the delivery of the Healthy Child Programme (HCP) across Peterborough and Cambridgeshire</u></p> <p>The Cabinet Member:</p> <ul style="list-style-type: none"> • Approved the decision to vary the Delegation and Partnering Agreement between Peterborough City Council (PCC) of authority to Cambridgeshire County Council (CCC) related to the commissioning the Healthy Child Programme (HCP) across Peterborough and Cambridgeshire. • Approved changes to the financial contributions made by PCC to CCC for the delivery of this function to account for the NHS Agenda for Change staff pay increase.

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COUNCIL	AGENDA ITEM No. 13
3 MARCH 2021	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	29 January 2021	Cllr Lillis
Overview and Scrutiny Committee	14 December 2020 25 January 2021	Cllr Coles Cllr Murphy
Combined Authority Board	27 January 2021	Cllr Holdich

1.1 The above meetings have taken place in December 2020 and January 2021.

2. AUDIT AND GOVERNANCE COMMITTEE – 29 JANUARY 2021

2.1 The Audit and Governance Committee met on 29 January 2021, the decision summary is attached at Appendix 1.

3. OVERVIEW AND SCRUTINY COMMITTEE – 14 DECEMBER 2020 AND 25 JANUARY 2021

3.1 The Overview and Scrutiny Committee met on 14 December 2020 and 25 January 2021, the decision summaries are attached as Appendices 2 and 3.

4. COMBINED AUTHORITY BOARD – 27 JANUARY 2021

4.1 The Combined Authority Board met on 27 January 2021, the decision summary is attached at Appendix 4.

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: 29th January 2021

Agenda/Minutes: [Audit and Governance Committee – 29 January 2021](#)

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	Apologies received from Cllr Goldsack. There were no declarations of interest.
2	Chair's Announcements	The Chair made the following announcements: <ol style="list-style-type: none"> 1) There would be an extra Audit and Governance Committee meeting held on the 5th March to review the Assurance Framework and other additional items. The Assurance Framework will also include information on how the recommendations on Lancaster Way have been implemented. 2) Report on Independent Climate Change Commission to come to April meeting to align with timing of the report being published. 3) The meeting calendar for the committee had been revised at the request of the Chair and would be circulated to members.
3	Minutes of the Previous Meeting and Action Notes	The Minutes were approved as a correct record and the actions from the previous meeting noted.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		A report with proposals for how the committee could consider updates on whistleblowing, fraud, complaints would be brought back to the March meeting.
4	Combined Authority Update	The Committee received a verbal update from the Interim Chief Executive Officer.
5	Internal Audit Update	<p>The Committee received the report from the Internal Auditors which provided an update to the work that RSM have conducted against the internal audit plan for 2020/21 that they presented, and which was agreed at the November Audit and Governance Committee meeting. The paper also provided the conclusions and recommendations of RSM's review of Risk Management.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) In future only reports that received a less than a reasonable assurance would be reported to the committee in detail. 2) That officers include how the Audit Committee will review the governance arrangement of trading companies within the Assurance Framework. 3) That when the Risk Register is next taken to the CA Board that officers include that the Audit and Governance Committee have reviewed the Internal Auditors recommendations following their review and note that the recommendations will be progressed by officers. 4) Note the report.

6	Corporate Risk Register	<p>The Committee reviewed the Combined Authority Corporate Risk Register.</p> <p>RESOLVED:</p> <p>That Committee would withhold comments on the Risk Register and Strategy until officers had progressed the recommendations from the Internal Auditors report.</p>
7	External Audit	<p>The Committee received the report from the External Auditors which provided the committee with the annual audit letter 2019/20.</p> <p>RESOLVED:</p> <p>The Committee noted the report and annual audit letter 2019/20.</p>
8	Treasury Management	<p>The Committee received the report which outlined the Treasury Management and Capital Strategies for 2021-22 and requested that it note the in-year performance against the adopted 2020-21 prudential and treasury indicators.</p> <p>RESOLVED:</p> <p>The Committee requested that it review the Capital Strategy at its next meeting in March as due to an administration error the report had not been circulated to members.</p> <p>The Committee requested that in future reports that changes within the strategies be highlighted.</p> <p>The Committee AGREED to note the Treasury Management Strategies.</p>

