

## **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 Engine Shed, Sand Martin House, Peterborough on

**WEDNESDAY 2 MARCH 2022 at 6.00 pm**

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Chief Executive

22 February 2022  
Town Hall  
Bridge Street  
Peterborough

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**MINUTES OF THE COUNCIL MEETING  
HELD WEDNESDAY 26 JANUARY 2022  
ENGINE SHED, SAND MARTIN HOUSE, PETERBOROUGH**

**THE MAYOR – COUNCILLOR STEPHEN LANE**

**Present:**

Councillors Ansar Ali, Imtiaz Ali, Jackie Allen, Steve Allen, Ayres, Barkham, Bashir, Bisby, Andrew Bond, Sandra Bond, Brown, Burbage, Casey, Cereste, Coles, Day, Dowson, Elsey, Mohammed Farooq, Saqib Farooq, Fenner, Fitzgerald, John Fox, Judy Fox, Harper, Haseeb, Haynes, Hemraj, Hiller, Hogg, Howard, Howell, Ishfaq Hussain, Mahboob Hussain, Iqbal, Jamil, Joseph, Knight, Lane, Moyo, Murphy, Gul Nawaz, Shaz Nawaz, Over, Qayyum, Robins, Rush, Sainsbury, Sandford, Shaheed, Sharp, Simons, Skibsted, Tyler, Walsh, Warren, Wiggin, Yasin

**In attendance virtually:**

Councillor Jones

**79. Apologies for Absence**

Apologies for absence were received from Councillor Jones and Councillor Yurgutene.

**80. Declarations of Interest**

There were no declarations of interest received.

**81. Minutes of the Council meeting held on:**

**(a) 8 December 2021 – Special Meeting**

The minutes of the Special Council meeting held on 8 December 2021 were approved as a true and accurate record.

**(b) 8 December 2021**

The minutes of the Council meeting held on 8 December 2021 were approved as a true and accurate record.

**(c) 16 December 2021 – Extraordinary Meeting**

The minutes of the Extraordinary Council meeting held on 16 December 2021 were approved as a true and accurate record.

**COMMUNICATIONS**

## **82. Mayor's Announcements**

The Mayor invited Councillor Hiller, as the Chair of the Honour's Panel to announce the follow Civic Award winners for 2022:

### Community Involvement Civic Award

- Ann Deane
- Brenda & Martin Tibbles
- Dorothy Halfhide
- Erin Lee
- GLADCA
- Hussaini Islamic Centre
- Janet Hagan
- Jane Hale
- Joseph Dobson
- Keith Lievesley
- Nadia Abdur Rehman
- Peterborough Youth Council
- Peterborough Wombles
- Salaam Radio
- Salvation Army (Community Centre)
- Bhat Sikh Association
- Well Café @ Alpha Centre

### Contribution to Art & Culture Award

- David Cramp
- Khalid Junvy
- Paul Stainton

### Young Person's Award

- Abdul Khan
- Joshua Barnes

### Sport Award

- Farida Bibi

### Business Award

- Mark Broadhead

### Outstanding Contribution to Environment Award

- David Lewenden

### Lifetime Achievement Award

- Edward Ellwood
- Girlguiding, Peterborough
- Harry Brassey

## **83. Leader's Announcements**

The Leader addressed the Council in congratulating Wendi Ogle-Welbourn, Interim Chief Executive, on her retirement and lauded her work with Peterborough City Council and other authorities throughout the span of her career. This included work as a residential care working and developing a specialist fostering service prior to her

promotion to Corporate Director for People and Communities across both Peterborough City Council and Cambridgeshire County Council. The Leader went on to list a number of Wendi's achievements, including the improvement of Children's Services, leading the development of the Early Help system and the Best Start in Life Strategy, the transformation of Adult's Services, as well as her exemplary leadership, particularly through the challenges of COVID-19.

Group Leader's echoed the Leader's comments and praised Wendi's positivity, enthusiasm and expertise, wishing her the best in her retirement.

## **QUESTIONS AND PETITIONS**

### **84. Questions from Members of the Public**

There were no questions from members of the public.

### **85. 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.

### **86. 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. The Future of the Hodgson Centre
2. The Key Theatre
3. Voi Bikes
4. The Key Theatre Urgency
5. Future Plans for the Werrington Leisure Centre
6. Werrington Sports Centre Closure
7. Grant Thornton Spending
8. City Market
9. Brown Bin Collection
10. Recruitment of Social Care Workers
11. Leisure Services
12. Warding Funding for Road Repairs
13. Motion of Virtual/Hybrid Meetings
14. Rejected Waste Costs
15. Werrington Library

16. Clare Lodge
17. Local Transport and Connectivity Plan

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

## **RECOMMENDATIONS AND REPORTS**

### **87(a). Review of Peterborough City Council's Members' Allowance Scheme – Report of the Independent Remuneration Panel**

The Council received a report from Cabinet in relation to the report of the Independent Remuneration Panel on the Members' Allowance Scheme.

Councillor Cereste moved the proposal and stated that the Council agree to adopt the recommendations of the Independent Remuneration Panel (IRP).

Councillor Coles seconded the proposal and reserved his right to speak.

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

- Members thanked the IRP for the report and the work undertaken on the review.
- It was suggested that, given the Council's current financial situation, it would be inappropriate for Members to increase their allowances when families across the city were struggling.
- Some Members indicated that, should a rise in allowances be agreed, they would hand the increase back to the Council.
- Queries were raised as to how the Special Responsibility Allowances figures for chair positions were reached, particularly in light of the level of remuneration that was to be paid to the new independent Chair of the Audit Committee, which was significantly less.
- It was commented that if the Council were to keep deferring a decision on an increase in allowances, this would result in a substantial increase after a longer period of time.
- Further comment was made that it was inappropriate for Members to vote on their own allowances.
- Some Members questioned the calculations set out within the report and suggested that the number of hours included to reflect the dedicated by Members to Council work was too high.
- Members noted the impact on rising levels of inflation, and that upcoming budget proposals may include significant cuts to services, and it was suggested that the Council should reject the recommendations as a show of solidarity.
- It was considered that there would never be a good time for Members to raise allowances and that the Council's financial position would not be worsened by the recommendations put forward by the IRP.
- It was further noted that the level of remuneration for the independent Audit Chair was not recommended by the IRP.

As seconder of the proposal, Cllr Coles commented that the IRP had given their advice and that Members would not be voting directly on a rise in allowances, but to accept the recommendations of the Panel. Members' allowances would still be below average in comparison to other local authorities.

As mover of the proposal, Cllr Cereste summed up by advising that there was never a



good time to take such decisions, and that was why an independent panel was used, in order for outside individuals to make reasonable recommendations.

A vote was taken on the proposal and Council **RESOLVED** (29 voted in favour, 21 voted against, 8 abstained from voting):

1. Note recommendations of the Independent Remuneration Panel, as set out in Appendix 1 and summarised in paragraph 2 of the report;
2. Agree to adopt the recommendations of the panel in relation to the Member Allowance Scheme.

#### **87(b). Audit Committee Recommendation – Invitation to Opt into the National Scheme of Auditor Appointments from April 2023**

The Council received a report from the Audit Committee in relation to the invitation to opt into the national scheme for auditor appointments from April 2023.

Councillor Over moved the recommendation and advised that Council needed to make an appointment to the position of external auditor by March 2022. The benefits of the national scheme included transparency, more easily identifiable qualified and registered appointees, and appointees that had previous involvement with local authorities and access to specialist teams.

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

A vote was taken on the recommendation and Council **RESOLVED** (unanimous with no Members indicating to vote against or abstain) to agree to confirm the Public Sector Audit Appointments that it will opt into the national scheme for auditor appointments from April 2023.

#### **87(c). Cabinet Recommendation – Homeless and Rough Sleeping Strategy 2021-2026**

The Council received a report from Cabinet in relation to the Homeless and Rough Sleeping Strategy for 2021 to 2026.

Councillor Steve Allen moved the recommendation.

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

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

- It was requested that policies in relation to assistance provided to individuals who had been removed from temporary accommodation in hotels be reviewed.

A vote was taken on the recommendation and Council **RESOLVED** (unanimous with no Members indicating to vote against or abstain) to approve the Homelessness and Rough Sleeping Strategy 2021-2026 and Action Plan.

#### **87(d). Cabinet Recommendation – Budget Control Report November 2021**

The Council received a report from Cabinet in relation to the Budget Control Report for November 2021 and approval of Capital Budget virements.

Councillor Coles moved the recommendation and advised that the virements being sought for approval related to Clare Lodge and the Nene Parkway. Both were 100% grant funded, so no borrowing would be required.

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

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

- It was queried which part of the Clare Lodge bid the virement related to, as one aspect had not been agreed by the Department for Education.

As mover of the recommendation, Cllr Coles confirmed that 7 of the 8 Clare Lodge projects had been accepted, and it was the final aspect that was relevant to the virement being approved.

A vote was taken on the recommendation and Council **RESOLVED** (unanimous with no Members indicating to vote against or abstain) to approve:

1. Capital Budget virements as outlined in Appendix C(i) to the report, these include:
  - a. Update on Clare Lodge Bid
  - b. A1260 Nene Parkway Junction 15 Improvements

#### **87(e). Introductory Report of the Peterborough City Council Independent Improvement and Assurance Panel**

The Council received a report from Cabinet in relation to ???

Councillor Fitzgerald moved the recommendation and advised that noted that there would be further reports from the Independent Improvement and Assurance Panel submitted to Council in the future. Members were further advised that panel members would be attending the All Party Policy meeting held on 27 January 2022 to introduce themselves to Members and answer questions.

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

A vote was taken on the recommendation and Council **RESOLVED** (unanimous with no Members indicating to vote against or abstain) to:

1. Note the report.
2. Approve the amendment to the Terms of Reference of the Panel to report to Council on a six-monthly cycle.

#### **88. Questions on the Executive Decisions Made Since the Last Meeting**

Cllr Fitzgerald introduced the report which outlined the record of Executive Decisions made since the last meeting.

Members asked questions on the following Executive Decisions:

Peterborough Climate Commitment

In response to a question, Cllr Simons advised that meant a great deal for the city and was a positive move towards the Council's environmental aims.

#### Proposed Closure of Key Theatre and Temporary Closure of Werrington Leisure Centre to the Public

In response to a number of questions Cllr Steve Allen and Cllr Fitzgerald advised the following:

- Urgency measures were required as potential redundancies meant that the Council had to announce the possible closure.
- The theatre was only closed for one day in practice.
- The running of the theatre was losing the Council money, with the new deal with a commercial operation saving £300,000.
- The Leader and Cabinet Member had been in discussion with a number of operators for several months, having been aware of the need to address the funding issues of the theatre since November 2021. These issues had resulted generally from the leisure service as a whole falling off during the COVID-19 pandemic.
- As soon as the Council was made aware of the significant level of loss anticipated, action had to be taken, with unfortunate timings.
- Negotiations with Selladoor were finalised as soon as possible to take over the running of the theatre.
- There had been no intention to bypass the scrutiny process, instead, simply to safeguard the future jobs of those working at the theatre.
- The chair of the scrutiny committee did question the use of urgency and this was discussed with the Monitoring Officer. All urgency criteria had been met.

#### **89. Questions on the Combined Authority Decisions Made Since the Last Meeting**

There were no Combined Authority decisions made since the last meeting.

#### **COUNCIL BUSINESS TIME**

#### **90. Notices of Motion**

##### **90(1) Motion from Councillor Murphy**

Councillor Murphy moved the motion and advised Members that the his motion was not asking for any immediate action, but for consideration to be given to including an elected mayor option within any governance review undertaken by the Council, as well as a committee or hybrid model.

Councillor Sandford seconded the motion and reserved his right to speak.

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

- Members noted that the Council had already committed to conducting a governance review and concerns as to what this included has been noted at the Financial Sustainability Working Group.

As seconder of the motion, Cllr Sandford emphasised the importance of the motion. Although he was not in favour of an elected mayor, a commitment to a governance review would include this alongside the consideration of a hybrid system or committee system. To not support the motion would indicate that the inclusion of a governance review within the Council's Improvement Plan was a superficial addition.

As mover of the motion, Cllr Murphy summed up by suggesting that voting against the motion would mean reneging on the Corporate Strategy and Improvement Plan commitment. The motion was not specific about the outcome of a review, but would underline what the remit of any review should include.

A vote was taken on the motion moved by Councillor Murphy (9 voted in favour, 43 voted against, 6 abstained from voting). The motion was **DEFEATED**.

## **90(2) Motion from Councillor Ansar Ali**

Councillor Ansar Ali moved the motion as amended and advised Members that he took no pleasure in doing so. The proposal to suspend the payment of Special Responsibility Allowances for three years would save the Council a significant amount of money, as well as sending a clear message to Peterborough residents. Those in receipt of SRA's had been running the Council for 10 years and had made mistakes in that time.

Councillor Hemraj seconded the motion as amended and reserved her right to speak.

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

- It was suggested that it was appropriate for those in receipt of SRA's to accept a reduction in allowance in the Council's current financial circumstances.
- It was noted that many of those in receipt of SRA's undertook what was the equivalent of a full time job.
- Comment was made that the amount of SRA paid to those in Cabinet positions or chair positions was higher than reasonable.
- It was accepted that some chair positions required Members to take on more work than others, and that this should be considered by the IRP.
- It was considered by some Members that the motion inferred that the reduction of SRA payment would be a form of punishment, which was not appropriate.
- Members commented that the responsibility of the budget fell on the Council as a whole, and that if the intent of the motion was as moved then all Member remuneration should be reviewed.
- It was felt that SRA payment should not be linked to Council performance, as it was up to the electorate to vote Members out if it was felt they were doing a poor job.
- Comment was made that performance of the Council and affordability of allowances was not within the remit of the IRP and was not relevant in setting the level of allowance to be paid.
- It was suggested that linking the payment of allowances to performance was a slippery slope, and that there was no way that this could be measured.

As seconder of the motion as amended, Cllr Hemraj commented that recent pay rises had been below inflation increases, with the addition of increases in council tax and the cost of living. Reducing the payment of SRA's would show good will towards Peterborough residents.

As mover of the motion as amended, Cllr Ansar Ali summed up by advising that his intention behind the motion had not come through and that he did not mean to offend anyone. The motion was simply to suggest that if those in receipt of SRAs were about to sacrifice these for a length of time, this would send out a positive message to residents of Peterborough who were struggling.

A vote was taken on the amended motion moved by Councillor Ansar Ali (26 voted in favour, 31 voted against, 1 abstained from voting). The amended motion was **DEFEATED**.

### **90(3) Motion from Councillor Day**

Councillor Day moved the motion and explained that the proposal had come from discussions within the Climate Change Working Group and the independent Climate Commissioner's report. While Peterborough had significant environmental ambitions, these did not include nature and biodiversity. Since the 1970's there had been a 68% decrease in the wildlife population, an emergency running parallel to that of the climate and, as such, the two were combined. The Council's last Biodiversity Strategy was agreed in 2004 and it was felt this was now due for a review. The motion asked for 9 months to draft a report for the scrutiny committee to consider.

Councillor Sandford seconded the motion and reserved his right to speak.

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

- It was noted that the motion did not commit the Council to any significant spending.
- Comment was made that a review by the scrutiny committee was the most appropriate way for any adaptations to policy around biodiversity to be made.
- It was considered that trees, wildflowers and other forms of biodiversity improved people's quality of life, and throughout the COVID-19 pandemic local green spaces had played a vital role in maintaining people's mental health.
- It was felt to be important to include local Councillors in such projects.
- The idea that the motion had no attached cost was challenged, with comment made that 9 months of officer time was not without cost.
- Concern was raised about the implications of declaring an ecological emergency and whether there should be further debate on the topic.

As seconder of the motion, Cllr Sandford commented that it was recognised by many expert bodies that there was a link between the climate and biodiversity, and that producing a plan to tackle ecological challenges was important. It was felt that money could be spent in different ways to bring about benefits to the climate and biodiversity, rather than requiring additional funding. The motion before Members simply asked for the drafting of a proposal report at this point.

As mover of the motion, Cllr Day advised that Members were often asked to bring ideas forward. This was a bold idea that had been run by officers already. If it was agreeable to Members, amendments could be made to the wording, or the motion could be brought back to a later meeting if further debate was required. It was considered to be important to put a plan in place, as without a strategy the Council would have difficulty accessing funding.

A vote was taken on the motion moved by Councillor Day (29 voted in favour, 29 voted against, 0 abstained from voting, with the Mayor's Casting vote against). The amended motion was **DEFEATED**.

### **90(4) Motion from Councillor Moyo**

Councillor Moyo moved the motion and shared her experience of County Lines with Members. This included a man approaching her outside of school when she was sixteen years old and grooming her into the County Lines operation before she was able to

remove herself from the situation. Councillor Moyo continued to explain that such things happened every day exploiting young people in the name of illegal drug supplies. Cambridgeshire County Council had no systematic data collection for drug crimes, and the motion before Members proposing a dedicated officer to liaise with Operation Spotlight. The motion also sought to take a more public health orientated approach to identifying factors within such exploitation cases, in order to assist with the operation and support neighbourhood teams in evaluating its impact.

Councillor Sainsbury seconded the motion and reserved his right to speak.

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

- Members supported the intention behind the motion, though it was questioned whether the action request was already being taken, as Operation Spotlight was already in effect.
- It was suggested that the Police and Crime Commissioner may have dedicated funds for such projects, which could be applied for.
- Members suggested that supporting the police on such projects was a benefit to all.
- It was commented that the Council could go beyond what was being asked in the motion and evaluate the statics data available within Peterborough.

As seconder of the motion Cllr Sainsbury advised that becoming a victim of County Lines could happen to anyone, and it was important to reaffirm any support that was available to victims and how the Council could support the police to address this issue further.

As mover of the motion Cllr Moyo thanked Members for their comments and confirmed that she had been in communication with the relevant Council officers to ensure that the motion captured what further support was needed to support those young people impacted by County Lines. Drug issues were not about arrest and supply, but about sharing information, which would be a key part of the success of Operation Spotlight in determining how vulnerable people were being drawn into criminal spaces.

A vote was taken on the motion moved by Councillor Moyo. The Council **AGREED** (unanimous with no Members indicating to vote against or abstain) the motion as follows:

“County Lines are gangs who operate highly sophisticated criminal networks. The criminals export illegal drugs from big cities into smaller cities such as Peterborough and towns across the country. Child Criminal Exploitation is common in county lines. It occurs where an individual or group coerces, controls, manipulates or deceives a child or young person under the age of 18 to move, sell, store drugs and money for those higher up in the network. The hierarchy is designed to protect the leaders to evade capture by the police and to distance themselves from the criminal act of physically dealing drugs. Nonetheless, vulnerable adults can be victims too of the criminal networking.

The Council notes:

1. Perpetrators operating county line networks are commuting to the city of Peterborough, frequently evolving their techniques to groom and exploit young people and vulnerable adults to deal Class A drugs such as crack cocaine and heroin.
2. According to Cambridgeshire Constabulary, in the last 12 months there were approximately 791 drug related crimes reported.

3. The exact numbers of young people affected by County Lines is unknown and there is currently no systematic data collection.
4. Children aged 15 to 17 years are those most commonly identified as victims of County Lines exploitation, although those younger and older are also at risk of exploitation.
5. Studies show the coronavirus pandemic is driving a rise in inequality, poverty, and mental health conditions, particularly among already vulnerable groups, pushing more people into drug use and exacerbating existing dependency issues.
6. There are now county line gangs originating from Peterborough operating networks across Cambridgeshire.

**The Council resolves:**

1. **To support Operation Spotlight a pilot scheme co-ordinated through the Safer Peterborough Partnership (SPP) to examine and publish a review of the scale and impact of County Line exploitation of young people and vulnerable adults in Peterborough.**
2. **To assist Safer Peterborough Partnership with applying for external grant bids to fund for a dedicated officer to manage Operation Spotlight's delivery plan effectively and report back to the Council.**
3. **To take a more co-ordinated public-health approach in identifying risks and protective factors for preventing County Lines exploitation within Peterborough by working collaboratively with Operation Spotlight to deliver key strategic aims.**
4. **Provide Operation Spotlight with better intelligence and research to:**
  - **identify children most at risk and those already exhibiting signs of involvement with County Lines.**
  - **understand safeguarding needs of children exploited through County Lines.**
  - **assist young people to gain early help and advice and ensure young people know how to access help.**
5. **Support Neighbourhood Support Teams (NST), the local Neighbourhood Policing Teams (NPTs) and Neighbourhood Watch Teams with identifying vulnerability indicators and encouraging residents to report drug suppliers or suspicious activity through better training and communication.**
6. **Evaluate and measure the impact of working with schools, community groups, public health teams, police officers and youth services as well as, develop contingency plans to address areas of improvement."**

**91(a). Appointment of Interim Section 151 Officer**

The Council received a report in relation to the appointment of an interim Section 151 Officer.

Councillor Coles moved the recommendation and advised that, in accordance with legislation, local authorities must make arrangements to secure a Section 151 officer, the appointment of which was reserved to Full Council. This duty currently fell under the remit of the Director for Resources. The previous post holder had left the Council's, with duties being picked up by the Deputy Section 151 Officer. The appointment of Cecilie Booth was recommended until recruitment to the position could be progressed as someone with vast knowledge and experience in the area.

Councillor Fitzgerald seconded the recommendation and thanked Kirsty Nutton, the

current Deputy Section 151 Officer for her work during this challenging time, and for the work of the finance team.

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

- A query was raised in relation to the notice period of the previous post holder.
- Members endorsed the comments made in relation to the Deputy Section 151 Officer.

A vote was taken on the recommendation and Council **RESOLVED** (unanimous with no Members indicating to vote against or abstain) approved the appointment of Ms Cecilie Booth as the Interim Chief Finance Officer and Section 151 Officer for Peterborough City Council.

### **91(b). Appointment of Independent Audit Committee Members and Chair**

The Council received a report in relation to the appointment of independent Audit Committee members and an independent Chair.

Councillor Fitzgerald moved the recommendation and advised that this was the right approach to take in order to strengthen the Council's audit function, as highlighted through external reviews. Councillor Fitzgerald was pleased at the quality of appointments achieved.

Councillor Steve Allen seconded the recommendation.

A vote was taken on the recommendation and Council **RESOLVED** (unanimous with no Members indicating to vote against or abstain) to:

1. Agree to appoint Chris Brooks to the position of Chair of the Audit Committee for a term of four years ending in May 2026, with the position being awarded an honorarium of £3000 per annum, plus travelling and subsistence expenses.
2. Agree to appoint Mike Langhorn and Dr Stuart Green as independent members of the Audit Committee for a term of four years ending in May 2026, with the positions being awarded honorariums of £1500 per annum, plus travelling and subsistence expenses.
3. Agree the revised Audit Committee Terms of Reference at Appendix 2 to the report.

### **91(c). Revised Political Proportionality, Committee Seat Allocation, and Appointment of Chairs**

The Council received a report in relation to revised political proportionality of the Council, the allocation of committee seats and the appointment of committee chairs.

Councillor Fitzgerald moved the recommendation.

Councillor Steve Allen seconded the recommendation and reserved his right to speak.

Councillor Shaz Nawaz moved an amendment to the recommendation and advised that while the Labour Group was required to sacrifice a seat on one of the Council's committees to the Conservative Group, it was also a requirement of proportionality that



the Council's committees stay as reflective of the overall proportionality of the Council as possible. As such, the most appropriate committee for the exchange of seats was the Children and Education Scrutiny Committee, rather than the Planning and Environmental Protection Committee, as proposed by Councillor Fitzgerald.

Councillor Yasin seconded the amendment and reserved her right to speak.

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

- It was suggested that the positions of scrutiny chairs should be allocated to opposition members, however it was noted that the most appropriate time to do so would be at the Annual Council meeting in May.
- It was suggested that that the original recommendation resulted from a desire to hold the majority of the Planning and Environmental Protection Committee, which was a decision-making body, unlike the scrutiny committee.
- Comment was made in relation to the importance of decisions of the Planning and Environmental Protection Committee being made without political pressure.

Councillor Murphy moved that the vote be put. The Mayor considered that there had not been sufficient debate on the item.

Council continued the debate, which included:

- It was suggested that the initial proposal had been made in order to maintain the status quo on the Planning and Environmental Protection Committee.

As seconder of the amendment, Cllr Yasin urged Members to support the amendment.

As seconder of the recommendations, Cllr Steve Allen commented that the original recommendation should be supported as it was clear and transparent.

As mover of the recommendation, Cllr Fitzgerald summed up by advising that there was no political motivation behind the recommendation, and the proposal before Members was simply a preference of the Conservative Group.

A vote was taken on the amendment to the recommendation and Council **RESOLVED** (29 voted in favour, 28 voted against, 1 abstained from voting) to accept the amendment.

A vote was taken on the recommendation as amended and Council **RESOLVED** (29 voted in favour, 0 voted against, 29 abstained from voting) to:

1. Agree the allocation of seats on committees subject to political balance arrangements (Appendix 1 to the amendment) to reflect:
  - Planning and Environmental Protection Committee – Conservatives to lose one seat, Peterborough First to gain one seat
  - Adults and Health Scrutiny Committee – Conservatives to lose one seat, Peterborough First to gain one seat
  - ~~Planning and Environmental Protection Committee – Labour to lose one seat, Conservatives to gain one seat.~~
  - Children and Education Scrutiny Committee – Labour to lose one seat, Conservatives to gain one seat.
2. Appoint the Chair of the Council's Committees as follows:

Children and Education Scrutiny Committee - Councillor Over  
Growth, Environment and Resources Scrutiny Committee – Councillor  
Mohammed Farooq  
Planning and Environmental Protection Committee – Councillor Harper

**91(d). Draft Programme of Meetings 2022/23**

The Council received a report in relation to the draft programme of meetings for 2022/23.

Councillor Fitzgerald moved the recommendation.

Councillor Steve Allen seconded the recommendation.

A vote was taken on the recommendation and Council **RESOLVED** (unanimous with no Members indicating to vote against or abstain) to approve, in principle, the draft programme of meetings for 2022/23 (attached at Appendix 1 to the report).

The Mayor  
6:00pm – 10:02pm  
26 January 2022

**FULL COUNCIL 26 JANUARY 2022  
QUESTIONS**

Questions were received under the following categories:

<b><u>PUBLIC PARTICIPATION</u></b>	
<b><u>Questions from members of the public</u></b>	
1.	Nil.

## **COUNCIL BUSINESS**

### **Questions on notice to:**

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

#### **1. Question from Councillor Judy Fox**

##### **Councillor Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities**

Would you Leader of the Council please tell residents what they have in mind for the future plans for the Hodgson Centre at Werrington.

Under the Community Asset Transfer we were told that the council were looking for groups to take over the running of this centre and to date we have heard nothing.

We have put a local business man in touch with PCC as he has an interest in running this facility for the community and to date he has not really had any positive contact with anyone.

Would the leader please chase this up so the residents of Werrington have a better understanding what is going to happen to this community facility.

##### **The Cabinet Member responded:**

The Hodgson Community Centre has been advertised previously as an opportunity through the council's Community Asset Transfer programme, however the council did not receive any viable bids to take on the management. I understand however that the group currently managing the centre are keen to strengthen their management committee and volunteer bank, and continue to run this important community facility.

More generally, work on the Community Asset Transfer programme has paused pending the adoption of the council's new asset management strategy.

##### **Supplementary question:**

Could you please reassure me that the ward councillors are kept up to date with what is happening with this centre because we are getting a lot of residents asking us about this all of the time so I appreciate if you could please thank you.

##### **The Cabinet Member responded:**

I will answer in the affirmative Hodgson Centre is a community group but building and I think that any change in the use or participation in the Hodgson Centre will be kept abreast with the ward counsellors.

#### **2. Question from Councillor Harper**

**Councillor Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities**

The people of Peterborough have been informed that the Key Theatre is projected to lose £325k this year and the council, citing budget pressures, has therefore announced its closure.

Could the leader therefore please explain as to how it was possible for this administration and the cross party financial working group, to confidently make this decision to close the theatre without being in possession of all the detailed profit and loss information from the previous year and the forecast for this and further, how the Communities Scrutiny Committee could possibly and effectively scrutinise that decision when committee members were also denied access to those figures, figures that surely and for the sake of transparency, should have been shared by way of a closed session if commercial confidentiality was as is being claimed, thought to be at risk.

**The Cabinet Member may respond:**

I just need to correct the first sentence of your question, the £325,000 this year is an erroneous figure. The in year loss for the Key is £270,000 and the forecast loss of £300,000, was notified to officers at the end of November by the Theatre operator, City Culture Peterborough.

Officers then worked with City Culture to understand and interpret the financial information provided, which was comprehensive. This determined the accuracy of the data and the importance of requesting an urgent decision to be made.

As with any decision made by the Executive, this decision required all necessary clearances by senior officers including from our legal and corporate finance teams, prior to my giving it my consideration.

Members will know that the urgency procedures and the call-in waiver are used in exceptional circumstances only, and only after the Scrutiny Chair and Monitoring Officer give their approval.

City Culture Peterborough is a private limited company and the detailed financial data is their commercially sensitive data.

However, moving on, Members will now know that the Council has entered into an arrangement with New Theatre Peterborough to operate the Theatre – I believe a great result to our city.

**Supplementary question:**

It is great it's great news that the theatre is to continue certainly for the next one to five years depending on how things progressed.

I just like to ask you quickly if you wouldn't mind, considering public money was used to help fund these sorts of things with City Culture do you not think it's right that that is fully disclosed to, not necessarily the public, but certainly to councillors and without doubt scrutiny committees and would you support a motion that called for that.

**The Cabinet Member responded:**

	<p>I agree with you councillor Harper that it would be best if City Culture limited did provide the information that you've had indicated. They are however a private limited company and although we can ask them to reveal that information, we can't force them to do so, but of course the accounts of city culture will be a revealed should the councillor wish to request that information. So, I don't think there's any kind of desire to be oblique but it's just not procedure for a private limited company to publish their figures unless required.</p>
3.	<p><b>Question from Councillor Moyo</b></p> <p><b>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p> <p>Voi electric bikes were temporarily suspended in October last year. This brought disappointing news for many residents in Peterborough who not only benefited from cycling more across city, but felt we took a step back towards making our city greener and achieving our climate targets.</p> <p>Can members be advised of the following:</p> <ol style="list-style-type: none"> <li>1. When will the service be resumed?</li> <li>2. How is the fleet going to be protected from future vandalism?</li> <li>3. Are there prospects of expanding the service to e-scooters?</li> </ol> <p><b>The Cabinet Member responded:</b></p> <p>Like Councillor Moyo and other Members I was very disappointed that acts of vandalism resulted in the temporary withdrawal of the e-bike service trials by Voi in the City. I know they were popular with many of our residents and visitors. This area is also within Councillor Simons environment portfolio and he has asked me to share with Members tonight the good news that the e-bike scheme will be restarting soon either late February or early March. Apparently, the firm have developed and implemented hardware changes which would prevent the reoccurrence of the issues they suffered. On the prospect of expansion Mr Mayor, both Councillor Simons and I, and I'm sure many others would like to see the facility well managed, complementary and operating in the wider City and possibly those rural areas, which are within commutable range of the City Centre. With regard to Escooters, Councillor Moyo questioned the scooters, I have to say that I am less convinced so far resisted the trial in Peterborough due to the concerns raised about accidents recorded, some quite serious I understand involving pedestrians. Unlike bikes, these motorised scooters would be somewhat an unfamiliar sight within our City, but we have asked our officers to monitor other areas where these vehicles are being used and it may well be that we do a trial at some future date if the reports are acceptable</p>
4.	<p><b>Question from Councillor Skibsted</b></p> <p><b>Councillor Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b></p> <p>In view of the fact that there have lockdowns and closures of many council supported services since March 2020 and a detailed analysis undertaken of the council's finances, why was it necessary to announce the shutting of the Key Theatre and Werrington Leisure Centre as an "emergency measure" on 16th December 2021.</p>

There has been knowledge of the council's financial situation for some time prior to that date and making a decision in this way prevented any scrutiny or input from other councillors.

Please can the cabinet member provide an explanation for this action taken in this way.

**The Cabinet Member responded:**

The urgent decision taken to propose closure of the Key Theatre was based on information provided to the council by the operator, City Culture Peterborough. The decision was based solely on the scale of financial losses the operator was forecasting - at least £300,000 for the year 2022/23. Of course, we have no reason to doubt those figures provided by the company.

The Theatre - as with many parts of society - has been severely affected by the pandemic meaning that there hasn't been a 'typical' operating period since before our contract with Vivacity came to an end. This made the job of determining the true operating costs for the Key a real challenge.

However, as soon as City Culture were able to confirm the position, it was appropriate that we acted hastily or quickly for want of a better word, so as to avoid further losses. The nature of theatre management and the need to book acts and shows many months in advance meant we needed to act swiftly.

In relation to Werrington Leisure Centre with a separate operator of course, being Peterborough Ltd, requested the temporary closure because of severe staff shortages across leisure services. And I think some people, many people have short memories when it come to the real challenges that we are encountering coming out of Covid. The staff situation was impacting the safety and reliability of all sites, and we needed to stabilise that position so as to avoid membership losses. It was important to do this from the start of January - the point at which Gym memberships peak and new deals and offers are made available.

As with any request to use urgency procedures or to waive call-in, the agreement of the Scrutiny Chair was obtained along with approval from the Monitoring Officer.

Members will now know of course that we have saved the future of the Key Theatre for the forthcoming one to five years with a deal with the New Theatre and I'm sure you will agree that it is a great outcome for our City!

**Supplementary question:**

I just want to ask with regard to the Key Theatre despite the fact there is a now a temporary deal with the New Theatre, I believe that the hasty decision to close the Key Theatre on the 16th of December, still in my mind shows a clear lack of democracy not least to the people of Peterborough many of whom have been financially supporting the Key Theatre. Was the public feeling and involvement not taken into account given that we are in fact aspiring to be a City of Culture and about to open a university.

**The Cabinet Member responded:**

I agree that on the surface it looked as though the decision was hasty but that was not the case and because of the need to bring in phase one of the budget and to

	<p>comply with HR rules what we had to say was the theatre closure was possible and perhaps temporary based on those requirements. All the time conversations negotiations were taking part with other operators with view to the continuance programming at the Key. Unfortunately, time was not on our side, and I think I made it clear in any conversation or indeed broadcast or interview that the key building was still there, and we wanted the Key to remain open and we'd use every endeavour to do so and what we have done is achieved that. Unfortunately, a little bit of muddiness with the need to make the announcement to comply was perhaps unfortunate but unavoidable.</p>
5.	<p><b>Question from Councillor Andrew Bond (1)</b></p> <p><b>Councillor Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b></p> <p>Following the recent announcement of the temporary closure of the well-loved Werrington leisure centre, which not only services the Werrington area but the whole of the North of the City, could the relevant cabinet member update us on plans for a long-term arrangement for the future of the centre?</p> <p><b>The Cabinet Member responded:</b></p> <p>Key and Werrington Leisure Centre very sensitive issues as proven by the amount of questions tonight, and rightly so. I would say the closure of the Werrington Leisure Centre to community use is, indeed, as acknowledged in your question, temporary. The leisure industry is facing a severe shortage of qualified staff including duty managers, gym staff and lifeguards, and this was impacting services locally making them unreliable and difficult to manage.</p> <p>Our operator, Vivacity (Peterborough Limited), is working hard to recruit and train new staff so that the Centre can reopen as quickly as possible.</p> <p>It is worth noting that school use of the Centre is unaffected by this temporary closure, and importantly following representations and negotiations that we have put in place arrangements for some regular user with their own insurance will also continue to access the facilities. I believe you will agree this is a sensible and satisfactory outcome.</p> <p><b>Supplementary question:</b></p> <p>I was just wondering, you say their training new staff and trying to recruit new staff. Do we have a time scale on how long this will be? I mean three months, six months a year? I know it is a difficult one to answer, but?</p> <p><b>The Cabinet Member responded:</b></p> <p>Without being facetious I do not have a crystal ball. I'm sure they're recruiting to ensure that the centre opens within the period designated which is by September as I recall, so we can hope that they find the staff. But I will say people after Covid have a very short memories of the difficulties that lots of industries are facing in this country, but I'm sure every endeavour will be put in place to get that centre open again for the community.</p>



6. **Question from Councillor John Fox**

**Councillor Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities**

From the outset of the Leader's term of office on Peterborough City Council he promised to work with Members across the Council's political spectrum to address its current financial problems, and created a new, cross-party Financial Sustainability Working Group that has been well-attended by all political groups. He publicly stated that his door would always be open, and most Members considered this a welcome gesture of collaboration.

Of course, one might expect that open-door policy to work both ways, and that any proposal from this administration would be discussed well in advance and at the earliest opportunity. However, at December's FSWG meeting the decision to temporarily cease public use of Werrington Leisure Centre was proposed. Amazingly, FSWG members did not receive any notification of this until a few hours before that meeting.

It is obvious that a decision as bold as this was not made overnight, so can the Leader provide the timeline of events leading to this being proposed to FSWG, explaining why there was no consultation and apologise to Members for not maintaining the collaboration that he so strongly championed?

**The Cabinet Member may respond:**

Although the question is directed to the Leader, this issue falls within my portfolio and accordingly I respond.

It is indeed unfortunate that Ward Councillors were not given prior notice and it should be noted that from the outset our Service Director has expressed his regret that he and his team didn't contact the local councillors about this issue before it went to the Financial Sustainability Working Group and he would like to place on record his sincere apologies. Whilst providing prior notice would not have affected the decision, I have absolute commitment from officers to engage as early as possible with local councillors on matters that affect their wards.

Further context in relation to this particular decision, Vivacity contacted the council on 25 November requesting that the Centre be temporarily closed because of severe staff shortages across the leisure estate. After a period of discussion, I and the Leader gave approval on 1 December based on the information provided to us. A discussion at Cabinet Policy Forum then took place on 13 December followed by the Financial Working Group on 15 December. That provides the chronology.

On a positive note, I'm now pleased to confirm that, with the support of the Werrington councillors, Ken Stimpson School, and local community representatives, arrangements have been able to be put in place allowing a small number of groups that are regular users of the centre and who have their own insurances in place to continue that usage during the closed period. I can also confirm that the Centre will reopen to general community use at the earliest opportunity.

I would reinforce the Leader's commitment to open door policy and confirm that it also applies to myself and other Members of the Cabinet. This is an administration that places a high value of transparency and engagement with Members across the Chamber.

**Supplementary question:**

As soon as we are aware of the full facts, I personally called a meeting with officers the principal and staff of Ken Stimpson school, Vivacity , Ward Councillors, Neighbourhood Werrington Council and most important of all, the user groups to try to find a solution. to keep the centre running as best we could under the financial circumstances. I would like to place on record that after only two meetings we now have.... that after only two meetings we now seem to have user groups back using the facility thanks to the help from all concerned especially. Special thanks goes out to principal of Ken Stimpson School and his staff in helping to find a positive but not ideal solution to the situation The question is simply will you guarantee us that you will fully consult with us in the future so this doesn't happen again we have a solution.

**The Cabinet Member responded:**

I understand the gist of your question Councillor Fox and I can understand your concern about the lack of information, and I've already addressed that issue in a previous answer. We commit and the officers commit to making Counsellors of every ward across the Chamber aware of any decisions that are being made.

**7. Question from Councillor Shaz Nawaz (1)**

**Councillor Coles, Cabinet Member for Finance**

The council spent a significant amount of money with Grant Thornton to assist with efficiency and transformation measures. Could you please confirm:

1. How much we spent with Grant Thornton through that process?
2. How much was identified as savings and improvements?
3. How much we actually saved by implementing Grant Thornton's advice and recommendations?
4. If there are unrealised savings – when will we achieve those savings?

**The Cabinet Member responded:**

1. How much we spent with Grant Thornton through that process?

The total spent was £2,539,888.61 +VAT

2. How much was identified as savings and improvements?

£25.8m of potential savings were identified through the “financial improvement programme” by officers and Grant Thornton working together.

Further opportunities were identified as part of the “lean cost structure review” programme which took place in early 2020. These key lines of enquiry identified an estimated at £11.9m of savings opportunities, although business cases had not been developed for these to substantiate the value.

3. How much we actually saved by implementing Grant Thornton's advice and recommendations?

The total amount of savings included within the 2020/21 budget was £20.6m which took account of Grant Thornton's advice and recommendations, which followed the validation of savings values through the business case process. Although this value falls short of the £25.8m that was identified by Grant Thornton, it is important to remember they also supported us to deliver some in-year spend controls during 2019/20, which reduced the forecast overspend significantly. As a result of reviewing the Council's top contracts they also identified actions which could be taken by the Council to avoid future cost pressures – and those actions we took.

4. If there are unrealised savings – when will we achieve those savings?

In March 2020, after a six week period of investigative service review, approximately £11.9m of savings were identified with the support of Grant Thornton. These have most commonly been referred to as the "Lean Cost Structure Review" savings, but unfortunately due to the pandemic this process had to be paused. And it is important to remember that these opportunities, were not fully developed or appraised plans. Throughout the 2021/22 and 2022/23 budget setting process, officers have continued to re-examine these, and where appropriate, validated savings totalling £8.2m which have been included in the budget. The remaining balance of £3.6m has been reviewed thoroughly as part of the budget process, but these do not present feasible budget opportunities at this stage and you will be aware, some of the budget controls mean merging directorates, so actually the picture has changed quite dramatically.

**Supplementary question:**

As you have highlighted there are still some possible identifiable savings in the future what efforts will be making personally to try and realise those savings in the fiscal year 2023-2024.

**The Cabinet Member responded:**

You'll be aware we are undertaking a forensic review of everything are assets are contracts and so forth. It may well be we'll be able to find much more in in way of savings and those and I also mentioned earlier that some of the savings that were identified probably won't be deliverable now because of the whole structure of the directions is changing, but as you may imagine I'm keeping my eye very closely on all opportunities to make savings through 22/23 and 23/24.

8. **Question from Councillor Hogg (1)**

**Councillor Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities**

With plans for the relocation of the City Market to Bridge Street now clearer, can the Cabinet Member for Housing, Culture and Communities please explain why we feel that only 12 stalls are required for a city the size of Peterborough, bearing in mind that Oundle Market currently has an allocation of 19 stalls, Bourne Market has 20 traders?

**The Cabinet Member responded:**

You'll be aware that the Planning Committee approved the market yesterday, great outcome and I think that it showed support for what we are doing with the movement of the market.

The relocation of the City Market is part of our vision to reenergise our city centre. We need to build back better a market offer that is modern, dynamic and flexible and that offers our residents and visitors a great experience. This will take time and we need to do it well.

The number of businesses on the existing site have reduced in recent years, most likely because of changes to shopping habits and more recently the impact of Covid, and we now have far fewer permanent traders. Of those listed many had ceased trading, whilst others were only using the site to store goods. Furthermore, some were found to have a history of pre-Covid bad debt and the Council must have confidence that the new market will be a viable offering for shoppers and traders alike.

Therefore it will primarily consist of 12 permanent stalls for our full time traders, plus the Food Hall, in a fixed building location, but we will also have the ability to expand and contract this using pop-up stalls to allow for seasonal demand, artisan occasional markets and so on.

Our expectation is that we will provide an attractive flexibility for the modern trader, many of whom will benefit from our occasional market offerings.

Returning to our vision, we would very much like to see a large and successful market grow in our city, and we are making plans to increase the number of fixed stalls over the coming years if a demand is identified, subject of course to planning permissions.

**Supplementary question:**

It's my understanding that these twelve stalls will actually only be occupied by four traders from the existing markets some will be taking multiple units as it were so that they call like for like from the current market. Essentially we're in a situation where are city market has been devastated down to a point of only having four traders going forward and above that they are very concerned about the fact that the market rents are going to be trebled over a four year. Some of whom are..... how can you justify a trebling of rent over a four year.

**The Cabinet Member responded:**

It's a commercial to make sure that market traders pay a viable amount to provide the financial stability of the market going forward. At the moment there's a sort of mixed pot of various rents for market traders and there's also a bad debts in that situation with many of the traders that were on the existing market site. What we're doing, we're putting our ducks in a row getting out financial prudency sorted out and making sure that the rate that the market traders pay which is not an instant increase is going to increase over a period of three years to then be at the level that is commercially viable.

9. **Question from Councillor Wiggin**

	<p><b>Councillor Simons, Cabinet Member for Waste, Street Scene and the Environment</b></p> <p>Could the relevant cabinet member please provide an update on progress of refunding fees paid for brown bin collections, and what the cost has been to the council for the administration of this?</p> <p><b>The Cabinet Member responded:</b></p> <p>I'm pleased to say the vast majority of refunds have now been completed there may be the odd one or two to be completed and I would urge anyone who hasn't received the refund to contact us. PCC ICT were able to develop a system in house to enable us to do this with no cost to PCC.</p>
10.	<p><b>Question from Councillor Sandford (1)</b></p> <p><b>Councillor Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b></p> <p>At the recent meeting of Communities Scrutiny Committee, we were told that City Culture only realised at the end of November that the Key Theatre was losing £300,000 a year after apparently having experts study the accounts for over 13 months. However, when the committee asked to see the accounts we were told by a lady from City Culture that this may not be possible as City Culture is a private company.</p> <p>Could the relevant cabinet member tell me if and when councillors will be given access to papers relating to the financial position of the Key Theatre?</p> <p><b>The Cabinet Member responded:</b></p> <p>The financial information relating to the Key Theatre is owned by City Culture Peterborough Ltd, a private company. Although that information has been requested by the council, the request has been declined on the grounds of commercial confidentiality.</p> <p>Members will be aware that we have secured an alternative arrangement whereby the New Theatre Peterborough will be running the Key from the beginning of February, and I and my lead officers will engage with them at the earliest opportunity to introduce them to Members and with a request for them to share whatever financial detail they deem appropriate.</p> <p>The audited accounts for City Culture Peterborough are also available for Members to review - if this would be of interest please do let me know.</p> <p><b>Supplementary question:</b></p> <p>The information was requested on the 4th of January and understand the service director wrote the City Culture it's now 26 and January and Members of the Committee haven't been advised about the outcome you've just given us. We are aware that there's a plethora of joint venture companies and various private companies that this Council has hived its services off to. He maybe private companies but there spending millions of pounds of public funds so would he not agree with me but it's really important that if we're spending millions of pounds of public funds that these bodies are held to account. I'm also aware that the New Theatre is a private company, so is he actually</p>

	<p>telling us that the financial transactions between the Council and the New Theatre or the Selladoor or the company that owns it; are those transactions also going to be kept secret?</p> <p><b>The Cabinet Member responded:</b></p> <p>I appreciate your supplementary Councillor Sandford. I can't deny I would like City Culture to provide the information you have requested that Councillor Sandford and indeed I feel they should in order to ensure complete transparency from their own point of view if nothing else. However, with City Culture being a private limited company and although we can request, we cannot demand them to provide the information. However, at this stage as further context I can announce that City Culture limited have now declared they are no longer able to deliver the Library and Museum services for the funding we offer to them and will be handing these back to PCC imminently. As part of the revised arrangement, it is proposed that Flag Fen will move to City College Peterborough in recognition of the education value of the site and its operation to Peterborough, the wider area of course nationally. And one further sentence to pop onto that, New Theatre will not be receiving any funding from Peterborough City Council, they will be running the business as a commercially viable business, but of course at this stage we are still somewhat reliant on final confirmation of Arts Council funding.</p>
11.	<p><b>Question from Councillor Hemraj (1)</b></p> <p><b>Councillor Walsh, Cabinet Member for Adult Social Care, Health and Public Health</b></p> <p>Will the council be applying for part of the new £300 million funding by the government to help with retention and recruitment of social care workers?</p> <p><b>The Cabinet Member response:</b></p> <p>I would like to thank Cllr Hemraj for her Question. The answer is a resounding "yes". We did apply. And I am pleased to say that Peterborough City Council was allocated £992,000 of funding from the Government's Workforce Recruitment and Retention Funding for adult social care (Round 2).</p> <p>The purpose of this funding is to support local authorities to address adult social care workforce pressures between now and the end of March 2022. Recommendations for the use of funding are currently being finalised. We are intending to utilise 20% of it to support retention and recruitment of capacity to support frontline social care workforce provision. 80% of the funding will be passported direct to local providers to support care home and domiciliary care providers with the workforce pressures they continue to face.</p> <p>Plans are due to be finalised and approved by Cabinet Member Decision notice in the beginning of February 2022.</p>
12.	<p><b>Question from Councillor Murphy (1)</b></p> <p><b>Councillor Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b></p>

	<p>On the 17th of December I wrote to you.          “You may recall that full council debated a motion which was agreed that an option to be looked at for operating services previously run by Vivacity should be a co-operative model. Would you kindly let me know how far this was explored and ask the officers to provide a briefing paper on what was done and on how this option that can be revisited. It might be the sort of thing our local government and other pension schemes may want to invest in”.</p> <p>Can you please let me know what has been done concerning the motion agreed concerning these services, or acknowledge that little was done on this council decision, hence the unnecessary and unplanned closures and the cabinet member decision notice, with no call in, and what now seems, at the time of writing, to be a hasty and far from transparent deal with the private sector without oversight or scrutiny by council concerning the Key Theatre.</p> <p><b>The Cabinet Member response:</b></p> <p>The culture and leisure sector has been - and continues to be - severely impacted by the pandemic, with customer numbers drastically below pre-Covid levels.</p> <p>Any long term decision about the operating arrangements for these services needs to be based on a stable position to protect the interests of the council and to mitigate any financial and other risks.</p> <p>We are grateful to both Peterborough Ltd and City Culture Peterborough for stepping in at short notice when the previous contract with Vivacity ended, but I would remind Members that these arrangements were designed to be a holding pattern whilst we continue to manage the Covid situation.</p> <p>We are now also facing the budgetary challenges announced last week, and now is the right time to consider the best, most advantageous and most sustainable operating arrangements for these services going forwards. This work includes of course the suggestions set out in the Motion that Cllr Murphy is referring to.</p>
13.	<p><b>Question from Councillor Hemraj (2)</b></p> <p><b>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p> <p>Could you please state how much funding per Ward has been spent on road resurfacing, pothole repairs and pavement works/replacements?</p> <p><b>The Cabinet Member response:</b></p> <p>I have discussed your request with our Highway Officers and unfortunately I am not able to provide you with the level of detail you have requested. Our Highways team do not record the data in this way, primarily because in a number of cases roads cut across ward boundaries with some boundaries even running through the centre of roads. As I am sure you would agree it is very difficult for our officers to accurately apportion cost in such scenarios. Crucially, comparing one ward to the next adds little value. All of the Council's roads are inspected regularly and interventions, whether they be a pothole repair or resurfacing scheme for example, are undertaken based on our duty to keep the highway safe and to prevent deterioration by following asset management principles. Therefore, any funding that the council is able to allocate</p>