9	Work Programme for the Audit & Governance Committee	<p>The work programme was received and noted.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That an extra meeting in March was scheduled and the following items would be added to the work programme for that meeting: <ol style="list-style-type: none"> i) Proposals for how the committee could consider updates on whistleblowing, fraud, complaints. ii) Capital Strategy 2) That a private meeting with the external and internal auditors be arranged prior to the April 6th Committee meeting.
10	Date of next meeting	Friday, 5 th March 2021 from 10.00 a.m. via the Zoom platform.

Overview and Scrutiny Committee Decision Summary

Meeting: 14th December 2020

Agenda/Minutes: [Overview and Scrutiny Committee – 14 December 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 Stephen Corney (Huntingdonshire District Council)
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 Mayor for the Combined Authority	The Mayor for the Combined Authority attended the meeting to answer questions from members in his role as the Mayor and also as the Chair of the Transport and Infrastructure Committee.
6.	The Combined Authority Budget and Medium-Term Financial Plan	This was the second of three consecutive visits to the Committee over the course of the budget-setting process and development of the MTFP. The report set out the proposed Combined Authority draft Budget for 2021/22 and the Medium-Term Financial Plan (MTFP) and Capital Programme for the

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>period 2021/22 to 2024/25, as approved by the Board for consultation purposes on 25th November 2020.</p> <p>The Overview and Scrutiny Committee was specifically designated as a consultee on the Combined Authority's draft budget in the Constitution and the report gave the Committee the chance to query Finance officers regarding the budget and agree if they wished to provide a response to the consultation as a whole Committee.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) The Committee provided no response to the consultation. ii) The Chief Finance Officer AGREED to have a conversation with the Chair for the Task and Finish Group and that a note would be provided for members. iii) The Chief Finance Officer would return to the Committee meeting in January 2021.
7.	CAM Metro Task and Finish Group	<p>The Committee received the report from the Chair of the Task and Finish group, Cllr Mike Davey. The interim report updated the Committee on subsequent work that had been undertaken in the six months following the May 2020 report and asked members for comments on the work undertaken and going forward.</p> <p>The Committee Agreed to note the report.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
8.	CPCA Project Register	<p>The Committee received the report from the Programme Manager which provided the Committee with an overview of the Combined Authority projects.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) The Committee requested that the Monitoring Officer look into how the Committee could receive a more detailed report on the Project Register to enable them to consider which projects to scrutinise. ii) The Committee noted the report.
9.	Horizon Scanning	The Horizon Scanning report was noted.
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) It was agreed that the Chairman and Chief Executive of One CAM Limited be invited to attend a meeting of the Committee in March. ii) that the Director for Business and Skills include an update on Brexit in his report due to come to the Committee in January
12.	Date of Next Meeting	Monday, 25 th January 2021 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.

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Overview and Scrutiny Committee Decision Summary

Meeting: 25th January 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 25 January 2021](#)