	<p>across the city is prioritised to achieve that aim. This prioritisation process follows the national highways asset management processes as identified by the Department for Transport as part of their Incentive Fund assessment.</p>
14.	<p><b>Question from Councillor Sandford (2)</b></p> <p><b>Councillor Fitzgerald, Leader of the Council</b></p> <p>Full Council at its meeting in July 2021 agreed a resolution on virtual and hybrid council meetings which said the following:</p> <p><b>“Council therefore asks the Leader of the Council to lobby central government to put forward legislation giving all councils the necessary powers to hold virtual and hybrid meetings if they choose to do so and asks the chief executive to write to the local government minister and to our local MPs the Secretary of State for Housing, Communities and Local Government and the Chairman of the Local Government Association urging them to support this proposal.”</b></p> <p>When I asked to see a copy of the letter sent by officers to the ministers and our MPs, I was told that no letters were in fact sent but officers instead decided merely to respond to an online LGA survey on the subject.</p> <p>There continue to be concerns about the safety of holding large meetings such as Full Council with everyone present in person and we had the farcical situation at the 16 December meeting where most members were allowed to join virtually but were not allowed to vote.</p> <p>So could the Leader of the Council tell me why the resolution of Full Council in July was not actioned as members had requested and what he is doing to move this issue forward?</p> <p><b>The Cabinet Member response:</b></p> <p>Thank you, Councillor Sandford, for your question, as you know the Government launched a national consultation on 25 March 2021, a 'call for evidence'. The scope of the consultation was to seek views on the use of the current arrangements which have provided express provision for Local Authorities to hold meetings remotely or in a hybrid format and to understand the experience of Local Authorities in the whole of the UK regarding remote meetings.</p> <p>I can confirm that Peterborough City Council did respond to this consultation, which I recall was also discussed at a Group Leaders meeting. Officers also responded to online surveys through their professional bodies, which then made collective representations.</p> <p>The "call for evidence" closed on 17 June 2021 and therefore this motion fell outside of that timeframe. Unfortunately, having searched our systems, it appears that letters have not been sent direct to those people mentioned in your motion, and we apologise that this action has been overlooked. However, the council had already sent clear evidence via the Government consultation process and completed online surveys with professional bodies for them to make a collective representation. I can confirm that these letters have now been sent to those people from the Chief Executive and the Leader of the Council.</p>



	<p>We are now waiting for the Department of Levelling Up, Housing and Communities to respond to this 'call for evidence' consultation. It is clear that the Government were not minded to introduce any emergency measures for council meetings in the meantime, with the reason given being lack of Parliamentary time.</p> <p>We await the response from the Government, but in the meantime, there is a petition launched by ADSO and LLG, via change.org that can be signed and runs until 25 March 2022, this currently has over 7,000 signatures. The petition is asking the Government to think again about its stance on the potential for remote attendance by councillors at council meetings. These professional bodies believe that the evidence of the last 2 years has demonstrated the ability of local authorities to properly manage such arrangements to ensure good governance. The petition can be accessed at <a href="https://chng.it/q8vv6WYKnx">https://chng.it/q8vv6WYKnx</a></p>
15.	<p><b>Question from Councillor Shaz Nawaz (2)</b></p> <p><b>Councillor Simons, Cabinet Member for Waste, Street Scene and the Environment</b></p> <p>According to the Peterborough Telegraph, it is estimated that rejected waste cost the council £197,625. What is the cabinet member doing to address this cost?</p> <p><b>The Cabinet Member response:</b></p> <p>The cost identified by the Peterborough Telegraph is an estimate and has been calculated using a generic figure without consultation with the Council, therefore the information in the article is not accurate. The contract the Council agreed means the costs of disposing of the incorrect items are not borne by the Council but the Materials Recycling Facility (MRF) operator Amey, once the recycling has been accepted any items not recyclable through the MRF process are the responsibility of Amey and the Council does not bear these costs. The importance of placing the correct items in the green bin is still a key challenge and measures are being put in place to tackle this and engage with residents to ensure items not recycled in the green bin such as textiles are recycled through another channel or disposed of in the black bin if they are not currently recyclable.</p>
16.	<p><b>Question from Councillor Andrew Bond (2)</b></p> <p><b>Councillor Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b></p> <p>With the council currently looking at all areas of expenditure, residents have expressed concerns about the future of Werrington library which services a large part of the north of the city and surrounding villages.</p> <p>Can the relevant cabinet member please outline what plans, if any, are there to make any changes to the openings and operation of the Werrington library?</p> <p><b>The Cabinet Member response:</b></p>

	<p>Werrington Library is an important facility for residents to the north of the city, which benefits from a very active and successful friends group of volunteers. Its proximity to the secondary school and local primary schools, to residential areas, and to the nearby retailers makes the facility well-placed to meet many of the local needs.</p> <p>That said, and as set out in both your question and our budget consultation document, we do need to review all of our costs and we will be carrying out an expansive review of the library service as part of this. This does not necessarily mean library closures, but it does mean we have an opportunity to look at how we can deliver library services more cost effectively and more imaginatively, and in line with more modern ways of accessing information.</p> <p>It is too early to confirm the outcome for any individual library, but you have my absolute assurance that ward councillors will be appropriately involved in discussions about libraries in your patch as part of that review process and before any firm recommendations are put forward for wider consultation.</p>
17.	<p><b>Question from Councillor Hogg (2)</b></p> <p><b>Councillor Ayres, Cabinet Member for Children’s Services, Education, Skills and the University</b></p> <p>Regarding the refurbishment of Clare Lodge, the decision paperwork suggested that funding for this was to be funded exclusively by DfE in the form of a grant, can the Cabinet Member for Children’s Services, Education, Skills and the University please confirm that all the refurbishment works for Clare Lodge have been funded by this grant and that there was no cost to Peterborough City Council?</p> <p><b>The Cabinet Member response:</b></p> <p>The Department for Education is investing in Children’s homes and secure children’s homes in all nine regions of England. Clare Lodge submitted a bid in 2021 and was successful in securing £1,223,650 of grant funding from the Department for Education. This is for spend during 2021/22 and 22/23 budget years.</p> <p>The monies have shown as a virement to Clare Lodge. It is important to confirm that this is simply the grant monies passing from the Department to Education into the Council and then onto the budget line for Clare Lodge. There is no cost to Peterborough City Council.</p> <p>These grants enable Clare Lodge to improve the Home for the young people who live there and maintain its position as a secure home, licenced by Ofsted. In being successful in the grant funding applications the funding ensure there is no cost to the Council for as they are covered in totality by the grant from the Department for Education.</p> <p>The grant funding is to cover seven improvement projects at Clare Lodge, these are:</p> <ul style="list-style-type: none"> <li>• <b>£250,736</b> - Installations to update and improve the Audio Visual &amp; security systems.</li> <li>• <b>£257,919</b> Outside Area Improvements – Supply and install digital screening to fences, replace resin paths, replace worn rubber crumb Introducing LED lighting to support Safety, Security &amp; Wellbeing</li> <li>• <b>£243,163</b> Fire Alarm System – Replacing Smoke Detectors &amp; Emergency Lighting throughout the building</li> </ul>

- **£114,790** Replace young people's bedroom blinds and polycarbonate windows & privacy panel. Repair and paint render to enhance outside areas.
- **£127,458** Replace electrical switching panels (lights, TV, blinds) for resident's bedrooms to improve Health and Safety to residents with lower voltage switches.
- **£84,300** Feasibility to review use of rooms / car lock layout to support young people living and schooling at Clare Lodge & arriving stressed/distressed. This will inform for future potential bids.
- **£145,284** Replace all fitness suite Equipment and update power supplies as per requirements for the new equipment.

	<p><b><u>Questions on notice to:</u></b></p> <p>d. The Combined Authority Representatives</p>
1.	<p><b>Question from Councillor Sandford</b></p> <p><b>Councillor Fitzgerald, Combined Authority Board Representative</b></p> <p>We understand that the Mayor and the Combined Authority are in the process of developing a new Local Transport and Connectivity Plan. Could our rep on the Combined Authority Board tell me what is being done to involve Peterborough councillors and residents in this process at an early stage, bearing in mind that Peterborough is by far the largest city in the Combined Authority area.</p> <p><b>The Combined Authority Board Representative responded:</b></p> <p>It is very opportune that Councillor Sandford has asked this question tonight. As this very subject was included in a Board meeting that I attended today and have been up since a quarter past eight this morning attending in Cambridge and I will share this paper with Councillor Sandford, which was publicly available on the website of the Combined Authority, which is titled Cambridgeshire and Peterborough Combined Authority Local Transport and connectivity plan update.</p> <p>However, I will say to you I am working closely with the Combined Authority and with officers at this council to ensure that the new LTCP is right for Peterborough. I am in regular dialogue with key officers such as Charlotte Palmer on this and make sure it delivers for our city Councillor Sandford.</p> <p>This includes commitments in the plan for electric buses in Peterborough, something I have spoken often about, both in the Combined Authority and here in our Council meetings. We first have the problem of what we do with the city's bus station because it needs a massive infrastructure investment in order that we can move electric buses into the city and I know officers and the Combined Authority, particularly our Regeneration Team, are working on that as a solution. Plus the rail station quarter development, the Fletton Quays footbridge, build a bridge and they shall come, and other measures and policies that support our growth and our environmental commitments.</p> <p>In terms of wider Member engagement, we are inviting a representative from the Combined Authority to attend March's Growth, Environment and Resources Scrutiny Committee where the plan is due to be discussed as it stands today. In addition, the Combined Authority have said that they are willing to attend other Member meetings too.</p> <p>An initial public consultation has taken place, as you will know and I have to say a very poor response from Peterborough, so that has been noted. Plus, a second full public consultation is planned to start in and around May 2022, following the local elections. So I and the Combined Authority would encourage all Members and residents to look at the proposals and make any suggestions that they see fit.</p> <p>Councillor Sandford, if you would like to take this document. That Mr Mayor will give Councillor Sandford and other Members if they want to check the Combined Authority website, the latest picture on where we are with the question on the LCTP.</p>

**Supplementary question:**

I will certainly read it myself, but I don't really have the capacity to show the document to the entire population of Peterborough. I think one of the things that gives me concern is that you know there has thus far been no discussion within Peterborough City Council about the Transport and Connectivity Plan where we know the Combined Authorities already carried out one consultation and it's not going on to the agenda for our Scrutiny Committee for a two month period. So, I'm really pleased that we're actually going to have some consultation and involvement, but wouldn't you agree with me that it's regrettable that our Scrutiny Committee and our Councillors couldn't have been involved at an earlier stage of the consultation.

**The Cabinet Member responded:**

I think Sanford that's unfair to say there has been no engagement. I've just said that actually it is on the March Scrutiny. What's taking the time is that this is quite a detailed and complex piece of work and Members of Combined Authority today expressed their frustration about how long it's actually taking to do this, and I would lay the blame at the Labour Mayor of the Combined Authority and his basically slowness in bring this together. But maybe quote to you what Charlotte Palmer says about the LCTP:

We have been well engaged by the CPC officers as part of this update. We have drafted the Peterborough section to update all the schemes we want to deliver. This is a mixture of growth schemes parkway enhancements. They'll have walking and cycling commitments, walking and cycling schemes including Fletton Keys footbridge, the regeneration areas including the station quarter, walking and cycling schemes and indeed electric buses. In terms of delaying and extending the main consultation, we are supportive of this as it will allow for more wider Member engagement including Scrutiny in March, and the next Climate Change Working Group that CPC officers have said they are happy to attend. This is probably needed given the low number of responses from the Peterborough area in the first consultation.

So, Councillor Sandford, yes you can share it with all, the Council here and our comms team will do their very best to promote this and there is a comms team at the CPA. You can share through social media, you can say through any other number of outlets. So, I would suggest all Members, if I have an interest in transport and I know you do Councillor Sandford particularly, that that's what they do. There is time to do this, and it will be beyond the local elections now because it won't be completed before purdah kicks in. So over all to say that we've not been engaged is not entirely true but perhaps Member engagement could have happened a little quicker.

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<b>COUNCIL</b>	<b>AGENDA ITEM No. 8</b>
<b>2 MARCH 2022</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan, Director of Law and Governance	
Cabinet Member(s) responsible:	Councillor Simons, Cabinet Member for Waste, Street Scene, and the Environment	
Contact Officer(s):	Pippa Turvey, Democratic and Constitutional Services Manager	Tel. 452460

**PETITION FOR DEBATE ‘SAVE PETERBOROUGH EMBANKMENT’**

<b>RECOMMENDATIONS</b>	
<b>FROM:</b> <i>Director of Law and Governance</i>	<b>Deadline date:</b> <i>N/A</i>
<p>It is recommended that Council either:</p> <ol style="list-style-type: none"> <li>1. Note and take no action for the reasons put forward in the debate; or</li> <li>2. Refer the petition to either Cabinet, a Cabinet Member, or the relevant Scrutiny Committee for consideration having regard to the comments made in the course of debate.</li> </ol>	

**1. PURPOSE AND REASON FOR REPORT**

1.1 A petition has been received by the Council with contains more than 500 valid signatures from people who live, work or study in the city. As such, the right to a debate of the petition by a meeting of the full Council has been triggered, according to the Petitions Scheme.

**2. BACKGROUND AND KEY ISSUES**

2.1 As set out in the Council’s Petitions Scheme, if a petition contains more than 500 signatures from people who live, work or study in the city, it may trigger the right to be debated by a meeting of the full Council.

2.2 On 11 October 2021 a petition was received by the Council from Martin Ferguson, which included eligible 787 signatures.

2.3 Mr Ferguson requested that the petition be debated at a meeting of Full Council, as per the Petitions Scheme.

2.4 The petition is titles ‘Save Peterborough Embankment’ and called upon the Council to:

*“Retain the Peterborough Embankment as public parkland.”*

Further background to the petition included:

*“With the increasing population of Peterborough the retention of the valuable green spaces we have becomes ever more important, especially within the city centre, which is rapidly turning into a concrete jungle. This embankment has been neglected for years by our council and lack of facilities presently restricts its use. Visiting events that bring facilities with them see fantastic attendances into the thousands and shows that there is great potential if properly managed.*

*The value this area brings to the public is immeasurable as space of reflection and unity and it also serves as protection in the way of flood defences, and acts as part of a wildlife corridor. To allow the construction of a stadium on a huge part of this site would be short sighted and for commercial gain at the expense of the whole of Peterborough, with the adjacent university buildings that will further encroach upon this site there will be very little public green space left.”*

### **3. IMPLICATIONS**

- 3.1 There are no financial, legal, equalities, or Carbon Impact implications arising from this report.
- 3.2 Governance Implications – This report will be debated following the presentation of the petition. The Leader Petitioner has five minutes to present this petition. Members will then be invited to debate the request contain therein. The usual rules of procedure will apply to this debate. Each Member may speak once for no longer than 3 minutes. A Member may not speak again, except on a point of order, by way of a personal explanation, or by way of a statement of accuracy. The Mayor will invite a vote on the recommendations at the close of the debate.

### **4. BACKGROUND DOCUMENTS**

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

- 4.1 Peterborough City Council Petitions Scheme

### **5. APPENDICES**

- 5.1 Appendix 1 – Officer Response



Telephone: 07983 345184  
E-Mail: [Emma.gee@peterborough.gov.uk](mailto:Emma.gee@peterborough.gov.uk)  
Please ask for:  
Our Ref:  
Your Ref: n/a



Place and Economy Directorate  
Sand Martin House  
Fletton Quays  
Peterborough  
PE2 8TY

18<sup>th</sup> January 2022

Dear Mr Ferguson,

Thank you for your petition demonstrating your concern about development on Peterborough Embankment.

As you may know, the council appointed an independent consultancy - Barton Wilmore - to run a public consultation at the end of last year, to find out what the public want to see on the Embankment.

This consultation was a two-step approach, starting with a survey which was held in October to find out how members of the public currently used the Embankment and what they would like to see in future. Over 1,400 completed surveys were received, with over 20,000 individual responses and numerous emails from the community offering their thoughts along with meetings with key stakeholder groups, such as the Civic Society.

This feedback was then fed into the development of four 'options' for the Embankment, which were the subject of a public consultation held in November, comprising of two face-to-face exhibitions and one virtual event. Members of the public were asked for their preferred design for the Embankment out of four options. A total of 731 feedback forms were completed online, 49 were submitted at the exhibitions, 8 were returned by post and 30 received by email.

Barton Wilmore are now using this feedback to pull together a preferred Masterplan for the Embankment, based on public opinion received. We expect to receive this in February.

While the petition was received after the public consultation deadline we will consider these observations carefully as we develop the masterplan further.

**Executive Director for Place and Economy: Steve Cox**



2008-2009  
Improving Accessibility

Yours sincerely



**Emma Gee**  
**Assistant Director; Growth and Regeneration**  
**Peterborough City Council**

**Executive Director for Place and Economy: Steve Cox**



2008-2009  
*Improving Accessibility*

<b>COUNCIL</b>	<b>AGENDA ITEM No. 10(a)</b>
<b>2 MARCH 2022</b>	<b>PUBLIC REPORT</b>

**EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL**

**CABINET RECOMMENDATION – MEDIUM TERM FINANCIAL PLAN 2022/23 – PHASE TWO**

The Cabinet, at its meeting on 21 February 2022, received a report in relation to the Phase Two Medium Term Financial Plan for 2022 to 2023.

**IT IS RECOMMENDED** that Council approve:

1. This proposed budget includes a Council Tax increase of 2.99%, (1.99% general Council Tax and 1% Adult Social Care Precept), as outlined within section 5.2
2. The Phase Two budget proposals as outlined in Appendix B as the basis for public consultation.
3. The updated budget assumptions, to be incorporated within the Medium-Term Financial Plan 2022/23. These are outlined in section 5.
4. The revised capital programme outlined in section 5 and referencing Appendix C.
5. The establishment of a Budget Risk Reserve and the forecast reserve commitments to fund the cost of transformational investment and the implementation of the Improvement Plan. These are outlined in section 6 and Appendix F.
6. The Education budget as outlined in section 5.6 and within Appendix J.
7. The proposed approach to the development of an Asset Management Strategy, in line with that included within the improvement plan. This is outlined in section 5.5.
8. The Medium-Term Financial Plan 2022/23- Phase Two, as set out in the body of the report and the following appendices:
  - Appendix A – 2022/23 MTFP Budget Position Phase Two
  - Appendix B – Phase Two Budget Consultation Document
  - Appendix C – Capital Programme Schemes 2022/23-2024/25
  - Appendix D – Financial Risk Register
  - Appendix E – Fees and Charges
  - Appendix F – Reserves Commitments
  - Appendix G – Equality Impact Assessments
  - Appendix H– Carbon Impact Assessments
  - Appendix J – Dedicated Schools Grant and the Schools Budget 2022-23
  - Appendix K – Treasury Management Strategy
  - Appendix L – Capital Strategy
  - Appendix M – Budget Consultation Feedback

**IT IS RECOMMENDED** that Council note:

9. The strategic financial approach taken by the Council outlined in section 4 of this report.
10. The Council’s core funding position following the Local Government Final Finance Settlement published on 7 February 2022. This shows a £0.005m favourable change in comparison to the provisional settlement previously reported. This is outlined in section 5.
11. The forecast reserves position, and the statutory advice of the Chief Finance Officer outlined in section 6 ‘The Robustness (Section 25) Statement’.
12. The Councils Improvement Plan within Appendix I, as agreed at Council on 16 December, from which this plan is outlined as a key deliverable within the financial sustainability theme.
13. The following changes which have been made since the 31 January Cabinet report:

- a. Confirmation of Final Settlement and grant allocations such as Public Health resulting in a £0.005m favourable change in budget position
- b. Inclusion of the final parish precepts in section 5.2- net nil budget impact
- c. Confirmation of no changes to the estimates/assumptions included within the budget proposals
- d. Inclusion of the approach to the asset strategy
- e. Inclusion of the budget consultation feedback received up to 10 February 2022.

The 21 February 2022 Budget Book can be found at the following link - [220221 Budget Book Link](#).

<b>COUNCIL</b>	AGENDA ITEM No. 11(a)
<b>2 MARCH 2022</b>	<b>PUBLIC REPORT</b>

<b>COUNCIL TAX RESOLUTION</b>
<b>RECOMMENDATIONS</b>
<b>FROM: Cabinet Member for Finance</b>
<p>It is recommended that Council approves the Council Tax Resolution which proposes a Council Tax Increase of 2.99%, which includes the following breakdown:</p> <ul style="list-style-type: none"> <li>• A rise in general Council Tax of 1.99%</li> <li>• An Adult social Care Precept of 1.00%</li> </ul>

## **1. PURPOSE AND REASON FOR REPORT**

- 1.1 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 2022/23.
- 1.2 In setting the revenue budget for 2022/23, 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 Plan 2022/23 as set out in agenda item 10(a) and its appendices, as recommended by Cabinet to Council:

- Appendix A – 2022/23 MTFP Detailed Budget Position Phase Two
- Appendix B – Phase Two Budget Consultation Document
- Appendix C – Capital Programme Schemes 2022/23-2024/25
- Appendix D – Financial Risk Register
- Appendix E – Fees and Charges
- Appendix F – Reserves Commitments
- Appendix G – Equality Impact Assessments
- Appendix H – Carbon Impact Assessments
- Appendix I – Executive Summary of the Council's Improvement Plan
- Appendix J – Dedicated Schools Grant and the Schools Budget 2022-23
- Appendix K – Treasury Management Strategy
- Appendix L – Capital Strategy

2.2 If agreed the Council Tax Resolution will be appended to the MTFP 2022/23 as 'Appendix M – Council Tax Resolution'.

## **3. CONSULTATION**

3.2. Considered and completed as part of the Medium-Term Financial Plan 2022/23 as recommended by Cabinet to Council.

#### **4. ALTERNATIVE OPTIONS**

4.1 No alternative option has been considered as the Council is statutorily obliged to set a lawful and balanced budget by 11 March annually.

#### **5. IMPLICATIONS**

##### **Financial, Legal, and Equalities Implications**

5.2. Considered and completed as part of the Medium-Term Financial Plan 2022/23 as recommended by Cabinet to Council.

#### **6. BACKGROUND DOCUMENTS**

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

Tranche One Cabinet Report- [Budget Book 29/11/2021](#)

Tranche Two Cabinet Report- [Budget Book 31/01/2022](#)

#### **7. APPENDICES**

Appendix 1 – Council Tax Resolution

## Appendix 1 - Council Tax Resolution 2022/23

Following consideration of the report to this Council on 2 March 2022 and the setting of the revenue budget for 2022/23, 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 £144,270,015 (being £243,715,172 less School Funding of £99,445,157 now presented be approved).

2. THAT it be noted that at its meeting on 10 January 2021 the Cabinet calculated the following amounts for the year 2022/23 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) 60,494.82 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	240.90
Bainton & Ashton	153.95
Barnack	477.25
Bretton	3,258.57
Castor	360.01
City (non-parished)	37,876.41
Deeping Gate	222.50
Etton	53.13
Eye	1,628.77
Glington	622.53
Hampton	4,031.69
Helpston	469.73
Marholm	78.54
Maxey	320.42
Newborough & Borough Fen	662.30
Northborough	507.29
Orton Longueville	3,183.17
Orton Waterville	3,564.35
Peakirk	186.26
Southorpe	74.88
Sutton	70.62
Thorney	953.13
Thornhaugh	91.41
Ufford	135.47
Wansford	252.49
Wittering	789.03
<b>SUB TOTAL</b>	<b>60,264.80</b>
The Council tax base total for areas of which no special items relate	230.02
<b>TOTAL</b>	<b>60,494.82</b>

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 2022/23 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government and Finance Act 1992 (as amended):

(a) **£432,733,643** 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) **£340,581,792** 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) **£92,151,850** 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) **£1,523.30** 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) **£704,855** being the aggregate amount of all special items referred to in Section 35 (1)of the Act. (Parish Precepts).

(f) **£1,511,65** 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	£1,543.27
Bainton & Ashton	£1,564.24
Barnack	£1,544.02
Bretton	£1,562.42
Castor	£1,592.65
Deeping Gate	£1,534.32
Etton	£1,552.29
Eye	£1,546.19
Glington	£1,549.65
Hampton	£1,535.71
Helpston	£1,529.53
Marholm	£1,529.59
Maxey	£1,547.21
Newborough & Borough Fen	£1,572.48
Northborough	£1,560.74
Orton Longueville	£1,522.57
Orton Waterville	£1,527.31
Peakirk	£1,546.72
Southorpe	£1,540.69
Sutton	£1,570.08
St. Martin's Without	£1,511.65
Thorney	£1,547.56
Thornhaugh	£1,572.51
Ufford	£1,576.02
Upton	£1,511.65
Wansford	£1,558.23
Wittering	£1,568.55
Wothorpe	£1,511.65

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	1,028.85	1,200.32	1,371.80	1,543.27	1,886.22	2,229.16	2,572.12	3,086.54
Bainton & Ashton	1,042.83	1,216.63	1,390.44	1,564.24	1,911.85	2,259.45	2,607.07	3,128.48
Barnack	1,029.35	1,200.91	1,372.46	1,544.02	1,887.13	2,230.25	2,573.37	3,088.04
Bretton	1,041.62	1,215.22	1,388.82	1,562.42	1,909.62	2,256.82	2,604.04	3,124.84
Castor	1,061.77	1,238.73	1,415.69	1,592.65	1,946.57	2,300.49	2,654.42	3,185.30
Deeping Gate	1,022.88	1,193.36	1,363.84	1,534.32	1,875.28	2,216.24	2,557.20	3,068.64
Etton	1,034.86	1,207.34	1,379.81	1,552.29	1,897.24	2,242.19	2,587.15	3,104.58
Eye	1,030.80	1,202.59	1,374.39	1,546.19	1,889.79	2,233.38	2,576.99	3,092.38
Glington	1,033.10	1,205.29	1,377.47	1,549.65	1,894.01	2,238.38	2,582.75	3,099.30
Hampton	1,023.81	1,194.44	1,365.08	1,535.71	1,876.98	2,218.24	2,559.52	3,071.42
Helpston	1,019.69	1,189.64	1,359.58	1,529.53	1,869.42	2,209.32	2,549.22	3,059.06
Marholm	1,019.73	1,189.68	1,359.64	1,529.59	1,869.50	2,209.40	2,549.32	3,059.18
Maxey	1,031.48	1,203.39	1,375.30	1,547.21	1,891.03	2,234.85	2,578.69	3,094.42
Newborough & Borough Fen	1,048.32	1,223.04	1,397.76	1,572.48	1,921.92	2,271.36	2,620.80	3,144.96
Northborough	1,040.50	1,213.91	1,387.33	1,560.74	1,907.57	2,254.40	2,601.24	3,121.48
Orton Longueville	1,015.05	1,184.22	1,353.40	1,522.57	1,860.92	2,199.26	2,537.62	3,045.14
Orton Waterville	1,018.21	1,187.91	1,357.61	1,527.31	1,866.71	2,206.11	2,545.52	3,054.62
Peakirk	1,031.15	1,203.01	1,374.86	1,546.72	1,890.43	2,234.15	2,577.87	3,093.44
Southorpe	1,027.13	1,198.32	1,369.50	1,540.69	1,883.06	2,225.44	2,567.82	3,081.38
Sutton	1,046.72	1,221.18	1,395.63	1,570.08	1,918.98	2,267.89	2,616.80	3,140.16
St. Martin's Without	1,007.77	1,175.73	1,343.69	1,511.65	1,847.57	2,183.49	2,519.42	3,023.30
Thorney	1,031.71	1,203.66	1,375.61	1,547.56	1,891.46	2,235.36	2,579.27	3,095.12
Thornhaugh	1,048.34	1,223.07	1,397.79	1,572.51	1,921.95	2,271.40	2,620.85	3,145.02
Ufford	1,050.68	1,225.80	1,400.91	1,576.02	1,926.24	2,276.47	2,626.70	3,152.04
Upton	1,007.77	1,175.73	1,343.69	1,511.65	1,847.57	2,183.49	2,519.42	3,023.30
Wansford	1,038.82	1,211.96	1,385.09	1,558.23	1,904.50	2,250.77	2,597.05	3,116.46
Wittering	1,045.70	1,219.99	1,394.27	1,568.55	1,917.11	2,265.68	2,614.25	3,137.10
Wothorpe	1,007.77	1,175.73	1,343.69	1,511.65	1,847.57	2,183.49	2,519.42	3,023.30
Total Non-Parished Areas	1,007.77	1,175.73	1,343.69	1,511.65	1,847.57	2,183.49	2,519.42	3,023.30

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 2022/23 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 2022/23 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	171.72	200.34	228.96	257.58	314.82	372.06	429.30	515.16
Cambridgeshire & Peterborough Fire Authority	49.98	58.31	66.64	74.97	91.63	108.29	124.95	149.94
<b>TOTAL</b>	<b>221.70</b>	<b>258.65</b>	<b>295.60</b>	<b>332.55</b>	<b>406.45</b>	<b>480.35</b>	<b>554.25</b>	<b>665.10</b>

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 2022/23 for each of the categories of dwellings shown below:

	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ailsworth	£1,250.55	£1,458.97	£1,667.40	£1,875.82	£2,292.67	£2,709.51	£3,126.37	£3,751.64
Bainton & Ashton	£1,264.53	£1,475.28	£1,686.04	£1,896.79	£2,318.30	£2,739.80	£3,161.32	£3,793.58
Barnack	£1,251.05	£1,459.56	£1,668.06	£1,876.57	£2,293.58	£2,710.60	£3,127.62	£3,753.14
Bretton	£1,263.32	£1,473.87	£1,684.42	£1,894.97	£2,316.07	£2,737.17	£3,158.29	£3,789.94
Castor	£1,283.47	£1,497.38	£1,711.29	£1,925.20	£2,353.02	£2,780.84	£3,208.67	£3,850.40
Deeping Gate	£1,244.58	£1,452.01	£1,659.44	£1,866.87	£2,281.73	£2,696.59	£3,111.45	£3,733.74
Etton	£1,256.56	£1,465.99	£1,675.41	£1,884.84	£2,303.69	£2,722.54	£3,141.40	£3,769.68
Eye	£1,252.50	£1,461.24	£1,669.99	£1,878.74	£2,296.24	£2,713.73	£3,131.24	£3,757.48
Glington	£1,254.80	£1,463.94	£1,673.07	£1,882.20	£2,300.46	£2,718.73	£3,137.00	£3,764.40
Hampton	£1,245.51	£1,453.09	£1,660.68	£1,868.26	£2,283.43	£2,698.59	£3,113.77	£3,736.52
Helpston	£1,241.39	£1,448.29	£1,655.18	£1,862.08	£2,275.87	£2,689.67	£3,103.47	£3,724.16
Marholm	£1,241.43	£1,448.33	£1,655.24	£1,862.14	£2,275.95	£2,689.75	£3,103.57	£3,724.28
Maxey	£1,253.18	£1,462.04	£1,670.90	£1,879.76	£2,297.48	£2,715.20	£3,132.94	£3,759.52
Newborough & Borough Fen	£1,270.02	£1,481.69	£1,693.36	£1,905.03	£2,328.37	£2,751.71	£3,175.05	£3,810.06
Northborough	£1,262.20	£1,472.56	£1,682.93	£1,893.29	£2,314.02	£2,734.75	£3,155.49	£3,786.58
Orton Longueville	£1,236.75	£1,442.87	£1,649.00	£1,855.12	£2,267.37	£2,679.61	£3,091.87	£3,710.24
Orton Waterville	£1,239.91	£1,446.56	£1,653.21	£1,859.86	£2,273.16	£2,686.46	£3,099.77	£3,719.72
Peakirk	£1,252.85	£1,461.66	£1,670.46	£1,879.27	£2,296.88	£2,714.50	£3,132.12	£3,758.54
Southorpe	£1,248.83	£1,456.97	£1,665.10	£1,873.24	£2,289.51	£2,705.79	£3,122.07	£3,746.48
Sutton	£1,268.42	£1,479.83	£1,691.23	£1,902.63	£2,325.43	£2,748.24	£3,171.05	£3,805.26
St. Martin's Without	£1,229.47	£1,434.38	£1,639.29	£1,844.20	£2,254.02	£2,663.84	£3,073.67	£3,688.40
Thorney	£1,253.41	£1,462.31	£1,671.21	£1,880.11	£2,297.91	£2,715.71	£3,133.52	£3,760.22
Thornhaugh	£1,270.04	£1,481.72	£1,693.39	£1,905.06	£2,328.40	£2,751.75	£3,175.10	£3,810.12
Ufford	£1,272.38	£1,484.45	£1,696.51	£1,908.57	£2,332.69	£2,756.82	£3,180.95	£3,817.14
Upton	£1,229.47	£1,434.38	£1,639.29	£1,844.20	£2,254.02	£2,663.84	£3,073.67	£3,688.40
Wansford	£1,260.52	£1,470.61	£1,680.69	£1,890.78	£2,310.95	£2,731.12	£3,151.30	£3,781.56
Wittering	£1,267.40	£1,478.64	£1,689.87	£1,901.10	£2,323.56	£2,746.03	£3,168.50	£3,802.20
Wothorpe	£1,229.47	£1,434.38	£1,639.29	£1,844.20	£2,254.02	£2,663.84	£3,073.67	£3,688.40
<b>Total Non-Parished Areas</b>	<b>£1,229.47</b>	<b>£1,434.38</b>	<b>£1,639.29</b>	<b>£1,844.20</b>	<b>£2,254.02</b>	<b>£2,663.84</b>	<b>£3,073.67</b>	<b>£3,688.40</b>

## Parish Precepts

The following parish precepts have been levied on Peterborough City Council (comparable figures are shown for 2021/22).

	2021/22 Precept £	2022/23 Precept £	2022/23 Council Tax Band D Equivalent £
Ailsworth	6,158	7,617	31.62
Bainton & Ashton	7,860	8,096	52.59
Barnack	15,031	15,447	32.37
Bretton	165,445	165,445	50.77
Castor	29,469	29,161	81.00
Deeping Gate	4,624	5,043	22.67
Etton	2,159	2,159	40.64
Eye	56,250	56,250	34.54
Glington	21,616	23,656	38.00
Hampton	97,000	97,000	24.06
Helpston	9,331	8,397	17.88
Marholm	1,409	1,409	17.94
Maxey	9,896	11,395	35.56
Newborough & Borough Fen	19,818	40,289	60.83
Northborough	17,480	24,902	49.09
Orton Longueville	34,760	34,760	10.92
Orton Waterville	48,539	55,834	15.66
Peakirk	6,041	6,532	35.07
Southorpe	725	2,175	29.04
Sutton	3,592	4,127	58.43
St. Martin's Without	-	-	-
Thorney	32,020	34,225	35.91
Thornhaugh	5,563	5,563	60.86
Ufford	8,490	8,720	64.37
Upton	-	-	-
Wansford	11,041	11,760	46.58
Wittering	42,984	44,896	56.90
Wothorpe	-	-	-
<b>Total</b>	<b>657,300</b>	<b>704,855</b>	

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<b>COUNCIL</b>	AGENDA ITEM No. 12(a)
<b>2 MARCH 2022</b>	<b>PUBLIC REPORT</b>

**EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL**

**ANNUAL PAY POLICY 2022/23**

Employment Committee, at its meeting on 17 February 2022, received a report setting out the Pay Policy Statement for 2022/23.

**IT IS RECOMMENDED** that Council approve the content of the Pay Policy Statement for 2022/23

The original Employment Committee report is included as an appendix.

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<b>EMPLOYMENT COMMITTEE</b>	<b>AGENDA ITEM No. 3</b>
<b>17 FEBRUARY 2021</b>	<b>PUBLIC REPORT</b>

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

<b>Annual Pay Policy 2022/2023</b>
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<b>R E C O M M E N D A T I O N S</b>	
<b>FROM:</b> Chief Executive	<b>Deadline date:</b>
<p>Members of Employment Committee are requested:</p> <p>To note the content of the Pay Policy Statement for 2022/23.</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 2022/23 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 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 2021. 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 2022.
- 2.1.7 The pay policy statement at Appendix 1 demonstrates that between January 2021 - January 2022 the median salary in the council decreased from £32,624 to £32,234. 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 decreased from £35,633 to £35,137. 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 9 times the remuneration of the lowest paid employees (for a definition of the comparator see 6.2 above). This has slightly increased since last year's figure of 8.89 to 1 despite the Chief Executive not accepting the national pay award since April 2018.

The lowest salary\* decreased from £19,515 to £19,288 which meant that the ratio of the highest salary to the lowest salary increased from 8.89 to 1 to 9 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 with all costs factored into the Medium Term Financial Strategy.

#### **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 2022/23

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## APPENDIX ONE

# PAY POLICY STATEMENT FOR 2022

### 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 regards to:

1.2.1 The remuneration of chief officers (as defined in 4.1);

1.2.2 The remuneration of the lowest paid employees (as defined in 6.2); and

1.2.3 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 their 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 the year, 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	No pay award agreed at point of publication	N/A
Joint Negotiating Committee for Chief Officers	No pay award agreed at point of publication	N/A
National Joint Council Single Status	No pay award agreed at point of publication	N/A
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	No pay award agreed at point of publication	N/A
Soulbury	No pay award agreed at point of publication	N/A
Centrally employed Teachers	A consolidated award of £250 awarded to all teachers whose FTE basic earnings (excluding allowances) were less than £24,000 For other ranges i.e. Main, Upper, Leadership & Headteacher scales the salaries retain the same values as 2020 as a result of the public sector pay freeze.	1 September 2021

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**

### **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 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 50<sup>th</sup> 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 50<sup>th</sup> 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 Governance) or the Chief Finance Officer (Executive 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 The existing performance related progression scheme for senior officers has been amended after the introduction of a new ongoing performance management scheme that replaced the previous annual appraisal scheme and its ratings. To progress through the pay grades, their manager completes a document detailing the rationale for progression, which includes examples of exceptional performance. This is then signed off by the Chief Executive.

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. Peterborough also provides the deputy monitoring officer role for Fenland District Council and Cambridgeshire County Council.

A review of all sharing arrangements is currently taking place. It has been agreed that the role of Chief Executive will not be a shared post from January 2022.

## **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 January 2022 payroll, the 10% is based on a total of 1313 staff (i.e 132) with a fulltime equivalent salary between £15,455 and £21,077. The average remuneration package for those 132 employees is in the region of £19,288. For employees who work part-time, their salary is calculated pro rata to the full-time equivalent rate. The minimum figure has increased and the average salary has decreased since last year. This is because there are a lot more staff employed on lower grades this year than last. For example, in 2021 there were only 64 people earning between £15000-£19999, whereas in 2022 there were 81 earning between £15000-£19999. So although the minimum salary of the staff was £15,455, more people on the lower grades this year in general will bring down the value of the 10th percentile FTE salary plus fixed pay allowances.

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 laptop, 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 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 shutdown** - 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. Normally, those below this level have the choice to take annual leave instead of unpaid leave. For 2021 these employees had to take annual 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.

The council would not expect that the remuneration of its highest paid officer would exceed 20 times the remuneration paid to its lowest paid employees, except in exceptional circumstances, which must be specifically authorised by the Employment Committee and reviewed annually.

The Chief Executive's remuneration is currently 9 times the remuneration of the lowest paid employees (for a definition of the comparator see 6.2 above). This has slightly increased since last years figure of 8.89 to 1 despite the Chief Executive not accepting the national pay award since April 2018.

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

	31 Jan 15	31 Jan 16	31 Jan 17	31 Jan 18	31 Jan 19	31 Jan 20	31 Jan 21	31 Jan 22
<b>Chief Executive's salary</b>	£170,175	£170,175	£171,877	£173,596	£173,596	£173,596	£173,596	£173,596
<b>Lowest salary package (using bottom 10%)</b>	£16,062	£17,129	£17,202	£17,043	£17,775	£18,666	£19,515	£19,288
<b>Ratio</b>	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	9 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 21		Jan 22	
	Median	Mean	Median	Mean
<b>Chief Executive's salary</b>	£173,596	£173,596	£173,596	£173,596
<b>Average</b>	£32,624	£35,633	£32,234	£35,137
<b>"pay multiple" ratio</b>	5.32 to 1	4.87 to 1	5.39 to 1	4.94 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 2022 the council had 1313 employees covered by this pay policy. When all these salaries are listed in order, the total salary package of the 623rd employee is £32,234. A slight decrease of £390, or 1.2%, from 2021.

**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 1313). This rate has decreased slightly by 1.4% 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 2022 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 have both decreased this year. This could be due to the 2021 annual pay rise not being applied yet, but is more likely due to more staff employed on lower grades this year than last. The salary of the lowest 10% of the workforce has increased this year.

## **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

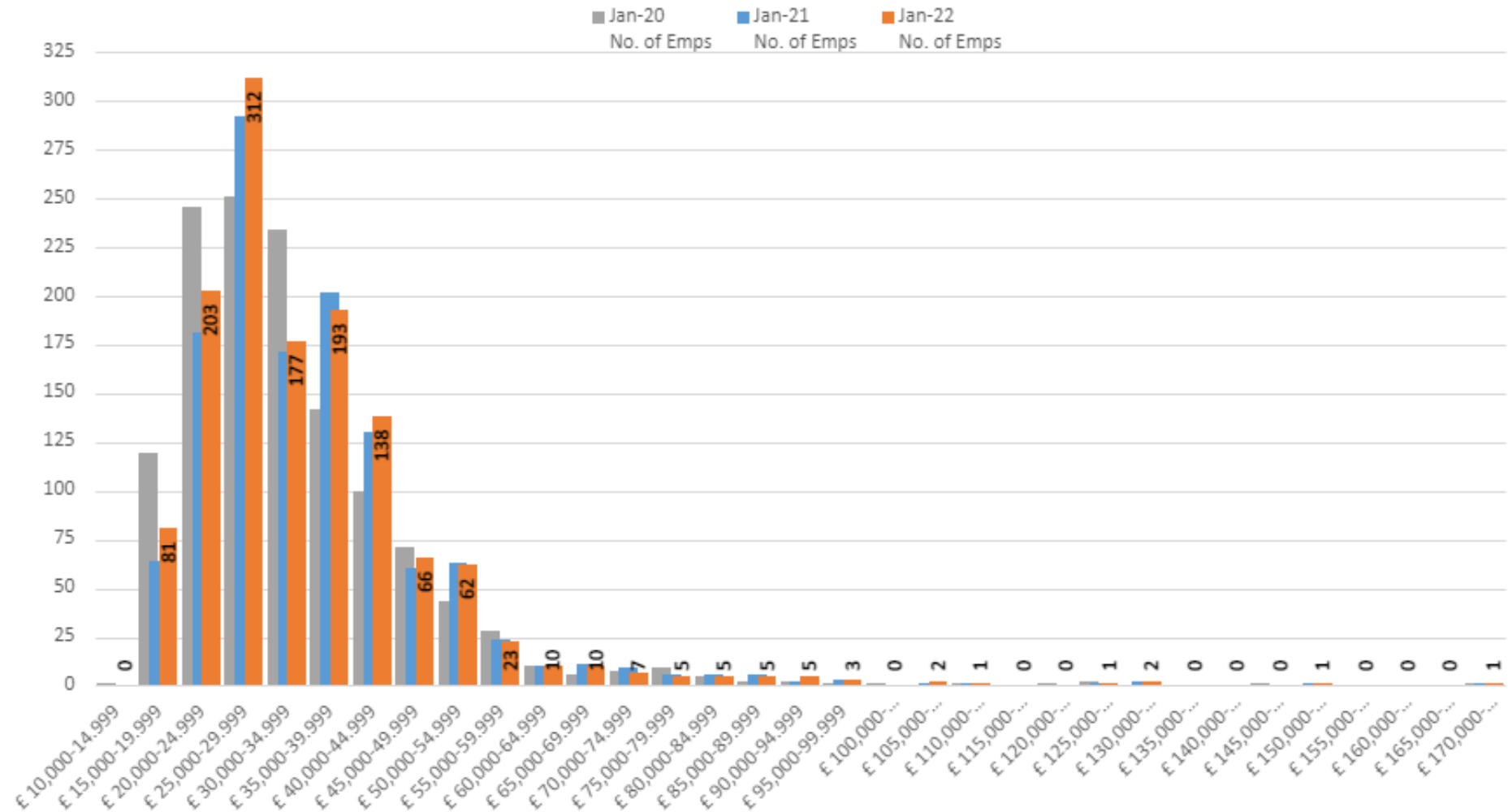
**CHIEF OFFICERS IN THE COUNCIL**

<b>ROLE</b>	<b>OFFICER IN POST</b>	<b>SHARING ARRANGEMENT</b>
Chief Executive (Head of Paid Service)	Wendi Ogle-Welbourn (Acting)	N.A.
Director of Law & Governance (Monitoring Officer)	Fiona McMillan	Shared from Cambridgeshire County Council
S151 Officer (Corporate Director: Resources)	Vacant post (S151 covered by Deputy 151 Officer)	N.A.
<b><u>Statutory Chief Officers:</u></b>		
Executive Director: People & Communities	Charlotte Black (Acting)	Shared from Cambridgeshire County Council
Director of Public Health	Dr Jyoti Atri	Shared from Cambridgeshire County Council
Service Director Adults & Safeguarding (Director of Adult Services)	Debbie McQuade (Acting)	Shared with Cambridgeshire County Council
<b><u>Non-statutory Chief Officers:</u></b>		
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
<b><u>Deputy Chief Officers</u> (employees who report directly to a Statutory Chief Officer):</b>		
Head of Corporate Finances & Deputy S151 Officer	Kirsty Nutton	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	Dr Emmeline Watkins	N.A
<b><u>Deputy Chief Officers</u></b> (reports directly to non-statutory Chief Officer as per constitution):		
Assistant Director Growth & Development	Emma Gee	N.A
Assistant Director Housing	Michael Kelleher	N.A.
Assistant Director of IT & Digital Services	Samantha Smith	Shared from Cambridgeshire County Council

**APPENDIX B: DISTRIBUTION OF SALARIES ACROSS THE COUNCIL**

Distribution of Employees by Pay Band





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<b>COUNCIL</b>	AGENDA ITEM No. 12(b)
<b>2 MARCH 2022</b>	PUBLIC REPORT

**EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL**

**CABINET RECOMMENDATION – PETERBOROUGH HOUSING ALLOCATIONS POLICY**

The Cabinet, at its meeting on 21 February 2022, received a report in relation to the Housing Allocations Policy

**IT IS RECOMMENDED** that Council approve the new Housing Allocations Policy.

The original Cabinet report and appendices are attached.

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<b>CABINET</b>	<b>AGENDA ITEM No. 7</b>
<b>21 FEBRUARY 2022</b>	<b>PUBLIC REPORT</b>

Report of:	Michael Kelleher, Assistant Director - Housing	
Cabinet Member(s) responsible:	Cllr Steve Allen, Cabinet Member for Housing, Culture & Communities	
Contact Officer(s):	Sarah Scase, Housing Needs Operations Manager Sean Evans, Head of Housing Needs	Tel. 07920 160502 07920 160007

## THE PETERBOROUGH HOUSING ALLOCATIONS POLICY

RECOMMENDATIONS	
<b>FROM:</b> Michael Kelleher – Assistant Director Housing	<b>Deadline date:</b> 2 March 2022 (Full Council)
<p>It is recommended that Cabinet:</p> <p>1. Recommend the new Allocations Policy to Full Council for approval.</p>	

### 1. ORIGIN OF REPORT

- 1.1 This report is submitted to Cabinet following Communities Scrutiny Committee on 4<sup>th</sup> January 2022.

### 2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to present to Cabinet the final draft of the Common Housing Allocations Policy.
- 2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.9, *'To commission reviews by and determine any changes of policy proposed by the Scrutiny Committees and Commissions making 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?	<b>YES</b>	If yes, date for Cabinet meeting	<b>21/02/2022</b>
Date for relevant Council meeting	<b>02/03/2022</b>	Date for submission to Government Dept.	<b>N/A</b>

### 4. BACKGROUND AND KEY ISSUES

- 4.1 The Peterborough Homes Allocations Policy was last updated in 2012 with subsequent minor amendments being made since. Although there have not been any major statutory changes, the

current policy does not now reflect some significant local developments which have happened since its creation. It is therefore imperative that a new policy is created which is accepted by Registered Providers (RPs) and which reflects Housing as a wholistic preventative service.

A report was brought to committee in November 2020 providing details of proposed changes to this policy and to set out the changes which the council intended to consult on. Scrutiny was content for consultation to commence.

Changes in senior leadership and developments in service delivery during the Covid-19 pandemic have slowed progress and changed some direction, but public consultation was commenced on proposed changes to the allocations policy in August 2021. Following its conclusion on the 22 November 2021 the views of those who responded and subsequent final proposed changes to the policy are being reported for review and scrutiny.

#### 4.2 **Summary of proposed changes**

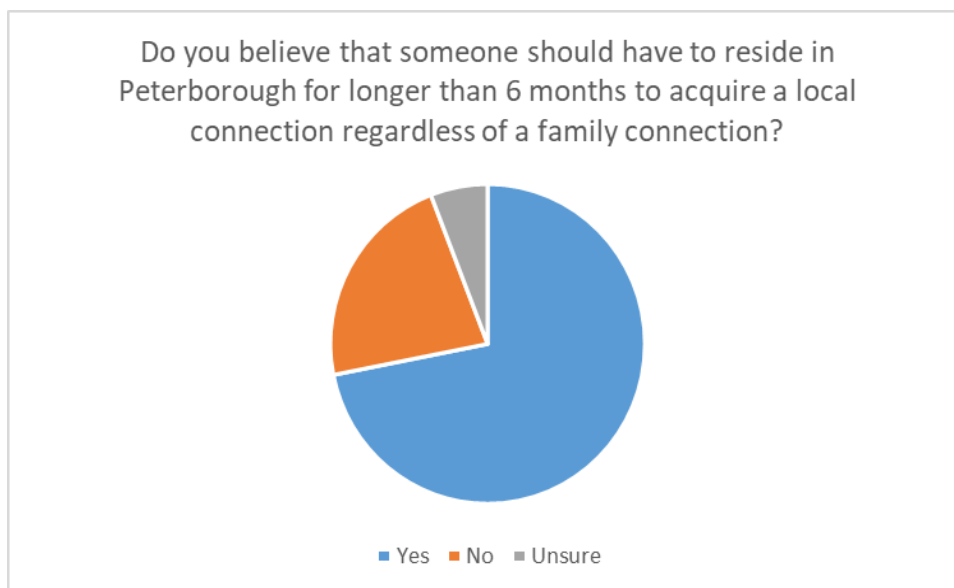
The most significant proposed changes to the allocations policy are:

#### 4.3 **Additional Preference**

We are proposing to retain the additional preference categories, where we give greater priority to certain groups of households, but we are proposing to remove the category which provides those who have resided in Peterborough for over 5 years additional preference.

#### 4.4 **Why are we making this proposal?**

Local connection criteria is already a requirement to join the register in the first place and it aligns to the criteria in Homeless legislation meaning that applicants would still need to have a connection to Peterborough to be considered a qualifying person.