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	No apologies were received.
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 Combined Authority Budget and Medium-Term Financial Plan	<p>The report provided an update on the preparation and approval of the Combined Authority and Mayoral budgets for 2021/22 and of the Medium-Term Financial Plan (MTFP) for the period 2021/22 to 2024/25.</p> <p>RESOLVED:</p> <p>i) The Committee noted the consultation responses and updates to the Combined Authority's 2021-22 Budget, Medium Term Financial Plan and Capital Programme.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>ii) The Chief Finance Officer agreed to provide a breakdown on what else would be covered by the Alconbury Weald receipts along with comments on the outcome if the receipts were less than expected.</p>
6.	Director for Housing	The Committee received the report from the Director for Housing which provided an update on the £170 million Affordable Housing Programme being led by the Combined Authority.
7.	Chair of the Housing and Communities Committee	The Chair for the Housing and Communities Committee was in attendance and responded to questions from the members.
8.	Combined Authority Board Agenda: Wednesday 27 January	<p>The following questions to the Board were agreed:</p> <p><u>Item 1.6 Change in Membership - Transport and Infrastructure Committee</u></p> <p>Could the Board provide some clarity around the decision-making structure that will result from the proposals set out to change the remit of Transport and Infrastructure committee?</p> <p><u>Item 1.7 – Appointment of Combined Authority Returning Officer</u></p> <p>The reports suggest an election in May can be run within the budget envelope already envisioned. With the vast majority of local authorities reporting that they will struggle to run an election this year - is the Combined Authority confident that it can run a fair and free election under Covid restrictions and within the budget envelope suggested?</p> <p><u>Item 1.8 – Performance Report</u></p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>The Combined Authority's flagship £100m Affordable Housing Programme now has a residual RAG status of RED. What plans does the Combined Authority have to address this?</p> <p><u>Item 1.10 – Combined Authority Business Plan and Annual Report 2021-22</u></p> <p>The Business Plan 2021/22 states that 'You will see more active travel, more work towards 'doubling nature' and hammering carbon emissions down to zero.' Can you provide further information and in practical terms about what is meant in practical terms by 'hammering carbon emissions down to zero' especially in regard to the authority's construction and transport projects?</p> <p><u>Item 2.1 Budget Monitor Update Report January 2021</u></p> <ul style="list-style-type: none"> a) The breakdown of the revenue position under the Delivery and Strategy section notes the CAM Outline Business Case budget of £1.425M – could you advise what stage the Outline Business Case is currently at and how much of the current budget has been spent? Could the detail around this be provided to the Overview & Scrutiny Committee? b) The breakdown of the revenue position under the Delivery and Strategy section notes the One CAM Innovation Company has £6.84m allocated with nearly £4M of that already spent. How will the remaining £3M be spent by the end of March? <p><u>Item 2.3 2021-22 Budget and Medium-Term Financial Plan 2021-2025</u></p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>Forecast expenditure on the CAM Outline Business Case £5M for 2021/22, and £6.5M in years 2022/23 and 2023/24. Will the Outline Business Case be concluded by the end of 2024?</p> <p>Forecast expenditure on the CAM SPV outlined in Appendix 2c is £2M for 2021/22. What is the spend estimate on the SPV beyond 2021/22 and why is this not included in the forecast?</p> <p><u>Item 2.4 Transport Levy 2021/22</u></p> <p>Does the Transport Levy amount sufficiently reflect the enormity of work that has been done and will continue to be done by the Combined Authority in the future?</p> <p><u>Item 3.1 CAM Update</u></p> <p>Why has the CAM Update item been withdrawn?</p> <p><u>Item 4.3 Greater Cambridge Partnership Consultations - Waterbeach to Cambridge and Eastern Access</u></p> <p>What is the Combined Authority's position on an alternative public transport mode for travel between Waterbeach and Cambridge? This has previously formed part of the Authority's proposals for the CAM; is this still the case?</p> <p><u>Item 6.2 University of Peterborough Phase 2 - Incorporation of PropCo2</u></p> <p>The plans mention car park provision. What weight has been given to the environmental impact of the proposals in terms of land use and carbon emissions?</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
9.	Combined Authority Forward Plan	The CA Forward Plan was noted.
10.	Lead Member Questions to Executive Committees	The responses to the Lead Member questions were 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) That the Independent Commission on Climate Change come to March's meeting ii) That the Lead member Role for the Business Board come to February's meeting iii) Requested that the University of Peterborough item come to February's meeting iv) That the March meeting be rescheduled to the 22nd March to align with the CA Board meeting. v) The Monitoring Officer would provide members with a note of advice on what items it would be appropriate to consider at the April meeting during the purdah period.
12.	Date of Next Meeting	Monday, 22 February 2021 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.