81% of respondents agreed that someone should have to reside in Peterborough for longer than 6 months to acquire a local connection regardless of family connection.

Although those responding to the consultation strongly believed that local connection criteria should be tightened, we do not believe that we should adopt the change in the local connection criteria. This is because the council could find itself in a position where we have a housing duty to a homeless household, but we are unable to discharge that duty as the household do not meet the eligibility criteria to join the housing register. This would leave the council open to increased costs relating to that households stay in emergency accommodation and possible judicial review or county court appeal.

While the overriding response from the public was that we should be giving additional preference to local people, our experiences since the previous change in the policy has meant that there are few households who qualify for additional preference, would not qualify for one of the other additional preference categories.

In addition, we want to promote additional preference for those who are making a positive contribution to the city through work, volunteering or serving our country this priority is somewhat watered down if a household who is not making a contribution to the city are awarded the same priority simply because they have lived here for over 5 years.

We have also had situations where households in the most need have waited too long for properties as they have been homeless or had significant health needs, but were being considered behind those who are not in as much need, but have lived in Peterborough for longer, which is unreasonable.

#### 4.5 **Banding**

There are proposing to reduce the banding scheme from 5 bands down to 3.

#### 4.6 **Why are we making this proposal?**

We feel that the current 5 band systems causes confusion and unnecessary challenge. By reducing the bands down to 3 it is clearer.

Band 1 – Urgent Need  
 Band 2 – High Need  
 Band 3 – Moderate Need

54% of respondents agreed that we should reduce the number of bands to make the system simpler.

#### 4.7 **Under occupiers**

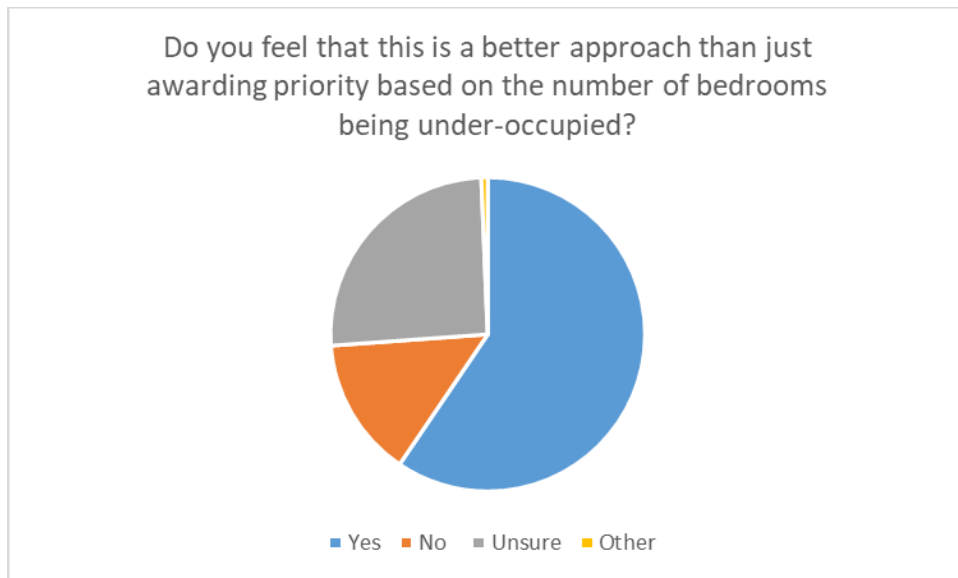
Currently we provide band 1 priority to households who are under occupying a partner landlords property.

We are proposing to change this so that we give greater priority to those who are occupying property that is in the greatest need.

#### 4.8 **Why are we making this proposal?**

We need to ensure that the priority goes to those who will be releasing a property that is in greater need. Priority will be awarded as below:

<b>High Demand – Band 1</b>	<b>Low Demand – Band 2</b>	<b>No Demand – Band 3</b>
2-bedroom houses	2-bedroom flat	2 bedroom sheltered flats
2-bedroom bungalows	2-bedroom maisonettes	
4-bedroom houses	3-bedroom maisonettes	
5-bedroom properties	3-bedroom houses	
6-bedroom properties		



The majority of the respondents agreed with the proposed approach.

### Homeless Applicants

4.9

We are proposing that the Council prioritises those on the Housing Register who agree to work with us to prevent their homelessness, rather than rewarding clients with higher priority when they become homeless and move into temporary accommodation.

### Why are we making this proposal?

4.10

There are 3 different pathways for those who become homeless:

- Those who are threatened with homelessness, known as the prevention stage. Clients can be in this prevention stage for up to 56 days or for their entire notice period if they are renting. During this time, we will support them by advocating for them to remain in their current accommodation or finding alternative accommodation before they become homeless.
- Those who are homeless and do not have any other accommodation for their occupation, known as the relief stage. Clients can be in this relief stage for 56 days where we support them in finding alternative accommodation.
- Those who are homeless and the 56 days in the relief stage has come to an end, known as the main duty decision stage. This decision considers whether the client is eligible, homeless, priority need, intentionally homeless and has a local connection, as per the Homeless Legislation.

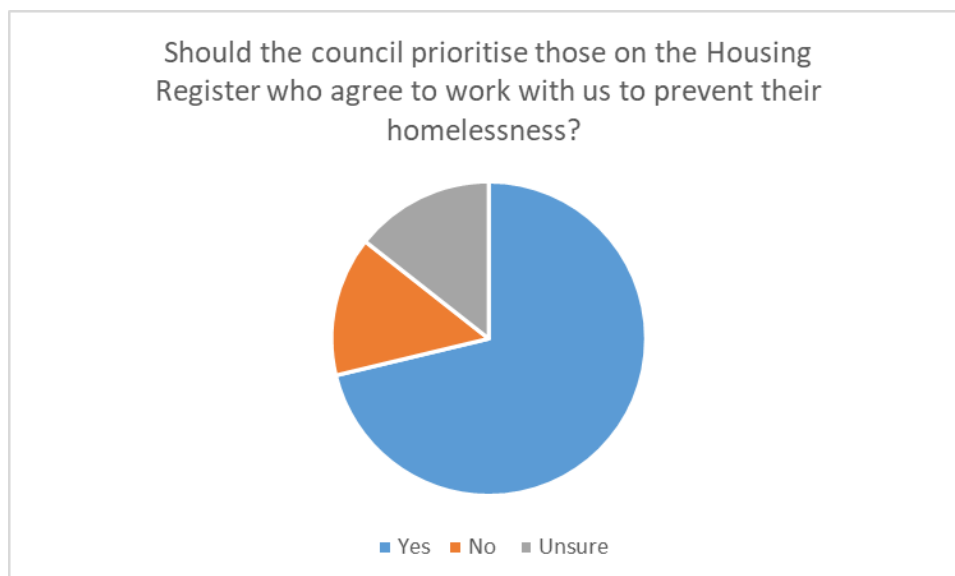
Homelessness has harmful effects on households and where possible the council wants to prevent it from happening in the first place. The homelessness legislation is there to provide a safety net for households who are left with no alternative. It should not be considered as a housing option. Homelessness is not a route into social housing, and we will primarily be exploring options in the Private Rented Sector.

The Council's primary focus is on keeping people in their homes for as long as possible or by moving households to alternative accommodation before homelessness arises. We propose to give higher priority to those households who come to us early and work with us to prevent their homelessness. This will reduce the number of households entering temporary accommodation and encourage households to explore other options such as mediation, to enable them to remain in their current accommodation.

It could be argued that the current approach provides a disincentive for households to work with us when they are not given priority until they become homeless.

Priority will be demoted for those households who do not agree to work with us and present to us for temporary accommodation. While we will still support those household to secure suitable alternative accommodation if they are owed a full housing duty it is likely that accommodation will be in the private sector.

Applicants who present to the council as homeless or threatened with homelessness within the next 56 days, will be assessed to determine whether they are owed a homelessness duty under the Housing Act 1996 Part VII (as amended by Homelessness Reduction Act 2017).



71% of respondents agreed that we should prioritise those on the Housing Register who agree to work with us to prevent their homelessness.

While homelessness can be prevented in many cases by working with the household to remain in their current accommodation or by finding alternative accommodation before they become homeless, there are cases where this cannot happen as it would not be reasonable to expect that a household should remain in a situation where they may be at risk of harm.

Cases where it is not reasonable for them to remain in accommodation while prevention opportunities are explored will not have their priority demoted if they are provided with temporary accommodation.

All proposed changes and a summary of responses is included in Appendix 1.

This has informed the final draft of the proposed policy is included as Appendix 2.

## 5. CONSULTATION

- 5.1 Following agreement from committee the council commenced a 12-week public consultation, which ran from the 31 August 2021 until the 22 November 2021.

An online consultation questionnaire was made available and details of how to access were published on the council's website, social media channels and directly with partner organisations.

Three virtual consultation events were also held for members of the public and our partners.

The consultation period has just concluded, and as well as the feedback received at the virtual events, 154 completed questionnaires were received along with some additional comments, which have been captured in the summary of responses document.

## 6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 It is anticipated that the updated policy will provide a more coherent approach which supports the Councils need to ensure that social & affordable housing is allocated to those who need it most, whilst ensuring that those are threatened with homelessness are supported to find accommodation before requiring costly emergency accommodation support.

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

- 7.1 Part 6 of the Housing Act 1996 as amended regulates the allocation of social rented housing by local authorities.

Local housing authorities are required by s.166A(1) of the Act to have an allocations policy for determining priorities, and for defining the procedures to be followed in allocating housing accommodation.

Local housing authorities must allocate in accordance with the allocation policy (s.166A(14)).

All aspects of the allocation process must be covered in the policy including the people by whom decisions are taken.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 Alternative options considered were:

Not to change the policy at all.

This was dismissed as the current policy is not only outdated and does not meet the needs of the city and demands on homelessness.

As the council is going through both a service re-design and the creation of a new Homeless strategy, it is vital that the allocations policy reflects the direction of the service and the current needs of Peterborough residents.

Other alternative options would be to make amendments to the current policy but not the changes that are proposed in this document. Officers are confident that the proposals suggested meet the council's aims to -

- Assist those in the highest need
- Let properties in a fair and transparent way
- Support vulnerable households
- Ensure there is a clear way of being reconsidered after a Nonqualifying decision

## **9. IMPLICATIONS**

### **Financial Implications**

- 9.1 None

### **Legal Implications**

- 9.2 It is not envisaged that there will be any legal implications.

### **Equalities Implications**

- 9.3 It is not anticipated that there will be any groups who are disproportionately affected by the changes in policy.

### **Carbon Impact Assessment**

- 9.4 It is not envisaged that there are likely to be any impact on the Councils carbon emissions as a result of the changes in policy.

### **Children In Care and Care Leavers**

- 9.5 It is proposed that children in care and care leavers will be given the same priority on the housing register as they are currently awarded.

## **10. BACKGROUND DOCUMENTS**

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

- 10.1
- Communities and Local Government Allocation of Accommodation: guidance for local authorities in England June 2012
  - Part VI of the Housing Act 1996, as amended by the Homelessness Reduction Act 2017
  - The Localism Act 2011

## **11. APPENDICES**

- 11.1 Appendix 1 – 2021 Allocations policy consultation summary of responses  
Appendix 2 – 2021 Allocations Policy Draft v.2  
Appendix 3 – Current & Proposed Bands

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The Common Housing  
Register Allocations Policy Consultation

Summary of Responses

## **1. Introduction**

- 1.1. Peterborough City Council is required by law to have a housing allocations scheme which shows how the council prioritises applications for housing and the procedures they follow in allocating those homes.
- 1.2. Although the council no longer owns or manages any social housing in the city it has existing agreements in place with 10 registered social landlords (RSL), which allows us to allocate their available properties.
- 1.3. The Localism Act 2011 made an amendment to the Housing Act 1996, which gave local authorities the power to set their own qualifying criteria for people who are allowed to join the housing register. This allows councils to restrict their housing register to allow entry to only those who are in the most urgent housing need as well as allowing exclusions for other reasons based on other locally set criteria.
- 1.4. Additionally, councils have the power to frame their allocations policies to give additional preference to particular groups of people. The guidance recommends councils consider how they can use their allocation policies to support those households who want to work, as well as those who, while unable to engage in paid employment, are contributing to their community in other ways, for example, through voluntary work.
- 1.5. The Homeless Reduction Act (2017) also requires Local Authorities to shift their focus to preventing and relieving homelessness. Allocating social housing is one of the tools used to prevent and relief homelessness and so it is essential that the Allocations Policy supports this.
- 1.6. On 31<sup>st</sup> August 2021 we launched the public consultation. A consultation questionnaire was published on the council website and promoted through various internal and external communication channels. Additionally, three consultation events were held; two specifically for Registered Provider partners and internal and external colleagues. We also held an evening consultation event for the public. Except for one document which was received from a Registered provider, all feedback was submitted via the consultation questionnaire.
- 1.7. The consultation process ended on 22<sup>nd</sup> November 2021.
- 1.8. We have now considered all the responses received. Chapters 2 & 3 of this document summarise the responses to the consultation. Chapter 4 highlights any changes or additions to the proposed policy in light of the consultation responses.

## **2. Summary of Responses**

- 2.1. In total we received 154 responses to the consultation. These were from representatives from our partner housing associations; other departments in the council; professionals working in a housing field and members of the public.

### 3. Responses to questions

#### Question 1:

Are you responding to the questionnaire as:

Private Rented Sector Tenant	31	Resident of Peterborough	69
Representative of a Registered Provider	2	Social Housing Tenant	35
Professional Capacity	12	Other	4

Those responding as other stated that they were:

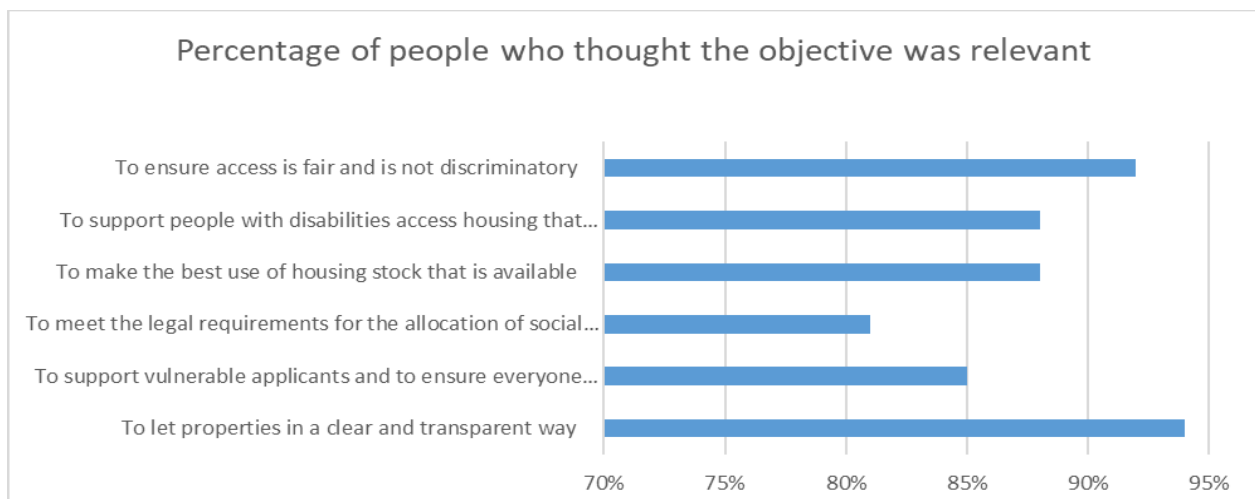
- Homeless in the next few months
- In temporary housing
- Out of area but a domestic violence housing register applicant
- Privately renting but on the housing register

### OBJECTIVES

#### Question 2:

To ensure the policy remains relevant for residents and our partners, please indicate your opinion on the relevance of our proposed objectives:

- To let properties in a clear and transparent way
- To support vulnerable applicants and to ensure everyone in need has a pathway to access social housing
- To meet the legal requirements for the allocation of social housing as set out in the Housing Act 1996 (as amended) and statutory guidance
- To make the best use of housing stock that is available
- To support people with disabilities access housing that can reasonably be adapted for their needs
- To ensure access is fair and is not discriminatory



## Respondent Comments

*“There should also be an opportunity to review the house allocated to a family if circumstances change - while this may be upsetting and difficult and would need to be approached sensitively, it is important that those most in need are catered for”* - Resident of Peterborough

*“Social housing should only be for those who could otherwise struggle to secure privately rented accommodation for various reasons such as disability needs, affordability etc. I disagree that it should be accessible to everyone”*  
- Resident of Peterborough

## LOCAL CONNECTION

### Question 3:

Do you believe that someone should have to reside in Peterborough for longer than 6 months to acquire a local connection regardless of a family connection?

Currently a local connection is established if -

- the applicant or a member of their household has resided in the council’s district for 6 months out of the last 12 months, or 3 out of the last 5 years and that residence is or was of their own choice, unless the reason that they came to the district was to attend an educational establishment; or
- the applicant or a member of their household works in the council’s district full- or part-time; or
- the applicant or a member of their household has immediate family (parents, children, brothers, sisters and other family members if there is a particularly close relationship) who have lived in the district for at least the previous 5 years; or
- there is a need for the applicant or a member of their household to be housed in the district because of special circumstances (special circumstances might include the need to be near special medical or support services which are available only in the council’s district).

### What we are proposing

We propose to remove the category which provides those who have resided in Peterborough for over 5 years additional preference. This would mean that they would be considered for accommodation before someone whose application was not awarded additional preference.

Additional preference categories we included in the draft policy are households who can demonstrate:

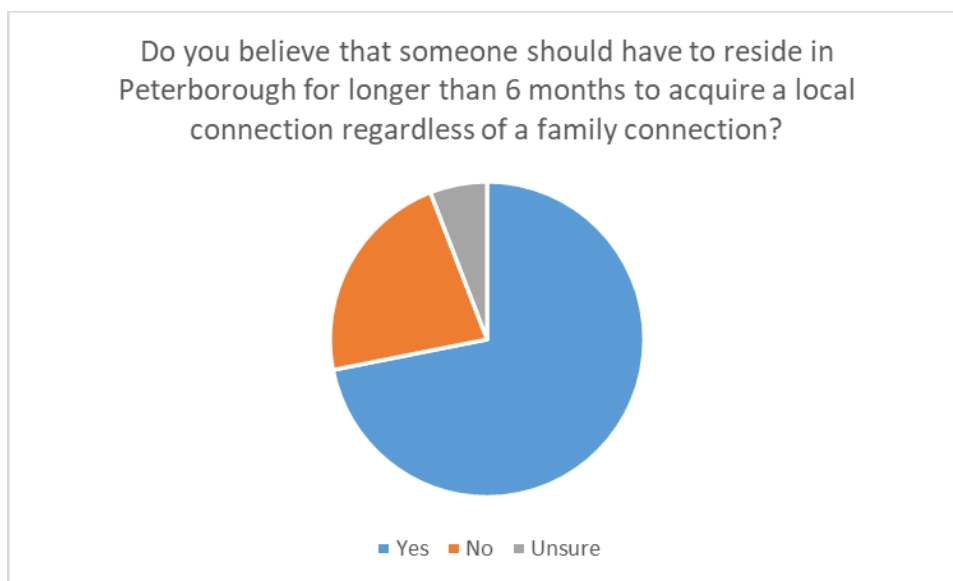
- i. they have a commitment to and contribute towards the economic growth of the council’s district as working households.
- ii. they make a significant impact by their contribution to their local community, or
- iii. they are a former member of the regular forces (where the application is made within 5 years of discharge).
- iv. They are owed a homelessness duty (prevention, relief or main duty under Part VII of the Housing Act 1996 (as amended by Homelessness Reduction Act 2017) and have a local connection to Peterborough.
- v. they are entitled to a reasonable preference and have urgent housing needs and:

- a) they are serving in the regular forces and suffering from a severe injury, illness or disability which is attributable (wholly or partly) to their service;
- b) they formerly served in the regular forces;
- c) they have recently ceased, or will cease to be entitled to reside in accommodation provided by the Ministry of Defence following the death of their spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service; or
- d) are serving or have served in the reserve forces and are suffering from a severe injury, illness or disability which is attributable (wholly or partly) to their service.

**Why are we making this proposal?**

Local connection criteria would remain in the policy which reflects the criteria in Homeless legislation. This would mean that applicants would still need to have a connection to Peterborough to be considered a qualifying person.

The other categories relating to additional preference meant that often the 5 years continuous residence criteria was not relevant as the household would qualify as they were working and making a contribution to the local economy.



- 81% of respondents agreed that someone should have to reside in Peterborough for longer than 6 months to acquire a local connection regardless of family connection.

Although it is clear that those responding to the consultation strongly believed that local connection criteria should be tightened, we do not believe that we should adopt the change in the local connection criteria. This is because the council could find itself in a position where we have a housing duty to a homeless household, but we are unable to discharge that duty as the household do not meet the eligibility criteria to join the housing register. This would leave the council open to increased costs relating to that households stay in emergency accommodation and possible judicial review or county court appeal.

## Respondent Comments

*"I think it's a bit outdated. Living and working is more transient these days so I don't really know why someone would need to have a local connection. Perhaps it could be used to prioritise but not a pass/fail type thing"* - Private rented sector tenant.

*"Only in exceptional circumstances should 6 months be enough otherwise they are jumping up the list and depriving those with stronger connections"* - Private rented sector tenant.

*"Would like to see priority given to people who have family in Peterborough and or have lived here for a long time (eg born here and grew up here) so that family relationships can stay strong"* - Resident of Peterborough.

While the overriding response from the public was that we should be giving additional preference to local people, our experiences since the previous change in the policy has meant that there are few households who qualify for additional preference, would not qualify for one of the other additional preference categories.

In addition, we want to promote additional preference for those who are making a positive contribution to the city through work, volunteering or serving our country this priority is somewhat watered down if a household who is not making a contribution to the city are awarded the same priority simply because they have lived here for over 5 years.

We have also had situations where households in the most need have waited too long for properties as they have been homeless or had significant health needs, but were being considered behind those who are not in as much need, but have lived in Peterborough for longer, which is unreasonable.

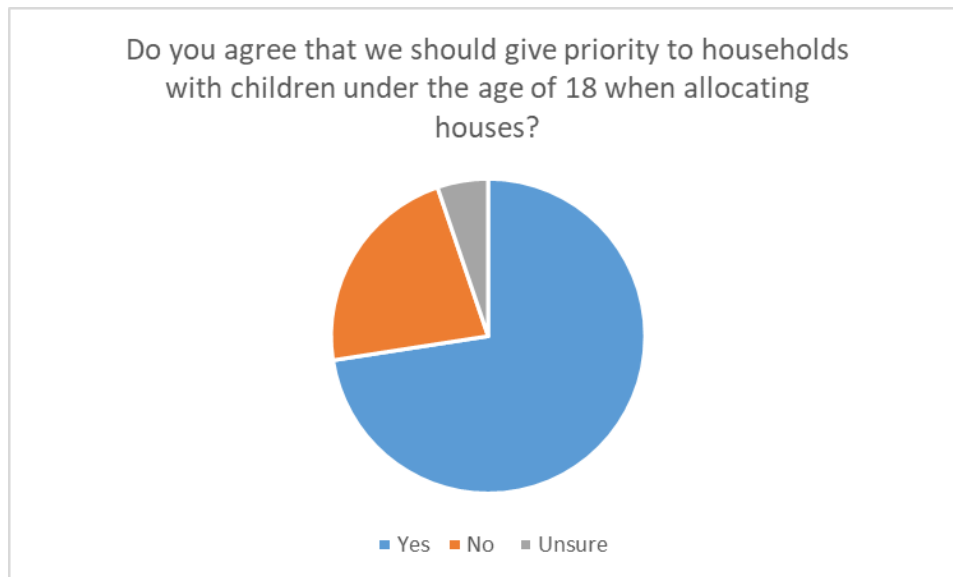
## BANDING AND PRIORITY

### Question 4:

2-bedroom houses are in high demand and in short supply. Do you agree that we should give priority to households with children under the age of 18 when allocating houses?

### What we are proposing

One of the proposed objectives is to make the best use of housing stock. We believe that we can help to achieve this by ensuring families with young children are prioritised over those with adult children for houses. Those families with adult children will be able to bid for flats and maisonettes and have the same priority for houses.



- 73% of those responding to the survey agreed with this proposal.

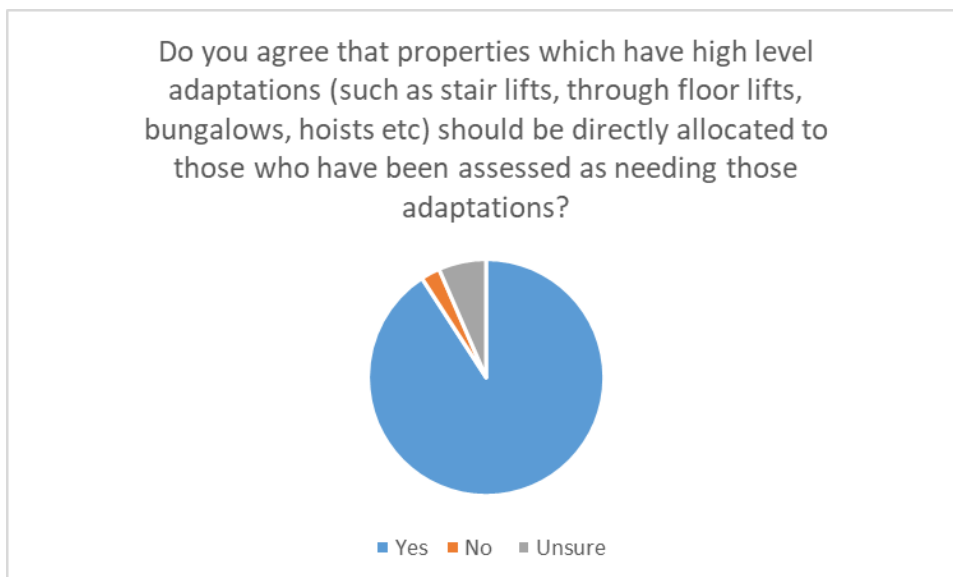
#### **Question 5:**

To ensure that adapted properties go to those who most need them, do you agree that properties which have high level adaptations (such as stair lifts, through floor lifts, bungalows, hoists etc) should be directly allocated to those who have been assessed as needing those adaptations?

#### **What we are proposing**

Currently all properties are advertised through the Choice Based Lettings system. This allows anyone who meets the criteria for the property to be able to express their interest through a bid. Although this is the most transparent way of allocating properties, it does mean that for those very few highly adapted properties which become available, may not be allocated to those households who we know have the most need for that type of property.

We propose to change this so that we run a shortlist on the system of applicants who have had their medical needs assessed and put applicants forward who have the most need for that type of accommodation. Applicants will be put forward in band, band date and additional preference order, exactly like how normal shortlisting work. By working this way, we will ensure that we make best use of housing stock and support people with disabilities access housing that can reasonably be adapted for their needs.



- 91% of those responding agreed that properties with high level adaptations should be directly allocated to those who have been assessed as needing those adaptations.

**Question 6:**

Do you think that it would be beneficial to reduce the number of bands to make the system easier to understand?

**Why are we making this proposal?**

There are currently 5 bands and applicants who are qualifying to be on the housing register will be placed in one of the categories within one of the 5 bands according to their housing circumstance. In order to make things simpler, we propose to reduce the number of bands from 5 to 3.

54% of respondents believed that we should reduce the number of bands to make the system simpler.

**Question 7:**

How far do you agree with these statements:

- Those who are under occupying and moving to sheltered accommodation should be given band 1 priority.
- A multi-agency panel should agree who is ready to move on from supported accommodation settings.
- Band 1 should be kept very small in order to ensure those in this band are re-housed very quickly.
- Those who have the most urgent need of re-housing should be entitled to one suitable offer of accommodation.

**What we are proposing**



**Those who are under occupying and moving to sheltered accommodation should be given band 1 priority.**

As part of our objective to make best use of housing stock, we need to ensure that we encourage those people who are under occupying social housing to move to accommodation which meets their needs. Sheltered or retirement housing is less desirable in the city and often goes to clients in a lower band. We propose to support those who are under occupying accommodation and who could move to sheltered accommodation by awarding their application band 1. This would free up a property for someone who is living in overcrowded accommodation.

- 68% of respondents either agreed or strongly agreed with this proposal.

**A multi-agency panel should agree who is ready to move on from supported accommodation settings.**

In the past 6 months we have developed and implemented a successful Supported Housing move on panel. This panel comprises representatives from all the supported accommodation settings as well as Registered Provider partners. Anyone who resides in Supported Accommodation who is ready to move on is brought to the panel so that agreement can be made to award band 1 and whether any floating support is needed for them to live independently. We propose to change the Allocations Policy to reflect this way of working and ensure that only those who have been through the panel are able to apply on the housing register. This will prevent people from being housed in independent accommodation when they are not ready and then potentially failing because they still require a level of support. The aim is to reduce the revolving door of homelessness and ensure that when people move into independent accommodation, they are doing so because they are ready for it.

- 83% of respondents either agreed or strongly agreed with this proposal.

**Band 1 should be kept very small in order to ensure those in this band are re-housed very quickly.**

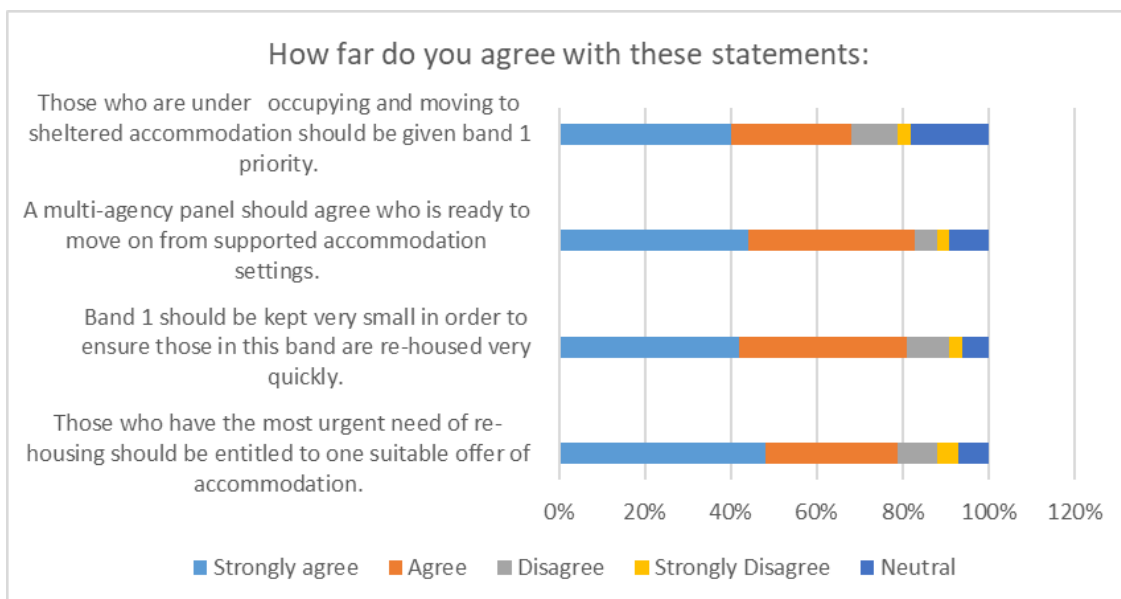
As explained earlier, demand undoubtedly outweighs supply and for general needs accommodation, only those in the highest need will be made an offer of social housing. We propose that Band 1 should be kept for those in the highest need to be re-housed. This will mean that those in band 1 should be made an offer of accommodation in a shorter time frame if a property which meets their needs becomes available.

- 81% of respondents either agreed or strongly agreed with this proposal.

**Those who have the most urgent need of re-housing should be entitled to one suitable offer of accommodation.**

We are proposing that applicants in the most urgent housing need including both, applicants in band 1 and those who are Accepted as Homeless (Band 3) will only be made 1 offer of suitable accommodation. If this offer is refused then their application will be suspended for a period of 12 months and their homelessness priority may be ended. After 12 months, assuming they still have a housing need, they can re-apply on the Housing Register. We have recognised that those in band 1 are in the most housing need and so we need to ensure that they are provided with a suitable offer as soon as possible.

- 79% of respondents either agreed or strongly agreed with this proposal.



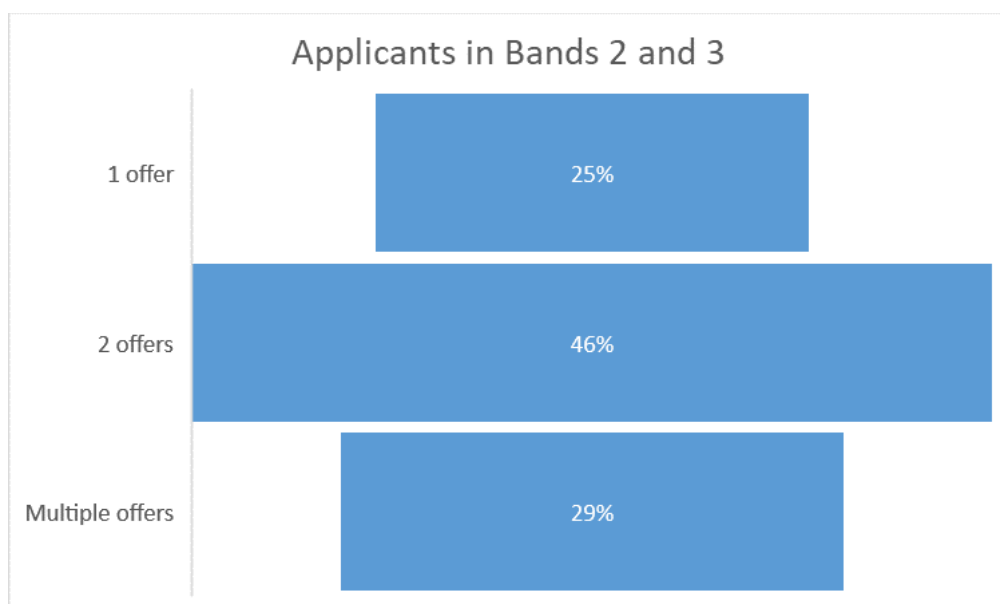
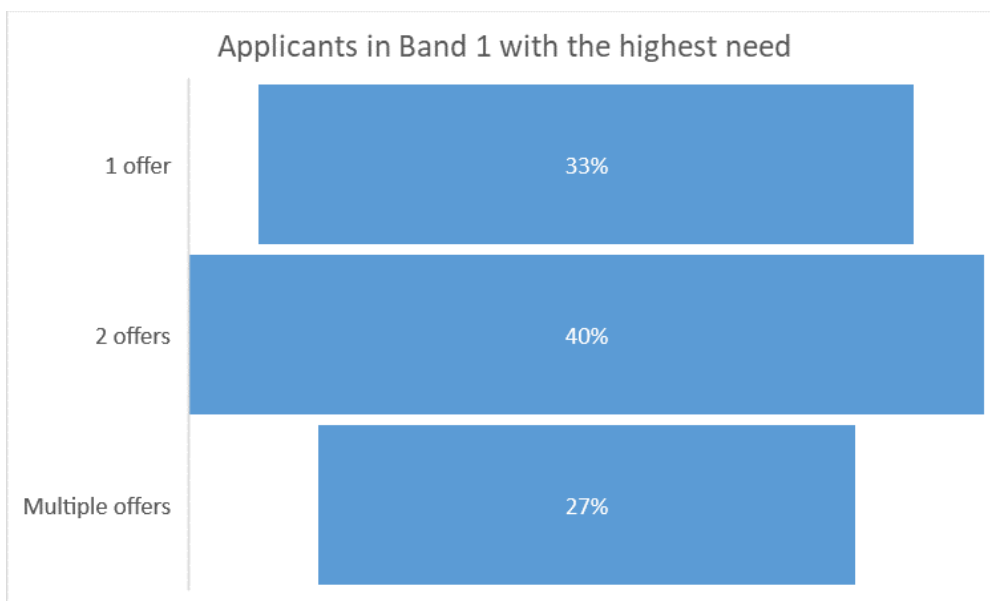
**Question 8:**

How many reasonable offers of social housing should an applicant be entitled to?

**What we are proposing:**

Applicants in the most urgent housing need including both, applicants in band 1 and those who are Accepted as Homeless (Band 3) will only be made 1 offer of suitable accommodation. If this offer is refused then their application will be suspended for a period of 12 months and their homelessness priority may be ended. After 12 months, assuming they still have a housing need, they can re-apply on the Housing Register.

Applicants in bands 2 and 3 will be considered for a maximum of 2 offers of suitable accommodation. If an applicant refuses 2 suitable offers of accommodation their application will be suspended for a period of 12 months. After 12 months, assuming they still have a housing need, they can re-apply on the Housing Register.



Although the majority of those consulted agreed that applicants should be given 2 or more offers, Homeless legislation sets out what constitutes an offer and at what point we can end our duty should an offer be ended. With social housing being such a scarce resource, we do not have the ability to make more offers than what our statutory obligations require. Additionally, we need to be encouraging those who we have recognised as having the highest housing need to accept an offer of suitable accommodation to enable them to resolve their housing situation.

**Question 9:**

We propose to award higher priority to those who are current Peterborough Homes tenants and are under occupying properties in the highest demand as follows:

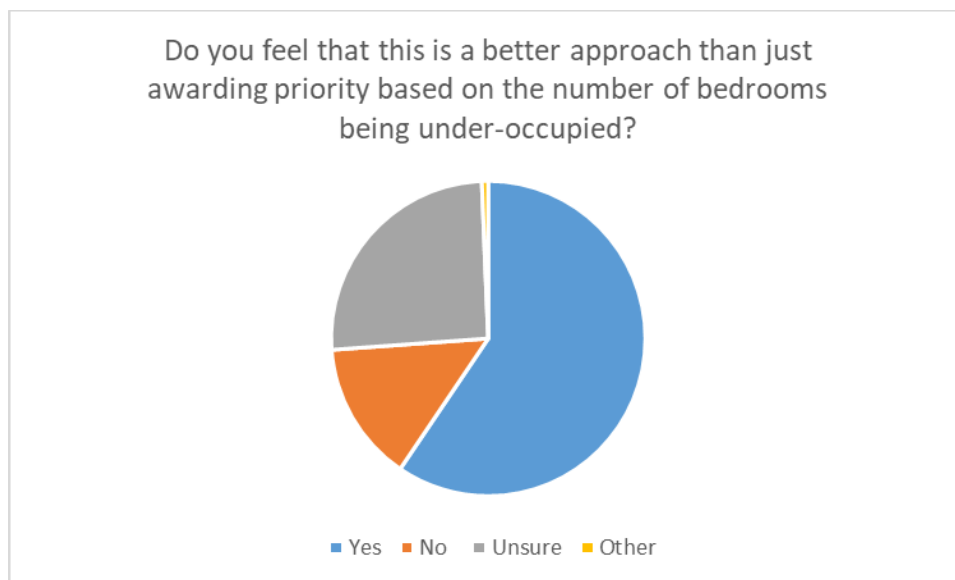
High Demand – Band 1	Low Demand – Band 2	No Demand – Band 3
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2-bedroom houses	2-bedroom flat	2 bedroom sheltered flats
2-bedroom bungalows	2-bedroom maisonettes	
4-bedroom houses	3-bedroom maisonettes	
5-bedroom properties	3-bedroom houses	
6-bedroom properties		

Do you feel that this is a better approach than just awarding priority based on the number of bedrooms being under-occupied?

**What we are proposing**

Currently, everyone who is under occupying a Register Provider property is awarded band 1. In order to try and keep band 1 for those who are in the most urgent housing need whilst balancing the need to encourage those who are under occupying properties to move; we propose that we award priority dependant on how much demand is for the property that they are residing in.



**Respondent Comments**

*“Banding should be straightforward”* - Private rented sector tenant

*“When allocating adapted housing ensure it goes to families/individuals that need it and not just on the number of bedrooms”* - Social Housing Tenant

**HOMELESSNESS**

**Question 10:**

Should the council prioritise those on the Housing Register who agree to work with us to prevent their homelessness?

**What we are proposing**

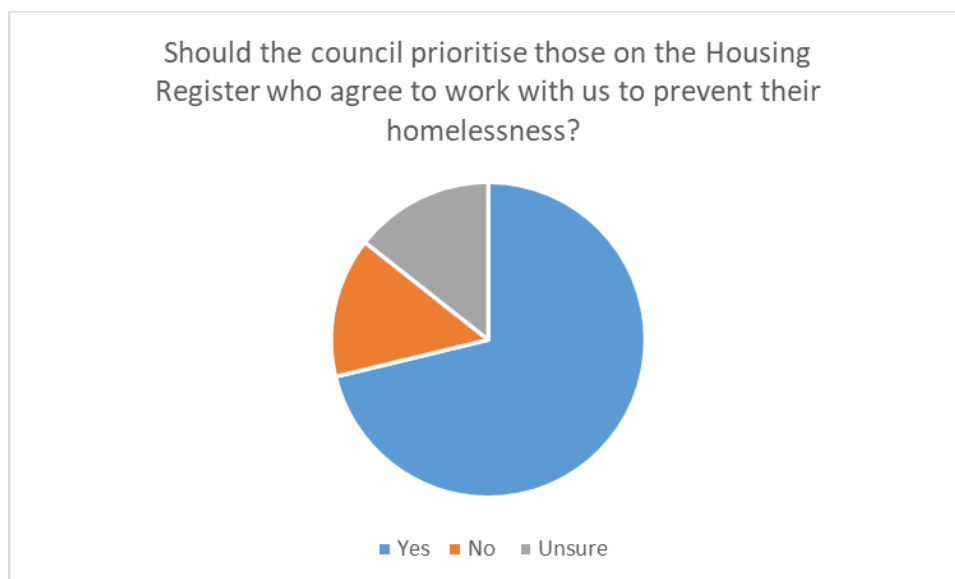
There are 3 different pathways for those who become homeless:

1. Those who are threatened with homelessness, known as the **prevention stage**. Clients can be in this prevention stage for up to 56 days or for their entire notice period if they are renting. During this time, we will support them by advocating for them to remain in their current accommodation or finding alternative accommodation before they become homeless.
2. Those who are homeless and do not have any other accommodation for their occupation, known as the **relief stage**. Clients can be in this relief stage for 56 days where we support them in finding alternative accommodation.
3. Those who are homeless and the 56 days in the relief stage has come to an end, known as the **main duty decision stage**. This decision considers whether the client is eligible, homeless, priority need, intentionally homeless and has a local connection, as per the Homeless Legislation.

Homelessness has harmful effects on households and where possible the council wants to prevent it from happening in the first place. The homelessness legislation is there to provide a safety net for households who are left with no alternative. It should not be considered as a housing option. Homelessness is not a route into social housing, and we will primarily be exploring options in the Private Rented Sector.

The Councils primary focus is on keeping people in their homes for as long as possible or by moving households to alternative accommodation before homelessness arises. We propose to give higher priority to those households who come to us early and work with us to prevent their homelessness. This will reduce the number of households entering temporary accommodation and encourage households to explore other options such as mediation, to enable them to remain in their current accommodation.

Applicants who present to the council as homeless or threatened with homelessness within the next 56 days, will be assessed to determine whether they are owed a homelessness duty under the Housing Act 1996 Part VII (as amended by Homelessness Reduction Act 2017).



- 71% of respondents agreed that we should prioritise those on the Housing Register who agree to work with us to prevent their homelessness.

**Question 11:**

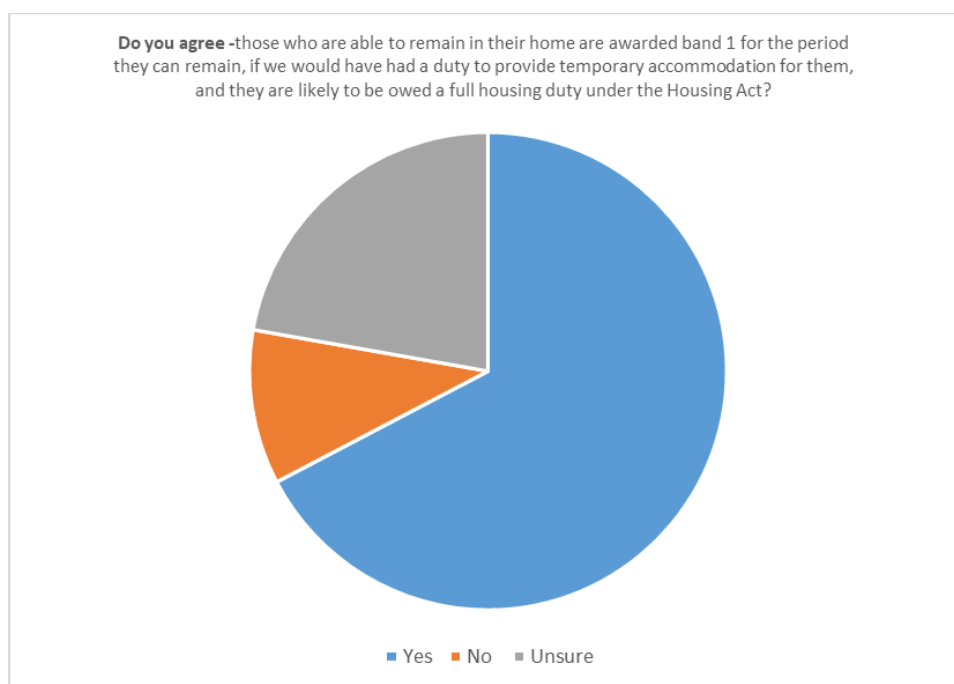
We propose that those who can remain in their home are awarded band 1 for the period they can remain, if -

- we would have had a duty to provide temporary accommodation for them, and
- they are likely to be owed a full housing duty under the Housing Act.

Do you agree with this?

**What we are proposing**

As discussed above in question 10, supporting households to remain in their current accommodation where it is safe to do so, helps prevent the harmful effects of homelessness on households. Additionally, we envisage that the number of households going into temporary accommodation will reduce as households will be more encouraged to take up alternative forms of support such as mediation to enable them to remain in their current accommodation.



- 67% of respondents agreed that those who can remain in their home are awarded band 1 for the period they can remain if we would have had a duty to provide temporary accommodation for them, and they are likely to be owed a full housing duty under the Housing Act.

**Question 12:**

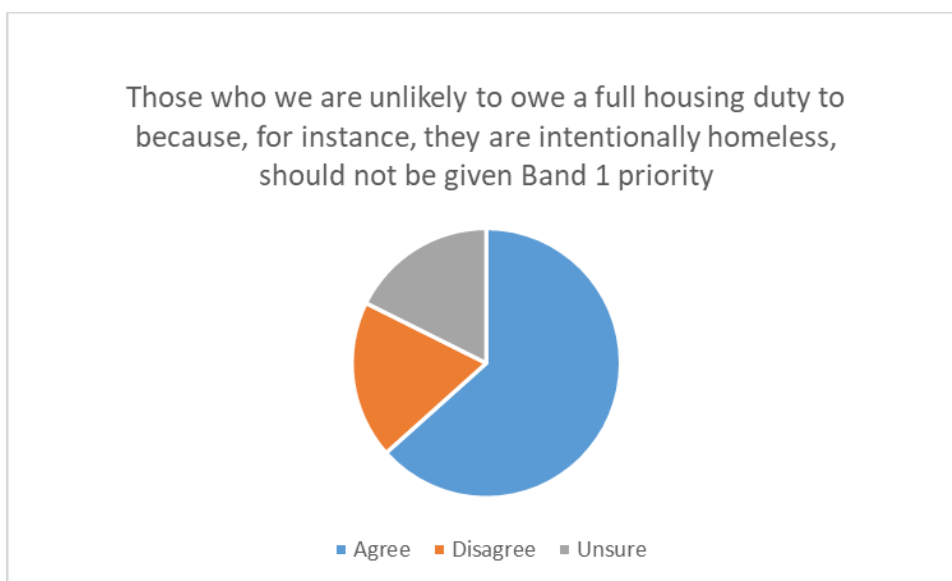
Those who we are unlikely to owe a full housing duty to because, for instance, they are intentionally homeless, should not be given band 1 priority

### What we are proposing

We propose that where it has been established that a Homeless Prevention Duty s.195 is owed **but** are **not** likely to be owed the s.193(2) Homeless Main Duty when the s.189b Relief Duty comes to an end because they are not believed to be in priority need or deemed to have worsened their housing circumstances the applicant will be awarded **band 2** priority. In all cases, we will work with households to relieve their homelessness. This requires the household to actively participate in resolving their situation during the 56 day relief period.

We want to try and keep band 1 as small as possible. For those who are unlikely to be priority need, we do not propose to award band 1 as they would not be offered temporary accommodation. As our aim for these proposals is to reduce temporary accommodation usage to prevent the harmful effects of homelessness on households; we do not feel that we need to award the same priority to these households.

Additionally, for those who are likely to be intentionally homeless, we do not want to award band 1 where they have caused a deliberate act or omission which has led to the loss of their last settled address.



- 63% of respondents agreed that those who we are unlikely to owe a full housing duty to because, for instance, they are intentionally homeless, should not be given band 1 priority

### Question 13

For clients who are still homeless, after we have tried to prevent their homelessness and have worked with them to find alternative accommodation through:

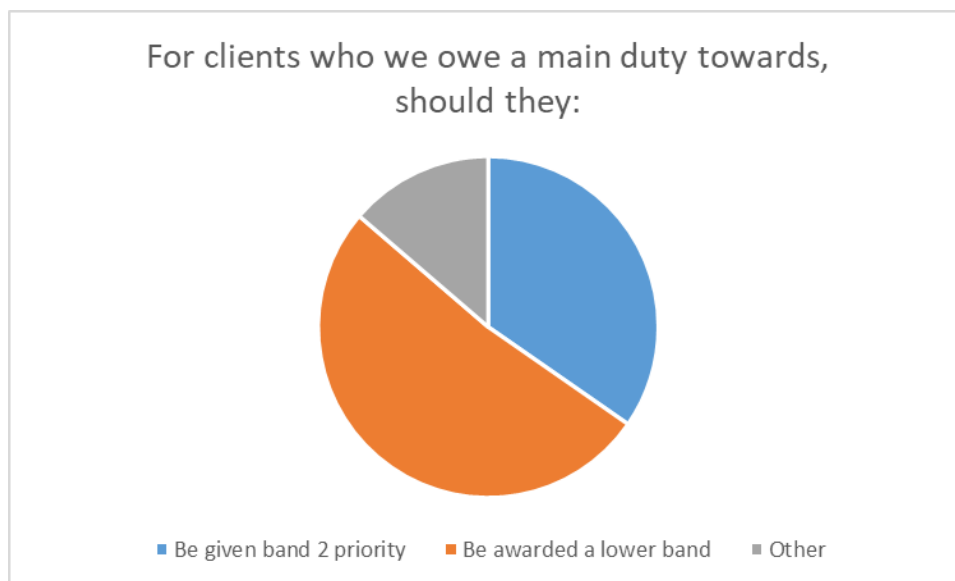
- the entire prevention stage **AND**
- the 56 day relief period **BUT**
- we have a full housing duty towards them

Should they:

1. Be given band 2 priority or
2. Be awarded a lower band or
3. Other

### What we are proposing

Currently, households who are accepted as homeless and so we owe the main housing duty to are awarded band 1. We propose that those cases who are owed a full housing duty under s.193(2) Housing Act 1996 (as amended by Homelessness Reduction Act 2017) will also be placed into in **band 3** but their band effective date will be backdated to by 3 months. This is to really encourage people to work with us at the earliest opportunity to prevent their homelessness where it is safe to do so.