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Cambridgeshire & Peterborough Combined Authority Board - Decision Summary

Meeting: 27th January 2021

Agenda/Minutes: [Cambridgeshire and Peterborough Combined Authority Board – 27 January 2021](#)

Meeting: Wednesday 27th January 2021

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Ryan Fuller, substituted by Councillor Jon Neish, and co-opted member Jessica Bawden, representing Cambridgeshire and Peterborough Clinical Commissioning Group.

A declaration of interest was made by Councillor Bridget Smith in relation to Item 4.2: London Luton Airport Arrivals Consultation, in that the proposed change to aircraft stacking arrangements would have a significant impact on the village where she lives.

1.2 Minutes of the Combined Authority Board meeting on 25th November 2020

The minutes of the meeting on 25th November 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- 14 January 2021

It was resolved to approve the Forward Plan.

1.6 Change in Membership - Transport and Infrastructure Committee

It was resolved to:

Ratify the appointment of Councillor Mark Howell as the representative of Cambridgeshire County Council on the Transport & Infrastructure Committee in place of Councillor Ian Bates, and the appointment of Councillor Ian Bates as substitute member in the place of Councillor Roger Hickford.

1.7 Appointment of Combined Authority Returning Officer

It was resolved to:

Appoint John Hill, Chief Executive, as the Combined Area Returning Officer for the purposes of Article 6 of the Combined Authorities (Mayoral Elections) Order 2017 for the Mayoral election to be held on 6 May 2021.

1.8 Performance Report

The January 2021 Delivery Dashboard was noted.

1.9 Combined Authority Monitoring and Evaluation Framework 2021

It was resolved to adopt the Monitoring and Evaluation Framework for 2021.

1.10 Combined Authority Business Plan and Annual Report 2021-22

It was resolved to:

- a) Review the draft 2021/22 Combined Authority Annual Report and Business Plan attached at Appendix 1 and consider any appropriate amendments;
- b) Delegate authority to the Chief Executives to finalise the Annual Report and Business Plan for publication in the light of the views of the Combined Authority Board.

1.11 Relationship between Risk and Change Control

It was resolved to:

Approve the adoption of the Relationship between Risk and Change Control document as recommended by the Audit and Governance Committee.

Part 2 – Finance

2.1. Budget Monitor Report: January 2021

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.

- b) Approve the movement of £900k from Subject to Approval to Approved budget for the Digital Connectivity Infrastructure Programme
- c) Note the Chief Finance Officer's acceptance of additional funding to support business through the EU exit grant and associated expenditure.
- d) Approve the amendment to the limit on investment balances held with Money Market Funds in the current Treasury Management Strategy.

2.2 Mayor's Budget 2021-22

It was resolved to:

Approve the Mayor's draft budget for 2021-22.

2.3 2021-22 Budget and Medium-Term Financial Plan 2021-25

It was resolved to:

- a) Approve the revenue budget for 2021/22 and the Medium-Term Financial Plan 2021/22 to 2024/25.
- b) Approve the capital programme 2021/22 to 2024/25

2.4 Transport Levy 2021-22

It was resolved to approve the amount and apportionment of the Transport Levy for the 2021-22 financial year as set out below:

Total Levy: £13,039,675

Peterborough City Council: £3,793,659

Cambridgeshire County Council: £9,246,016

Part 3 – Combined Authority Decisions

3.1 CAM Update January 2021

This report was withdrawn.

3.2 Market Towns Programme Investment Prospectus - Approval of Third Tranche of Project Proposals

It was resolved to:

Approve project proposals received under Market Towns Programme and in response to town centre Covid-19 recovery received from Fenland, East Cambridgeshire, and Huntingdonshire to the sum of £4,143,079.