- 52% of respondents agreed with our proposal to award band 3 to those who we owe a main duty towards.

### Question 14

For clients who are still homeless, after we have worked with them to find alternative accommodation through:

1. potentially a 56-day prevention stage **AND**
2. a 56-day relief period **AND**
3. we do not have a full duty towards them because for instance they are intentionally homeless

Should they:

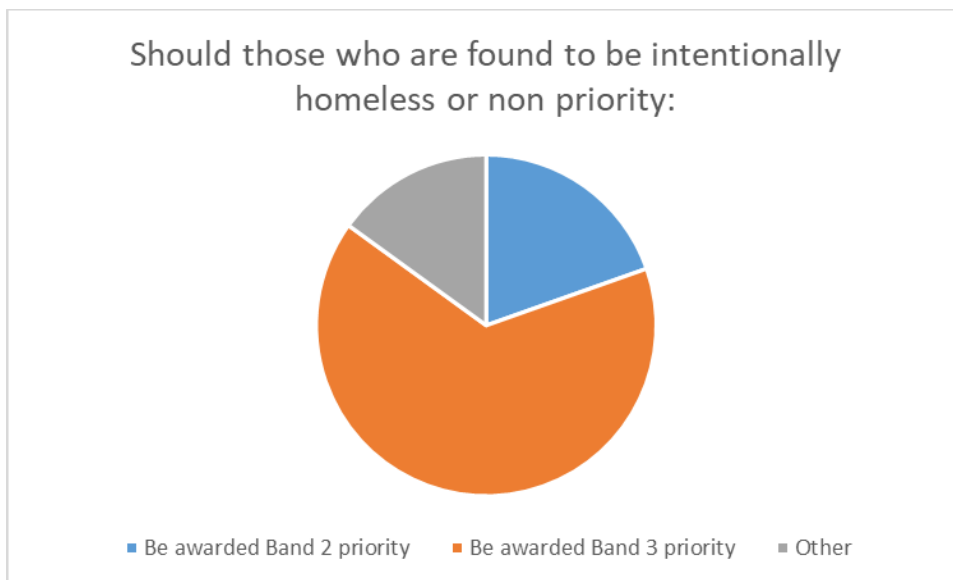
- Be awarded band 2
- Be awarded band 3
- Other

### What we are proposing

In all cases, where accommodation has not been found and the 56-day relief duty period has come to an end, an assessment will be undertaken to determine whether the applicant is owed a full housing



duty. Applicants who are not deemed to be in priority need as defined by s.189(1) of the act, are found to intentionally homeless and owed a duty under 195(5) or refuse an offer of suitable accommodation while owed a prevention or relief duty will be placed into **band 3**. These cases are more likely to be offered accommodation in the Private Rented Sector.



- 65% of respondents agree that those who are found to be intentionally homeless or non priority should be placed in Band 3.

**Respondent Comments**

*“If people are not willing to work with the council to help themselves then they are removed from the register” No help given – Resident of Peterborough*

*“If they have made themselves homeless then no they shouldn't be made a priority” – Private rented sector tenant*

*“If people are intentionally homeless the council should not be obliged to assist them” - Professional Capacity*

**ARREARS**

**Question 15**

How far do you agree with the below statements in relation to former and current rent arrears?

- If you have any current or former rent arrears you won't be considered for an offer
- If you have debt between £1 and £500 you should be allowed on the housing register if you have made 13 consecutive payments to clear the debt.
- If your rent arrears are above £500 then you should not be allowed on the housing register.

**What we are proposing**

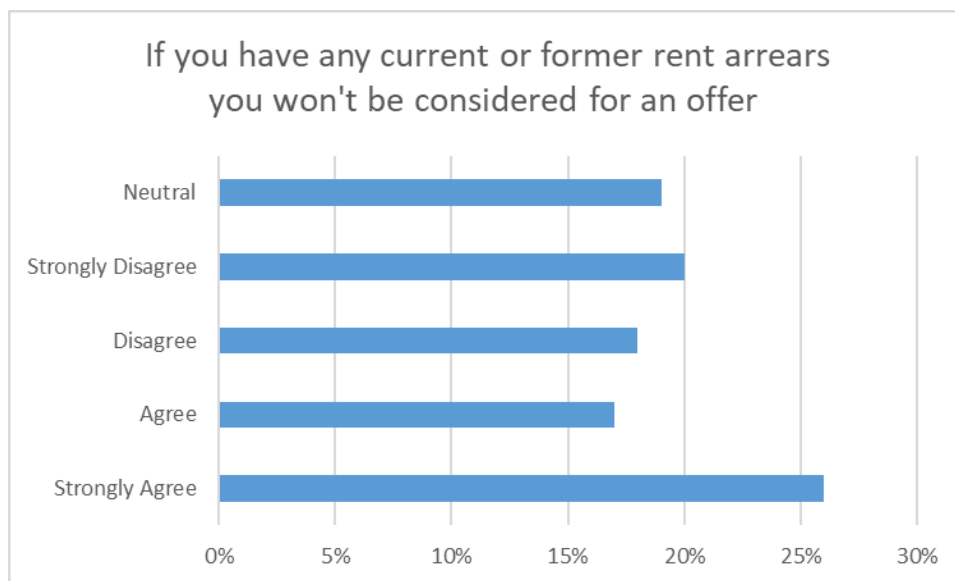
Currently anyone with any level of former rent arrears are not qualifying to be on the housing register. Households with current arrears of more than 8 weeks rent are also deemed non qualifying.

We propose to change this so that applicants with any current or former rent arrears who have not paid 13 weeks of consecutive payments will be deemed to be non-qualifying.

Applicants with any current or former rent arrears who have not paid 13 weeks of consecutive payments will be deemed to be non-qualifying.

Applicants who owe £500 or less and have paid 13 weeks of consecutive payments will be eligible to apply. Prior to shortlisting for a property, they must have continued to make regular payments. If their payments have stopped or their debt goes over £500 then they will be deemed to be non-qualifying. Once the debt is reduced to under £500 and 13 consecutive payments have been made towards the arrears then they will be able to re-apply.

Amount owed	Eligible to join?	Conditions	Eligible to shortlist?
£1-500	Yes	Must have made at least 13 consecutive re-payments	Must have maintained re-payments
£500 +	No	Not eligible until the debt is reduced to under £500 and 13 consecutive re-payments made	No



- 43% of respondent's either agreed or strongly agreed that if you have any current or former rent arrears you should not be considered for an offer. 38% either disagreed or strongly disagreed with this.

### Respondent Comments

*“Those who are struggling with debt are likely those in high need of support with affordable housing”*  
 – Resident of Peterborough

*“It’s about ability and effort to pay what is owed”* - Professional Capacity

*“If someone has payment plan then they should be allowed to be housed” – Private Rented Sector Tenant*

*“13 consecutive payments could be 13 x £1 and therefore any re-entry into the housing register should be subject to a RSL panel review” - Representative of a Register Social Housing Provider*

## **UNACCEPTABLE AND ANTISOCIAL BEHAVIOUR**

### **Question 16**

Which of these statements do you agree with?

If you have been evicted from any tenancy for Anti Social Behaviour:

- You should not be able to join the housing register
- You should be able to join the housing register, but only once you have successfully held a tenancy or resided in supported or temporary accommodation for 6 months
- You should be able to join the housing register, but only once you have successfully held a tenancy or resided in supported or temporary accommodation for 12 months

### **What we are proposing**

We propose that an applicant is not a qualifying person if they are guilty of unacceptable behaviour or if they are the subject of an anti-social behaviour injunction.

Local Authorities, housing trusts and other housing organisations or companies who are landlords can apply for an injunction against a person or a member of their household to stop them behaving in a way which causes nuisance or annoyance to other people living in, or visiting, the rented property or the area itself. These are known as "injunctions against anti-social behaviour".

Anti-social behaviour can include noise, harassment, drug dealing, racial threats, violence or using property for immoral or illegal purposes.

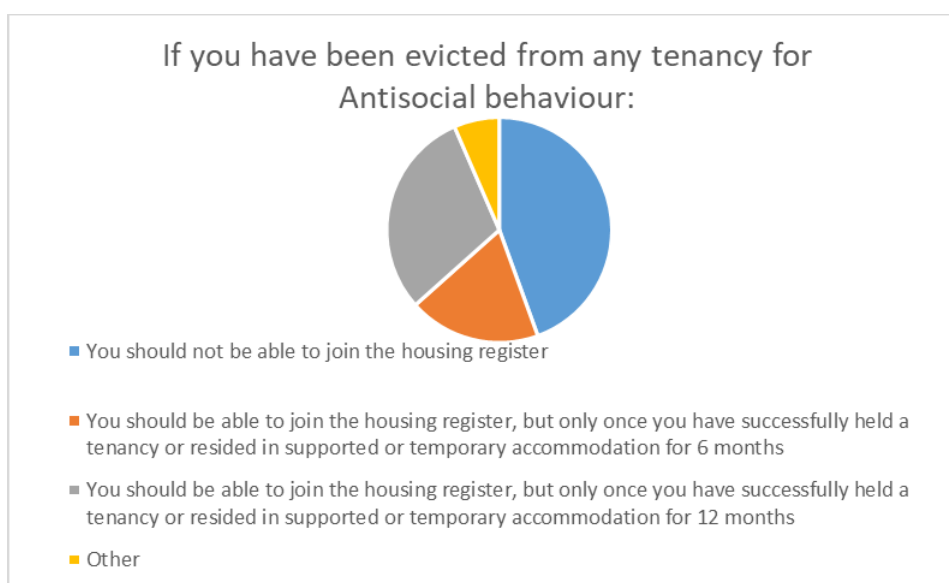
Unacceptable behaviour is behaviour of the applicant or a member of their household which would entitle the council to obtain at least a suspended possession order on any of grounds 1 – 7 of the Housing Act 1985 if the applicant were a secure tenant of the council. Such behaviour may include:

- i. failing to pay the rent.
- ii. breaking the terms of a tenancy agreement.
- iii. causing nuisance to neighbours or anti-social behaviour.
- iv. being convicted of using the home for immoral or illegal purposes.
- v. being convicted of an arrestable offence committed in, or in the vicinity of the home;
- vi. causing the condition of the property to deteriorate by a deliberate act, or by neglect; and
- vii. making a false statement to obtain a tenancy

If an applicant is not guilty of behaviour that would not reach the threshold of a suspended possession order, then their application would not be disqualified.

Currently, if an applicant is guilty of unacceptable behaviour, they are deemed to be non-qualifying on the housing register. Some clients spend a considerable period in temporary accommodation, sometimes which is self-contained and manage very successfully. Alternatively, some clients go into supported accommodation where they successfully reside for up to 2 years. We therefore propose to change the policy so that these periods of successful tenancy management can be considered.

Therefore, we are proposing that applicants who have previously been guilty of unacceptable behaviour but can now demonstrate an ability to successfully maintain a tenancy without issue for a period of at least 12 months will be able to re-apply on the register. This includes those who have successfully resided in temporary accommodation provided by Peterborough City Council or supported accommodation provided by one of the Councils partners who work with us as part of the Supported Accommodation Pathway.



- 44% of respondents do not believe that you should be able to join the housing register if you have been evicted from any tenancy for Antisocial Behaviour.
- 49% of respondents believe that you should be able to join the housing register after either 6 or 12 months of successfully holding a tenancy or residing in supported or temporary accommodation.

### Respondent Comments

*“There needs to be proof of reformation before subjecting other neighbours to that sort of behaviour”*  
 - Resident of Peterborough

*Tenants who have been evicted for Anti Social Behaviour are given numerous chances to change their behaviour and are only evicted as a last resort so allowing them to move elsewhere to another social housing property will only move the anti social behaviour on to another area. This is a waste of money and resources”* - Resident of Peterborough

*“Six months gives them an opportunity to reflect on the past and change”* – Professional capacity

## Question 17

Do you have any other thoughts?

The below are a few of the comments from this question:

*“Recognise mental health is as much disability when the housing situation is directly affecting the client's mental wellbeing and causing serious issues for the client. Priority should be given to people who have never had a council house or rent arrears and were born in the area”* - Resident of Peterborough

*“All too often the Allocations Policy is applied to the applicants without giving too much weight to their personal circumstances. Discretion should be applied where appropriate, particularly when the applicant has shown commitment to improving their situation”* - Professional Capacity

*“I would like to see more houses offered to key workers who can't get a mortgage or to people on lower incomes that are working rather than people who are not willing to work. If you are giving people a house in a new area where other people already living there have to pay a yearly management fee then this should also apply to those in social housing. I would also like to see more inspections of the property as they do in the private sector”* - Resident of Peterborough

## Respondent Comments

### HOMEOWNERS AND THOSE WITH SUFFICIENT FINANCIAL RESOURCES

Currently, an applicant is not a qualifying person if they own a freehold or long leasehold interest in a residential property, which it would be reasonable for them to occupy or they have sufficient resources to secure their own accommodation by purchase or by renting privately.

An applicant is also not a qualifying person if their household's gross annual income is in excess of £40,200 per annum, or has savings or assets totalling more than £16,000. They will be considered to have sufficient income to secure a suitable home by purchase or by renting privately.

We propose to change these limits to reflect more accurately the costs of either privately renting or having the resource to be able to obtain a mortgage.

Therefore, an applicant would not be a qualifying person if their household's gross annual income exceeds the following limits -

Size of accommodation required	Minimum Gross Annual Income
1 bedroom	£33,488
2 bedrooms	£43,108
3 bedrooms	£49,452
4 bedrooms	£62,400
5 bedrooms	£105,872

These figures have been calculated on the assumption that 30% of a household's net income should be used for housing costs. The formula used is detailed below

Average monthly rent by property size x 12 (months) ÷ 30% (minimum net income level) + 30% to include for deductions (Tax & NI) = Minimum Gross Annual Income

EXAMPLE: 1 bedroom need

Average monthly rent £644 x 12 months = Annual rent £7,728  
Annual rent £7,728 ÷ 30% = Net Income level £25,760  
Net Income Level £25,760 + 30% = Gross Annual Income £33,488

These figures will be reviewed annually in April to ensure that they reflect up to date average income and average rental rates in Peterborough.

### **Feedback received**

Many of those who attended the consultation events agreed that the size of accommodation required should be considered when looking at whether an applicant has sufficient resources. Some felt that the minimum gross annual income figures were too high and needed to be reduced.

Additionally, there was some feedback via the consultation questionnaire:

*My thought is that when applying for Universal Credit applicants aren't able to claim it if they have over £16,000 in savings as they're deemed to have enough to live on. So I was thinking that this should also still apply to joining the Housing Register as Applicants would have enough to rent privately with, as is in the current guidance – Professional Capacity*

## **4. Next steps**

In the light of consultation, we have decided to recommend the following additional changes to the proposed policy.

### **Rent arrears**

Feedback from the consultation events was that there is such disparity in rent per month between a 1 bedroom and a 4-bedroom property and so instead of the limits being by amount of rent arrears, it would be fairer to be how many weeks rent were owed.

We therefore propose to change the policy as follows:

Applicants who owe 4 weeks rent arrears or less and have paid 13 weeks of consecutive payments will be eligible to apply. Prior to shortlisting for a property, they must have continued to make regular payments. If their payments have stopped or their debt goes over 4 weeks rent arrears, then they will be deemed to be non-qualifying. Once the debt is reduced to 4 weeks rent arrears or less and 13 consecutive payments have been made towards the arrears then they will be able to re-apply.

Additionally, there was feedback from Registered Partners that panels work effectively to discuss households who are in arrears who wish to re-join the housing register. The benefits of this are that those cases where there are exceptional circumstances or a composite housing need, can be considered. In order to balance this alongside ensuring effective use of officer and Registered Provider time, we propose that applicants who owe over 4 weeks rent arrears must make 13 weeks consecutive re-payments. After this time, the proof of these repayments must be uploaded to the applicants account alongside a request to go to Registered Provider Panel (RPP). At the RPP the clients circumstances will be taken into consideration and a decision made whether the client is able to join the housing register.

Registered Provider Panel will be held monthly and there must be at least 3 Registered Providers in attendance for a decision to be made.

To summarise:

Amount owed	Eligible to join?	Conditions	Eligible to shortlist?
4 weeks rent arrears or less.	Yes	Must have made at least 13 consecutive re-payments	Must have maintained re-payments
Over 4 weeks rent arrears	Not until approved at Registered Provider panel	Not eligible until 13 consecutive re-payments have been made. After this point a Registered Provider panel referral will be made.	No

### **Registered Provider Lettings Policies**

Feedback from the consultation events was that providers wished to make it clear in the Allocations Policy that they also have their own Lettings Policy which applicants must qualify so they can be considered for an offer. This criteria is individual to each Registered Provider and may differ from the criteria in the allocations policy.

Therefore, there are examples of clients who are a qualifying person in accordance with the Peterborough Homes Allocations Policy but when they are shortlisted for a property, the Registered Provider refuse them as they do not meet their own Lettings Policy criteria.

We have therefore added the following into the draft policy:

Peterborough Homes Landlord may have their own lettings policies which are separate to this policy. Applicants who are deemed a “qualifying person” in accordance with the Peterborough Homes Allocations Policy can be shortlisted for any Peterborough Homes Landlord property that meets their need. If a Peterborough Homes Landlord assesses that they do not meet the criteria of their own individual Lettings Policy, they will contact the applicant directly to explain the reasons why and the appeal process.

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The Peterborough Housing  
Allocations Policy

**DRAFT**

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## 1. Introduction

This policy is the council's scheme for determining priorities, and the procedure to be followed, in allocating housing accommodation pursuant to its functions under Part VI of the Housing Act 1996 (as amended by the Homelessness Reduction Act 2017). It explains how Peterborough City Council ("the council"), working in partnership with a number of registered social landlords (housing associations), allocate social housing through Peterborough Homes, a jointly operated Choice Based Lettings scheme ("CBL"). CBL aims to provide applicants with as much choice as possible by openly advertising vacancies and inviting applicants to express their interest in available properties. This system further aims to simplify allocation procedures and provide an open and transparent service to applicants. The following registered social landlords ("the Peterborough Homes Landlords") and the council form the Peterborough Homes Partnership:

Registered Provider	Contact Number	Website Address
Accent	0345 678 0555	<a href="http://www.accentgroup.org/">www.accentgroup.org/</a>
Longhurst Group	0300 1231745	<a href="http://www.longhurst-group.org.uk/">www.longhurst-group.org.uk/</a>
Cross Keys Homes	01733 385000	<a href="http://www.crosskeyshomes.co.uk/">www.crosskeyshomes.co.uk/</a>
BPHA	0330 1000272	<a href="http://www.bpha.org.uk/">www.bpha.org.uk/</a>
Hyde	0800 3282282	<a href="http://www.hyde-housing.co.uk/">www.hyde-housing.co.uk/</a>
Home Group	0345 1414663	<a href="http://www.homegroup.org.uk/">www.homegroup.org.uk/</a>
Clarion	0300 5008000	<a href="http://www.clarionhg.com/">www.clarionhg.com/</a>
Riverside ECHG	0345 1110000	<a href="http://www.riverside.org.uk/">www.riverside.org.uk/</a>
Muir	0300 1231222	<a href="http://www.muir.org.uk/">www.muir.org.uk/</a>
Sage	020 81680500	<a href="http://www.sagehousing.co.uk">www.sagehousing.co.uk</a>

The Peterborough Homes Register ("the Housing Register") is the single register for access to most rented social housing in Peterborough.

With the level of demand for social housing exceeding supply, the Housing Register exists to enable all households who are in need of re-housing to be included on one register. The scheme seeks to offer choice, while giving reasonable preference to those in the greatest housing need.

By joining the Housing Register, those in housing need can be considered for vacancies, which become available in properties owned and managed by any of the Peterborough Homes Landlords and other providers who are not part of the partnership. The aim is to make the task of applying for social housing as simple as possible, requiring only one form to be completed for all social housing opportunities.

Housing is in short supply in Peterborough and waiting times are very long.

## **2. Aims & Objectives**

The objectives of this policy include:

- i. allocating social housing fairly and transparently, according to the applicant's assessed priority,
- ii. meeting the council's statutory duties with regards to homeless households,
- iii. maximising choice for applicants as far as possible, whilst acknowledging that housing is in short supply,
- iv. making effective use of the social housing stock in Peterborough,
- v. helping build and sustain cohesive and sustainable communities,
- vi. recognising and supporting individual needs where appropriate,
- vii. ensuring that applicants are treated fairly, individually and in accordance with the commitment of the Peterborough Homes Partnership to equality and diversity.

## **3. Scope**

### **3.1 Operation of the Housing Register**

The Housing Register is operated and maintained by the council on behalf of the Peterborough Homes Partnership.

### **3.2 Nomination's agreements**

The council has nominations agreements with the Peterborough Homes Landlords that govern the nominations to its housing stock in the city. Nominations agreements for new housing developments have their own individual agreements which are not affected or changed by this policy.

### **3.3 Lettings covered by this policy**

This policy sets out the arrangements for allocating social housing in Peterborough by the council and applies to:

- i. new applicants,
- ii. existing tenants of a Peterborough Homes Landlord who want to transfer to accommodation let by their current landlord
- iii. existing tenants of a Peterborough Homes Landlord who want to transfer to accommodation let by a different Peterborough Homes Landlord
- iv. lettings to registered housing providers properties that the Council has nomination rights to.

Peterborough Homes Landlords may offer to transfer its own tenants within its own stock as set out in the Nominations Agreements with the Council.

Many of the Peterborough Homes Landlords have their own lettings policies which are separate to this policy. Applicants who are deemed a "qualifying person" in accordance

with the Peterborough Homes Allocations Policy can be shortlisted for any Peterborough Homes Landlord property that meets their needs. If a Peterborough Homes Landlord assesses that they do not meet the criteria of their own individual Lettings Policy, they will contact the applicant directly to explain the reasons why and the appeal process.

### **3.4 Lettings not covered by this policy**

The following are examples of lettings not covered by this policy:

- i. assured and secure tenancies of their current homes granted to starter tenants
- ii. transfers of assured tenancies made by court orders
- iii. assignment of and succession to assured and secure tenancies
- iv. mutual exchange of assured and secure tenancies
- v. temporary accommodation offered to homeless families whilst applications under the homeless legislation are investigated
- vi. temporary accommodation to enable the landlord to carry out repairs and improvements to the tenant's existing home
- vii. succession rights.

### **3.5 Annual Lettings Plan**

An Annual Lettings Plan will be produced in consultation with the members of the Peterborough Homes Partnership, covering:

- i. A review of the previous year's lettings
- ii. The anticipated percentage of void properties for the following year
- iii. The predicted lettings to each band,

The Annual Lettings Plan is bound by the contents of any nomination's agreement. It cannot change the provisions in that agreement. Any amendments that amount to a change in policy will be subject to negotiation and ratification by the Peterborough Homes Partnership.

## **4. Statement of choice**

The Peterborough Homes Partnership is committed to offering the greatest choice possible in the allocation of social housing within the city. However, the ability to offer applicants choice must be balanced against a legal requirement for an allocation scheme to ensure that certain applicants in housing need are given priority.

This is achieved by advertising all social and affordable rented housing vacancies, other than direct offers, across the City and inviting applicants to state which property they would prefer to live in, by registering a 'bid' for the property.

Housing will only be allocated to applicants who bid for a specific property. Therefore, if an applicant does not bid for a property, they will not be considered for its allocation. The successful applicant will normally be the applicant with the greatest housing need that has been on the Housing Register the longest. There is very high demand for affordable housing in Peterborough, and this demand cannot be fully met from the current social/affordable housing stock. Consequently, it is usually the case that only those applicants in greatest housing need, will be successful in securing accommodation.

In some scenarios, we will directly allocate properties to ensure that we make best use of housing stock and meet our statutory duty for homeless households.

## **5. Joining the Housing Register**

### **5.1 Who can apply to join the Housing Register?**

Anyone who is aged 16 or over can apply to join the Housing Register as long as they and the members of their household are:

- i. eligible for an allocation of accommodation; (as defined by section 6)
- ii. a qualifying person (as defined by section 7).

### **5.2 Young people aged 16 or 17**

By law, a landlord cannot grant a tenancy to a person under the age of 18.

An allocation of social housing to a person aged 16 or 17 will only be made if they nominate an adult who can hold a tenancy as their trustee until they are 18.

### **5.3 Applications from councillors, board members, employees and their close relatives**

If a member (i.e., a councillor), an employee of the council, , an employee or board member of a Peterborough Homes Landlord or a close relative of such a person applies to join the Housing Register, they must disclose their position and/or relationship to the council.

For these purposes, a person is a “close relative” of another person if they are a member of the other person's family as defined by s.113 of the Housing Act 1985.

Prior to an offer of accommodation, these applications will need approval from the Assistant Director.