3.2 Business Growth Service – Growth Company Board

It was resolved to:

- a) Approve the appointment of Barclays Bank as Company Bankers.
- b) Approve amendment of the Accounting Reference Date from 31st August 21 to 31 March 2021.
- c) Approve amendment of the Company's name at Companies House from Peterborough and Cambridgeshire Business Growth Co Ltd to Cambridgeshire and Peterborough Business Growth Co Ltd.
- d) Approve access for staff employed in Growth Co, to the NEST Pension Scheme with a total contribution of 10%, of which there is a 5% minimum employer contribution.

- e) To grant the Monitoring Officer delegated authority, in consultation with the Director of Business and Skills to agree a final Shareholder Agreement in substantively the same form as is set out in Appendix 1 and to execute the agreement and any related deeds of adherence and succession or of amendment and restatement necessary to substitute it for the previous Shareholder Agreement approved by the Combined Authority.

By recommendation to the Combined Authority Board

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

4.1 A16 Norwood Improvements

It was resolved to:

Approve the drawdown of £630,000 from the Medium-Term Financial Plan to produce the Outline Business Case. This includes £320,000 carry forward from the current financial year subject to approval budget.

4.2 London Luton Airport Air Space (Stack) Consultation

It was resolved to:

Delegate authority to the Director of Delivery and Strategy, in consultation with the Chair of the Transport and Infrastructure Committee, to respond to the consultation on behalf of the Transport and Infrastructure Committee, reflecting the Committee and Board's discussions.

4.3 Greater Cambridge Partnership Consultations - Waterbeach to Cambridge and Eastern Access

It was resolved to:

- a) Approve the proposed consultation response commentary in relation to the Greater Cambridge Partnership's Waterbeach to Cambridge proposals, with a recommendation that they are issued on behalf of the Combined Authority;
- b) Approve the proposed consultation response commentary in relation to the Greater Cambridge Partnership's Greater Cambridge Partnership's Eastern Access proposals, with a recommendation that they are issued on behalf of the Combined Authority.

n/a Additional report added to the agenda after publication: Amendment to Terms of Reference – Transport and Infrastructure Committee

It was resolved to:

Authorise the Monitoring Officer to amend Chapter 8 of the Constitution of the Combined Authority Board (Transport and Infrastructure Committee), Section 3, to include: 3.2.13 *Review matters related to the CAM scheme prepared by the Greater Cambridge Partnership and make representations to the GCP Executive Board related to CAM matters.*

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

5.1 Community Land Trust Business Case

It was resolved to approve the Community Land Trust Business Case at Appendix 1 of the report.

Part 6 – Skills Committee recommendations to the Combined Authority Board

6.1 Local Growth Fund Programme Management Review January 2021

It was resolved to:

- a) Approve the project change request for Cambridge Medipark Ltd Biomedical Multi-occupancy building project; and

- b) Approve the project change request for the Cambridgeshire Skills March Adult Education Project;
- c) Note the programme updates outlined in the report to the Business Board.

6.2: University of Peterborough Phase 2 - Incorporation of PropCo2

It was resolved to:

- a) Delegate authority to the Director of Business and Skills, in consultation with the Lead Member for Economic Growth, the Section 73 Officer and the Monitoring Officer, to develop the necessary legal documentation for the Peterborough R&D Property Company.
- b) Approve the Business Plan for Peterborough R&D Property Company Ltd.
- c) Consent to Peterborough R&D Property Company Ltd entering into the contract with the commercial operation which is successful in the procurement exercise.

6.3 University of Peterborough Phase 2 Manufacturing and Materials Research and Development Centre Project

It was resolved to:

- a) Agree to the £1.13m increase in equity investment from the existing project partner into the Peterborough R&D Property Company Ltd.
- b) Subject to the approval of recommendation (a), to note the new revised total project budget of £19.5 million and the revised shareholding split in Peterborough R&D Property Company Ltd, the Joint Venture Company delivering the project.

6.4 Local Enterprise Partnership Partnering Strategy

It was resolved to:

Approve the Partnering Strategies approach between the Business Board and:

- i. The OxCam LEPs;
- ii. NALEP, GLLEP & SEMLEP; and
- iii. The LEP Network.

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COUNCIL	AGENDA ITEM No. 13
3 MARCH 2021	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 Howard

"Council acknowledges the sad loss of Captain Sir Tom Moore. During the toughest phase of the Pandemic, he raised all our spirits and made an enormous contribution with his phenomenal fundraising efforts and the inspiration he gave us to get through the Coronavirus crisis with his heart-warming messages of positivity and optimism.

Council resolves to refer consideration of what can be done to acknowledge the legacy of Captain Sir Tom Moore to the Honours Panel, to ensure his name and achievements will never be forgotten in our City, as well as to commemorate his efforts and to mark his loss. This may include renaming a room or hall of significance within the Council domain, one of the Council meeting rooms, or a hall in our new University after Captain Sir Tom Moore."

2. Motion from Councillor Coles

"I have been receiving many complaints from my residents about terrible parking congestion in local streets. Further investigation has shown that a lot of the extra vehicles belong to residents of Homes of Multiple Occupation (HMOs) who understandably want to park in their street. I am aware that congestion from HMOs is affecting other wards across the city.

An HMO of 6 or fewer people who are living together as a family unit is a permitted development and does not need planning permission. In these cases, there is no planning control and the impact of an HMO upon parking provision cannot be taken into account.

This problem is getting worse in Peterborough, particularly where there are narrow Victorian streets, or in newer developments where a past Labour Government planning policy deliberately reduced parking spaces for environmental reasons.

There is a provision within the legislation to remove rights for permitted development through an Article 4 Direction, which can be used to prevent further HMOs being developed without the need for planning permission. They would then have to be assessed in the same way as a planning application for larger HMO schemes.

This council therefore asks the Cabinet Member, in consultation with Planning and Environmental Protection Committee, to consider:

- 1. identifying specific locations across the city where the concentration of HMOs is having a significant and disruptive impact on the local residential community.**
- 2. developing an Article 4 direction to apply to all future HMO developments in these specified areas so that the council can require a full planning application to be made which will require owners to apply a limited parking ratio to their properties."**

3. Motion from Councillor Fitzgerald

“Council acknowledges:

That Motions are an integral part of the democratic process and a means to precipitate debate on a range of issues, as well as delivering positive outcomes for the benefit of the city’s residents.

Council however furthermore acknowledges:

That Motions, when adopted, can have a significant resource implication hitherto not factored into the system and major implications:

- for Council policy, procedures, including budget-setting
- for the Council’s strategic/contractual partners
- for the city of Peterborough as a whole

Council therefore resolves:

- **That any draft motion which would have one or more of the above consequences are referred to the Director of the relevant service and Democratic Services at least three weeks in advance of the Council meeting, to allow for the process as set out below.**
- **That should the Director consider that the motion has major implications as described above the draft motion and a briefing note by the relevant director on the issue is released into the public domain at least two weeks in advance of the relevant Full Council meeting, setting out the reasons why the motion would fit within the Council’s Strategic Plan, policies, and budget or why it does not.**

Council also resolves:

- **That all Members be required to consider alternative methods to tabling a motion prior to submitting a draft motion, which would achieve the same outcomes, such as:**
 - referring the matter to a Scrutiny Committee for preliminary consideration
 - requesting the issue is brought to a Cabinet meeting, Committee meeting, informal briefing or All-Party Policy meeting.

On submission of a draft motion justification should be provided via a motion submission template as to why the above options were felt to be inappropriate.”

4. Motion from Councillor Ali

“Council notes that:

- local government has a vital role to play in preventing hate and extremism of all forms in society
- Peterborough has a long-standing tradition of integrated and cohesive communities, built on a foundation of tolerance and acceptance
- there is a noticeable increase in recent social media activity locally that is racist in tone and content, and that is disproportionately directed towards Black, Asian and Minority Ethnic communities. This content is often in response to news and information stories about our communities or neighbourhoods. This is entirely at odds with Peterborough’s genuine spirit of acceptance and our strong and long track record of sustained community cohesion
- responsibilities for aspects of the Prevent duties, previously led by the Police, have transferred to councils as it is accepted that prevention and community engagement is a vital tool in eradicating hate in all its forms
- some sections of our community feel that the Prevent strategy disproportionately targets them.

Council therefore resolves to:

1. **request the statutory authorities that serve on the Peterborough Community Safety Partnership (known as the Safer Peterborough Partnership) formally agree to work**

- together, as a system, to be especially vigilant to, and form a collective response to, commentary on social media and in other channels relating to hatred and extremism
2. request that the Adults and Communities Scrutiny Committee, in its formal capacity as the statutory Crime and Disorder Scrutiny Committee, receives a regular report setting out the detail of the ways in which (i) the Safer Peterborough Partnership is responding to hatred and extremism, and (ii) this council is leading its responsibilities in regard to the Prevent duties, as well as hate incidents and targeted community cohesion activity more generally
 3. write to the Government, through our MP's, demanding a review of the Prevent strategy to ensure it has the confidence of all our communities locally and nationally and addresses the rise of Domestic Right Wing Extremism.
 4. Agree that as Members we should commit ourselves to ensuring none of us use language that may give rise to hate and prejudice towards a section of our diverse community."

5. Motion from Councillor Murphy

"The Council resolves to:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require, where possible, its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Where possible, require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers, by complying with modern slavery legislation, any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Ensure that it continues to comply Modern Slavery legislation in the UK, as this is updated and evolving. This shall include the furnishing of a detailed annual Modern Slavery Statement, and report publicly on the implementation of this policy annually."

6. Motion from Councillor John Fox

"As members will be aware, and with thanks to the then Leader of the Council (Cllr Cereste), several disabled parking bays were, some years ago, installed on St Peter's Road, to the rear of the Town Hall. The bays facilitate access for Blue Badge Holders to the city centre, with its banks, shops and Peterborough Cathedral. The 'purple pound' (the estimated spending power of disabled people and their friends and family) could be worth as much as £950,000,000 per annum to Peterborough. This is just one reason why access to the city for disabled residents is vital, and access to disabled parking bays in the city centre for Blue Badge Holders is crucial.

When parking bays were installed along St Peter's Road, it was agreed that only half of them would be disabled parking bays. It was also agreed that the council would monitor the impact of the bays on disabled people's access to the city as well as the impact, positive or negative, on other road users.

Since their installation, the disabled parking bays have proved very popular and there is little doubt they play a key role in making Peterborough city centre more accessible to disabled people.

Owing to the amount they are used, the disabled parking bays had been in dire need of re-painting. However, due to recent works on the rear of the Town Hall, the bays were relocated further down St. Peter's Road to give works vehicles better access to the Town Hall.

The Government ('Inclusive Mobility', Department for Transport, 2005) recommends that 6% of on-road parking should be dedicated to Blue Badge Holders (unless otherwise covered by local planning regulations).

The Council resolves to refer to the Cabinet Member (Cllr Hiller) a request to consider the following:

- **the re-establishment of the parking bays in their original location once the work on the Town Hall is complete**
- **leaving the newly-created disabled parking bays in situ to provide even greater access to our city for Blue Badge Holders**
- **Promoting the existence of the disabled parking bays to Peterborough's approximately 50,000 disabled people."**

7. Motion from Councillor Walsh

"Council recognises:

- The importance of the opportunity for members of the public and Councillors to put Questions to Cabinet Members at Full Council meetings.
- That Questions & Answers become a permanent public record.

Council however also recognises:

- That time allocated to answering Questions during a Full Council meeting has been limited to 30 minutes in order for other business to be considered and debated, thus a number of Questions and Answers are not "heard" during the meeting.
- That officer resource available to assist with answers to Questions is finite, particularly during the Covid-19 pandemic.

a) Council resolves in relation to questions from Members (to the Mayor, Cabinet Member or Chair):

- **To use the pre-existing "lottery" selection process to determine up to 15 Questions to be submitted to the Full Council meeting.**
- **The Questions and Answers Report containing these 15 questions and their responses is published on the Council's website at least 24 hours before each Full Council Meeting.**
- **The answers to these questions are taken as read; only supplementary questions are to be asked and answered at Full Council meetings, with a time limit of 15 minutes.**
- **Questions that are not selected to be submitted to the meeting will be answered and published on the Council's website within 14 days following the relevant meeting.**

b) Council resolves in relation to questions from Members to Combined Authority Representatives a process identical to the above, with the following exceptions:

- **Up to five questions shall be drawn using the "lottery" process to be submitted to the Full Council meeting.**
- **A time limit of five minutes for supplementary questions to be asked and answered.**

c) Council further resolves in relation to questions from the public a process identical to the above, with the following exceptions:

- **Up to five questions shall be drawn using the “lottery” process to be submitted to the Full Council meeting.**
- **A time limit of 10 minutes for supplementary questions to be asked and answered.”**

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COUNCIL	AGENDA ITEM No. 15(a)
3 MARCH 2021	PUBLIC REPORT

Report of:	Gillian Beasley, Chief Executive and (Local) Returning Officer Fiona McMillan – Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	N/A	
Contact Officer(s):	Mark Emson - Electoral Manager	Tel. 01733 452282

POLLING DISTRICTS, PLACES AND STATIONS 2021

R E C O M M E N D A T I O N S	
FROM: Chief Executive and (Local) Returning Officer	Deadline date: 11 March 2021
<p>It is recommended that Council approves the following changes to polling districts, places and stations for elections taking place in 2021 as follows:</p> <ol style="list-style-type: none"> 1. Nene Valley Community Centre, 24 Candy Street, Woodston, to be assigned as the dedicated polling station for the FLW5 (Fletton & Woodston Ward) Polling District replacing The Botolph Arms, 465 Oundle Road, Orton Longueville who have advised that they cannot accommodate a polling station on their premises in 2021. 2. All Saints Church Hall, Park Road, Peterborough, to be assigned as the dedicated polling station for the PAR3 (Park Ward) Polling District replacing Madeley House, The Kings School, 201 Park Road who have advised that they cannot accommodate a polling station on their premises in 2021. 3. St Michael's Church, Mace Road, Stanground, to be assigned as the dedicated polling station for the STS3 (Stanground South Ward) Polling District replacing Residents Lounge, Nelson Place, Havelock Drive who have advised that they cannot accommodate a polling station on their premises in 2021. 	

1. PURPOSE AND REASON FOR REPORT

- 1.1 For Council to consider the revised polling districts, polling places and polling stations following the lack of availability of usual buildings for the 2021 elections.

2. BACKGROUND AND KEY ISSUES

- 2.1 If a building becomes unavailable before an election, the polling place can be changed by the local authority in accordance with their decision-making arrangements (Full Council).

3. CONSULTATION

- 3.1 The ward Councillors for Fletton & Woodston, Park and Stanground South have been consulted on the proposed changes to polling places for the 2021 elections.

4. IMPLICATIONS

Financial Implications

- 4.1 The proposed changes to polling places will result in a reduction in hire charges for the council for the 2021 elections.

Legal Implications

- 4.2 As part of a review the Council must seek to ensure (a) that all electors in a constituency in the city have such reasonable facilities for voting as are practicable in the circumstances and (b) that so far as is reasonable and practicable every polling place and polling station is accessible to electors who are disabled.

Equalities Implications

- 4.3 The Electoral Commission, while not having a direct responsibility for the review, can intervene where it considers that the reasonable requirements of electors or the needs of disabled electors have not been taken in account.

Carbon Impact Assessment

- 4.5 The use of less buildings as polling places will have a positive effect on carbon impact.

5. BACKGROUND DOCUMENTS

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

- 5.1 None

6. APPENDICES

- 6.1 None