## **6. Eligibility**

An applicant is not eligible for an allocation of accommodation if they are a person from abroad who is ineligible for an allocation under s.160ZA of the Housing Act 1996. There are two categories for the purposes of s.160ZA:

- i. *A person subject to immigration control* - such a person is not eligible for an allocation of accommodation unless he or she comes within a class prescribed in regulations made by the Secretary of State; and
- ii. *A person from abroad other than a person subject to immigration control* - the Secretary of State may make regulations to provide for other descriptions of persons from abroad who, although they are not subject to immigration control, are to be treated as ineligible for an allocation of accommodation.

## **7. Qualifying persons**

Accommodation may only be allocated to qualifying persons. Subject to the exceptions set out below (see section 7.6), an applicant is a qualifying person in any of the following circumstances:

- i. they are entitled to a reasonable preference as detailed in section 10.1 below;
- ii. the application is made pursuant to the National Witness Mobility Scheme as detailed in section 7.1 below;
- iii. the application is made pursuant to Multi-Agency Public Protection Arrangements as detailed in section 7.2 below;
- iv. they are a child leaving care as detailed in section 7.3 below;
- v. they are an assured tenant of a Peterborough Homes Landlord in defined circumstances as detailed in section 7.4 below; or
- vi. they occupy recognised supported accommodation as detailed in section 7.5 below.

### **7.1 National Witness Mobility Scheme**

The Peterborough Homes Partnership support the National Witness Mobility Scheme and may consider at its discretion referrals made to house witnesses. In deciding whether to make an allocation, the council will take into account the level of risk the applicant is facing and the demand and supply issues at the time in its district.

The council will seek to identify a suitable property and an offer of accommodation will be made directly outside the CBL scheme.

### **7.2 Multi Agency Public Protection Arrangements (MAPPA)**

All local authorities and register housing providers have a duty to cooperate with Multi Agency Public Protection Arrangements (MAPPA). The council appreciates the importance of accommodation in the resettlement of offenders and hence in the assessment and management of risk.

The Council has an agreed protocol with the National Probation service, which details how it will support the managed resettlement of MAPPA nominals. Where an applicant



is subject to MAPPA levels 2 or 3, the council will liaise with the MAPPA panel to ensure an appropriate housing solution is sought to meet the needs of the applicant and the community as a whole.

On acceptance of the referral of a MAPPA level 2 or 3 client, the council will identify a prospective landlord to support the resettlement and they will be invited to the relevant MAPPP meeting to then assist by seeking to identify a suitable property in liaison with the public protection team. Offers of accommodation for MAPPA clients will be made directly and outside the CBL scheme.

### **7.3 Children leaving care**

A child leaving care is a person:

- i. who has been looked after by Peterborough City Council for the purposes of s.22 of the Children Act 1989;
- ii. is between the ages of 16-25;
- iii. has left care or is likely to leave care within the next 6 months; and
- iv. has had no settled accommodation since leaving care or has applied for an allocation within 6 months of leaving care.

Housing Needs will work with Children's Social Services to prevent homelessness for children leaving care.

Children leaving care will be assessed by their Personal Advisor to determine whether they have the skills to live independently. Those who are assessed as being ready for independent living will be awarded Band 1 priority and will be eligible for additional preference if they qualify. Appropriate care packages must be in place prior to an offer being taken up.

Childrens Social Care will need to provide a letter to detailing how they believe that the child is ready for independent living and any future support that will be available to them. This letter will be required before an offer of accommodation can be made.

If the applicant is successful for an allocation prior to their 18<sup>th</sup> birthday, an adult nominated by the council's Leaving Care Team will hold the tenancy as their trustee until they are 18.

### **7.4 Assured & secure tenants of a Peterborough Homes Landlord in defined circumstances**

Applicants who are assured & secure tenants of a Peterborough Homes Landlord are qualifying persons if:

- i. They are under-occupying their current accommodation.
- ii. They are considered to be overcrowded as detailed in section 18.

- iii. They need to move due on medical grounds which has been assessed through the medical process (see section 10.4)

Tenants must obtain their landlord's permission to transfer in writing.

## **7.5 Occupants of supported accommodation**

Applicants in supported accommodation and are signed up to the Peterborough Supported Accommodation Pathway will be eligible to apply and will be made an offer of accommodation once they have been approved by partners at the Supported Accommodation Move on Panel.

Once approved at panel, the applicant will be able to apply to join the Housing Register and will be placed in band 1. Only one offer of accommodation will be made.

Applicants who reside in Supported Accommodation whose case has not been heard, or been refused at panel, will be deemed to be non-Qualifying.

## **7.6 Exceptions**

An applicant is not a qualifying person in any of the following circumstances:

- i. the applicant or a member of their household has, in the last 12 months, been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant as detailed in section 7.7;
- ii. the applicant or a member of their household is the subject of an anti-social behaviour injunction as detailed in section 7.8;
- iii. the applicant or a member of their household has unmanaged outstanding rent or service charge arrears as detailed in section 7.9;
- iv. the applicant or a member of their household has unmanaged rent or service charges from a former tenancy as detailed in section 7.9;
- v. the applicant or a member of their household owns a freehold or long leasehold interest in a property or has sufficient financial resources to secure a suitable property by way of purchase or rental in the private sector as detailed in section 7.10 or
- vi. the applicant does not have a local connection with the council's district as detailed in section 7.11.

## **7.7 Unacceptable behaviour**

An applicant is not a qualifying person if they are guilty of unacceptable behaviour.

Unacceptable behaviour is behaviour of the applicant or a member of their household which would entitle the council to obtain at least a suspended possession order on any of grounds 1 – 7 of the Housing Act 1985 if the applicant were a secure tenant of the council. Such behaviour may include:

- i. failing to pay the rent.
- ii. breaking the terms of a tenancy agreement.
- iii. causing nuisance to neighbours or anti-social behaviour.
- iv. being convicted of using the home for immoral or illegal purposes.
- v. being convicted of an arrestable offence committed in, or in the vicinity of the home;
- vi. causing the condition of the property to deteriorate by a deliberate act, or by neglect; and
- vii. making a false statement to obtain a tenancy

If an applicant is not guilty of behaviour that would not reach the threshold of a suspended possession order, then their application would not be disqualified.

Applicants who have previously been guilty of unacceptable behaviour but can now demonstrate an ability to successfully maintain a tenancy without issue for a period of at least 12 months will be able to re-apply on the register. This includes those who have successfully resided in temporary accommodation provided by Peterborough City Council or supported accommodation provided by one of the Councils partners who work with us as part of the Supported Accommodation Pathway.

## **7.8 Anti-social behaviour injunctions**

An applicant is not a qualifying person if they are the subject of an anti-social behaviour injunction.

Local Authorities, housing trusts and other housing organisations or companies who are landlords can apply for an injunction against a person or a member of their household to stop them behaving in a way which causes nuisance or annoyance to other people living in, or visiting, the rented property or the area itself. These are known as "injunctions against anti-social behaviour".

Anti-social behaviour can include noise, harassment, drug dealing, racial threats, violence or using property for immoral or illegal purposes.

## **7.9 Rent arrears**

For the purposes of this policy , when carrying out an assessment, the Council will take into consideration all housing related debts.

Only debts that are both recoverable, documented and not statute barred will be taken into consideration.

For the purposes of this policy housing related debt includes:

- a) Current or former tenancy rent arrears (a) social, or b) private rented tenancy where the Council has been able to obtain information and after documentation reviewed that show that on the balance of probabilities the debt is owed
- b) Outstanding re-chargeable repairs
- c) Current and former housing related service charge arrears
- d) Bed and breakfast or other temporary accommodation charge arrears
- e) Housing benefit overpayments
- f) Associated court costs

Recoverable housing related debts apply to both the applicant and any members of their household included within their application for housing.

The following procedure will apply:

- The Council will consider whether the applicant still owes arrears/debt, and if they do, the extent of the arrears/debt and whether any housing related debt is recoverable.
- The Council will consider whether an arrangement has been made, the amount of arrears paid off, any debt outstanding, and the regularity of any payments made.

After applying the above procedure concerning rent arrears or housing related debt, the Council may decide that a person does not qualify for the housing register until the qualification criteria has been met.

The Council will consider any new application and if the Council is satisfied that appropriate action has been taken by the applicant to address the arrears, the Council will decide if the qualification criteria have been met.

Applicants with any current or former rent arrears who have not paid 13 weeks of consecutive payments will be deemed to be non-qualifying.

Applicants who owe 4 weeks rent arrears or less and have paid 13 weeks of consecutive payments will be eligible to apply. Prior to shortlisting for a property, they must have continued to make regular payments. If their payments have stopped or their debt goes over 4 weeks rent arrears, then they will be deemed to be non-qualifying. Once the debt is reduced to 4 weeks rent arrears or less and 13 consecutive payments have been made towards the arrears then they will be able to re-apply.

Applicants who owe over 4 weeks rent arrears must make 13 weeks consecutive repayments. After this time, the proof of these repayments must be uploaded to the applicants account alongside a request to go to Registered Provider Panel (RPP). At the RPP the client's circumstances will be taken into consideration and a decision made whether the client is able to join the housing register.

Amount owed	Eligible to join?	Conditions	Eligible to shortlist?
4 weeks rent arrears or less	Yes	Must have made at least 13 consecutive re-payments	Must have maintained re-payments
Over 4 weeks rent arrears	Not until approved at Registered Provider panel	Not eligible until 13 consecutive re-payments have been made. After this point a Registered Provider panel referral will be made.	No

An applicant whom Peterborough City Council has decided does not qualify to join the register may request a review.

### 7.10 Homeowners and those with sufficient financial resources

Subject to the exception set out below, an application is not a qualifying person if they own a freehold or long leasehold interest in a residential property, which it would be reasonable for them to occupy, or they have sufficient resources to secure their own accommodation by purchasing or by renting privately.

An applicant is not a qualifying person if their household's gross annual income exceeds the following limits -

Size of accommodation required	Minimum Gross Annual Income
1 bedroom	£33,488
2 bedrooms	£43,108
3 bedrooms	£49,452
4 bedrooms	£62,400
5 bedrooms	£105,872

These figures have been calculated on the assumption that 30% of a household's net income should be used for housing costs. The formula used is detailed below

Average monthly rent by property size x 12 (months) ÷ 30% (minimum net income level) + 30% to include for deductions (Tax & NI) = Minimum Gross Annual Income

EXAMPLE: 1 bedroom need

Average monthly rent £644 x 12 months = Annual rent £7,728

Annual rent £7,728 ÷ 30% = Net Income level £25,760

Net Income Level £25,760 + 30% = Gross Annual Income £33,488

These figures will be reviewed annually in April to ensure that they reflect up to date average income and average rental rates in Peterborough.

### **7.11 Local Connection**

Subject to the exceptions set out below, an applicant is not a qualifying person if they do not have a local connection with the council's district. For these purposes, a person has a local connection with the council's district if:

- i. the applicant or a member of their household has resided in the council's district for 6 months out of the last 12 months, or 3 out of the last 5 years and that residence is or was of their own choice, unless the reason that they came to the district was to attend an educational establishment;
- ii. the applicant or a member of their household works in the council's district full- or part-time of 16 hours or more;
- iii. the applicant or a member of their household has immediate family (parents, children, brothers, sisters and other family members if there is a particularly close relationship) who have lived in the district for at least the previous 5 years; or
- iv. there is a need for the applicant or a member of their household to be housed in the district because of special circumstances (special circumstances might include the need to be near special medical or support services which are available only in the council's district).

Despite not having a local connection with the council's district, an applicant is a qualifying person in any of the following circumstances;

- i. They are aged 55 or over and satisfy the criteria for sheltered accommodation as detailed in section 16 below. This only applies for offers of sheltered accommodation.
- ii. They are members of the British regular forces working in the council's district.
- iii. They are former members of the British regular forces working in the council's district or are due to leave the forces within the next 12 months whose principal home prior to them joining the forces was in the council's district.
- iv. Looked after children for whom Peterborough City Council is responsible who are placed outside the council's district.
- v. Former asylum-seekers who are leaving asylum support accommodation if their last placement was in the council's district.

## **8. Information required to register**

Applicants wishing to join the Housing Register will need to complete an online application form:

[www.peterborough.gov.uk/residents/housing/social-housing/apply-for-housing](http://www.peterborough.gov.uk/residents/housing/social-housing/apply-for-housing)

In all circumstances, the council will require the main and joint applicant to upload proof of their:

- identity,
- current circumstances,
- children's details such as identity and child benefit entitlement,
- National insurance number,
- current address,
- eligibility,
- social landlords' acceptance to allow them onto the register.

There may also be other documents which are requested which must be provided prior to any offer of social housing.

### **8.1 Applicant's consent and declaration**

Applicants will be required to sign a declaration that:

The information they have provided is true and accurate and that they will notify the council of any change in circumstances immediately it occurs.

They will be asked to declare any incidents of anti-social behaviour that they (or people living with or visiting them) have been involved in either as a victim or perpetrator they consent to the council verifying the information that they have provided.

This may include checking with:

- a credit reference agency to verify address, household and income details
- their previous and/or current landlords to establish whether tenancy conditions have been adhered to
- the Council's Prevention and Enforcement to verify any incidents of anti-social behaviour.

Applications will not qualify for an offer if this information has not been provided. Delay in providing this information will lead to any bid submitted being over-looked.

## **9 How applications are processed**

Once a housing register application form has been submitted and all of the required proofs have been uploaded, Housing Needs will process the application in accordance with this Allocations Policy.

Housing Needs will not start assessing an application until all the required documentation has been submitted. Incomplete applications or those missing some of the required ID will be automatically deleted after 28 days.

Any award given will be subject to change once an application is reviewed prior to an allocation of accommodation.

It is the applicant's responsibility to provide information required in a timely manner. If information needed to verify circumstances is not uploaded onto their application, they may be bypassed for an offer of accommodation.

### **9.1 Confirming application details**

Peterborough City Council will contact current and former landlords to confirm the applicants conduct in their tenancy. Any delays in providing this information will result in delays in the reviewing of an application. We may also check applicant's details with a credit-referencing agency.

An applicant will not be made live until all the information is provided and the review has been completed.

In cases where we have requested further information from an applicant, if after a 10-day period, they have not provided the information required, their housing application will be cancelled, and any new approach will be dealt with as a new application.

Any applicant who gives false and/or misleading information on their application form and during its processing may have their application cancelled, as defined in section 9.4, or have their application deferred for a period of 12 months, as defined in section 12. The council may also take legal action against the applicant.

Applicants are required to state on the application form whether they or a member of their household has any current and/or former arrears of accommodation charges in respect of any accommodation they are occupying or have occupied in the past. Failure to notify us of this information may result in their application being cancelled and legal action being taken.

Applicants will be required, where possible, to provide evidence of why they have rent arrears or rechargeable repairs. Applicants will need to provide evidence of payments made or arranged payment plans to reduce any arrears.

Representatives of the council or the Peterborough Homes Landlords may visit applicants in order to verify medical or other information. Visits may take place at any stage whilst an applicant is on the Housing Register.

Prior to an applicant being successful for an allocation of accommodation we will seek to verify that their circumstances are still the same as those described on the application form. If it is found that the applicant's circumstances have changed to the extent that they are now incorrectly banded in a higher band than their circumstances dictate and the council have not been informed of the change, an offer of accommodation will not be made. The application will be re-banded, and we may take action under section 9.4 False statements and withholding information.



## **9.2 Joint tenancies**

If at the date of allocation, the applicant is married, living in a civil partnership, is cohabiting with another person as if they were married or living in a civil partnership, the relevant Peterborough Homes Landlord will grant the applicant and that other person a joint tenancy of the accommodation that is allocated provided that other person is eligible for an allocation. Joint tenancies will not normally be granted to other persons.

## **9.3 Changes of Circumstances**

Once placed in a priority band, applicants must update their online application and upload any required proofs of their change of circumstances. Changes may include:

- a change of address, for themselves or any other person on the application,
- any additions to the family or any other person joining the application,
- any member of the family or any other person on the application who has left the accommodation,
- any change in income and/or savings,
- any medical or mobility needs which will affect the type of accommodation being offered deemed suitable.

Applications may be temporarily suspended while the council assesses the information provided by the applicant and further enquiries that may be necessary are completed. The council will carry out an assessment of each applicant's entitlement to and priority for rehousing on the basis of information which has been provided by the applicant or otherwise received in connection with the applicant.

Where the council believes that information about the applicant's personal circumstances have been withheld or misleadingly presented, then the council will reserve the right to withdraw any offer of accommodation made and may take action as described in section 9.4.

## **9.4 False statements and withholding information**

Section 171 of the Housing Act 1996 states:

A person commits an offence if, in connection with the exercise by a local housing authority of their functions under this Part,

- i. he/she knowingly or recklessly makes a statement which is false in material particular, or
- ii. he/she knowingly withholds information which the authority has reasonably required him/her to give in connection with the exercise of those functions.

Where an applicant is found guilty of giving false information, they will be excluded from the Housing Register for a period of 12 months, and where false information has resulted in the applicant being allocated accommodation, The council or the relevant Peterborough Homes Landlord may bring possession proceedings for recovery of the property that was allocated to them.

## 10. How applications are assessed and prioritised

Applicants on the Housing Register will have their individual housing needs assessed and will be placed into the most appropriate application category as defined in Appendix 1. The application category will determine which of the 3 priority bands they will be placed into. In order to correctly assess applications a home visit may be carried out. Home visits will be carried out ad hoc and applicants may not receive notification of this in advance.

Tenants of Peterborough Homes Landlords wishing to transfer to alternative accommodation will be assessed in the same way.

### 10.1 Reasonable Preference

An applicant has a reasonable preference if they:

- i. are homeless (within the meaning of Part VII of the Housing Act 1996, as amended by the Homelessness reduction Act 2017) (see section 10.2).
- ii. are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act as amended by the Homelessness reduction Act 2017 (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under section 192(3) (see section 10.3).
- iii. are overcrowded housing (see section 10.4).
- iv. need to move on medical or welfare grounds, including grounds relating to a disability (see sections 10.5); and
- v. need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship to themselves or to others.

### 10.2 Homeless applicants

There are 3 different pathways for those who become homeless:

1. Those who are threatened with homelessness, known as the **prevention stage**. Clients can be in this prevention stage for up to 56 days or for their entire notice period if they are renting. During this time, we will support them by advocating for them to remain in their current accommodation or finding alternative accommodation before they become homeless.

2. Those who are homeless and do not have any other accommodation for their occupation, known as the **relief stage**. Clients can be in this relief stage for 56 days where we support them in finding alternative accommodation.
3. Those who are homeless and the 56 days in the relief stage has come to an end, known as the **main duty decision stage**. This decision considers whether the client is eligible, homeless, priority need, intentionally homeless and has a local connection, as per the Homeless Legislation.

Homelessness has harmful effects on households and where possible the council wants to prevent it from happening in the first place. The homelessness legislation is there to provide a safety net for households who are left with no alternative. It should not be considered as a housing option. Homelessness is not a route into social housing, and we will primarily be exploring options in the Private Rented Sector.

The Councils primary focus is on keeping people in their homes for as long as possible or by moving households to alternative accommodation before homelessness arises. We will give higher priority to those households who come to us early and work with us to prevent their homelessness.

Applicants who present to the council as homeless or threatened with homelessness within the next 56 days, will be assessed to determine whether they are owed a homelessness duty under the Housing Act 1996 Part VII (as amended by Homelessness Reduction Act 2017).

#### **Cases where the applicant can stay in their accommodation temporarily**

Where it has been established that a Homeless Prevention Duty s.195 is owed **and** the applicant is likely to be owed the s.193(2) Homeless Main Duty because they are believed to be in priority need and deemed not to have worsened their housing circumstances **and** they have a local connection to Peterborough the applicant will be awarded **band 1** priority. This band will be effective from the date the Prevention duty begins, which can only be on or after the application registration date.

These applicants will only be in band 1 whilst they are owed the Homeless Prevention Duty. This is for those applicants who, although may be threatened with homelessness, are able to remain in their current accommodation for a period of time. At the point where they become homeless and are unable to remain in their accommodation, they will be awarded band **2**.

Where it has been established that a Homeless Prevention Duty s.195 is owed **but** are **not** likely to be owed the s.193(2) Homeless Main Duty when the s.189b Relief Duty comes to an end because they are not believed to be in priority need or deemed to have worsened their housing circumstances the applicant will be awarded **band 2** priority.

#### **Cases where the applicant cannot remain in their accommodation even temporarily**

Where all prevention opportunities have been exhausted and the household is no longer able to stay in their accommodation, eligible applicants will be owed the Homeless Relief Duty s.189b. Where the applicant has a local connection to Peterborough, they will be awarded **band 2** priority. This band will be effective from the date the relief duty begins.

In cases where there is not an opportunity to prevent homelessness as the applicant is fleeing domestic abuse, eligible applicants will not be disadvantaged. Households who are owed the Homeless Relief Duty s.189b who are fleeing domestic abuse will be awarded **band 1** priority for the 56-day relief period.

In all cases, where accommodation has not been found and the 56-day relief duty period has come to an end, an assessment will be undertaken to determine whether the applicant is owed a full housing duty. Applicants who are not deemed to be in priority need as defined by s.189(1) of the act, are found to intentionally homeless and owed a duty under 195(5) or refuse an offer of suitable accommodation while owed a prevention or relief duty will be placed into **band 3**. These cases are more likely to be offered accommodation in the Private Rented Sector.

Those cases who are owed a full housing duty under s.193(2) Housing Act 1996 (as amended by Homelessness Reduction Act 2017) will also be placed into **band 3** but their band effective date will be backdated to by 3 months.

**Summary of banding for Homeless applicants:**

<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>
Applicant is eligible, threatened with homelessness, likely priority need, not intentionally homeless <u>and</u> can remain in their current accommodation – <b>band 1 only for the period they can remain in their accommodation</b>	Applicant is eligible, threatened with homelessness, <u>unlikely</u> to be either priority need <u>or</u> may be intentionally homeless - <b>band 2 for prevention and relief period.</b>	56-day relief period has ended, and applicants found to be intentionally homeless
Eligible and confirmed as homeless as fleeing Domestic Abuse – <b>Band 1 for the 56-relief period.</b>	Applicant is eligible and homeless and unable to remain in their accommodation – <b>band 2 for 56-day relief period</b>	56-day relief period has ended, and applicants found Non-Priority
		Full housing duty owed – band effective date backdated for 3 months.

The council may allocate accommodation to homeless applicants by:

- i. the applicant bidding under the CBL Scheme;

- ii. the council bidding on behalf of the applicant: or
- iii. the council making a direct offer to the applicant - this may be either in the Private Rented Sector or through an offer of Social Housing.

### **10.3 Overcrowding**

Accommodation is overcrowded if it is not of sufficient size to ensure that the bedroom requirements in section 16 are met.

Those who are overcrowded by 2 or more bedrooms will be awarded band 2.  
Those who are overcrowded by 1 bedroom will be awarded band 3.

Where overcrowding occurs as a result of new people who would not normally be part of the persons household coming to live with them, priority will not be awarded as this would be considered as deliberately worsening housing circumstances.

Where an applicant is pregnant and will be entitled to a larger property, priority may only be given for overcrowding when that baby is born.

Where the applicant is not the main person who cares for the children named in their housing application, the children may not be considered in the assessment of overcrowding.

A second reception room will be counted as a bedroom in the assessment of overcrowding where it could reasonably be used as such.

#### **Statutory Overcrowding**

Cases where the Private Sector Housing team confirm that a household is statutory overcrowded, will be awarded Band 1.

Statutory overcrowding is defined by Part X of the Housing Act 1985.

### **10.4 Disability, mobility and medical needs**

In the case of applicants with where their current accommodation does not meet their needs due to health, mobility or access needs, we will consider, together with the applicant, whether their needs would be better served by remaining in their current accommodation, if appropriate aids and adaptations can be put in place or whether a move to alternative accommodation is required.

Applicants who feel that their current accommodation does not meet their needs and need alternative accommodation will be required to complete a medical assessment form detailing their disability, mobility and health problems and how their current accommodation affects their condition and how a move to alternative accommodation would help.

The Council will consider advice before determining the level of priority that will be awarded, property type required and adaptations requirements. The advice will be sought from the Council's medical advisor who is an internal suitably qualified or experienced officer such as an Occupational Therapist. The medical advisor will obtain medical summary information from the clients GP and where necessary liaise with them or any other health professionals involved with the clients treatment or care.

After considering all the available information and advice, priority will be awarded as follows: -

**'Overriding'** medical Band 1 - Those applicants who have the most urgent need as their housing is inaccessible or unsuitable due to medical needs and is having a severe impact on their health

**'High'** medical Band 2 - Those applicants who have a recognised need to move as their housing has a significant impact on their health.

**'Medical'** Band 3 - Those applicants who have a need to move as their housing has a mild to moderate impact on their health.

Applicants should note that whilst advice will be sought, the council will make the final decision. In some cases, the council may feel that in the circumstances it is not appropriate or reasonable to accept the advice.

In cases where the applicant has no accommodation or is in hospital and unable to return home because the property is unsuitable their case will be handled as a homeless case and if eligible for assistance will be provided with suitable temporary accommodation to reduce the impact of delayed discharges from hospital.

Please note, property adaptations are subject to an assessment to confirm feasibility and will require the permission of the landlord. This may not be possible in cases where there is over or under occupation.

In all cases the applicant will be notified in writing of the outcome of the medical assessment including the priority awarded and the recommendations of the OT in relation to type of property and adaptation requirements.

## **10.5 Unsatisfactory Housing conditions**

The following are examples of insanitary housing and unsatisfactory housing conditions:

- Accommodation lacking a bathroom, kitchen or inside toilet
- Accommodation lacking hot or cold-water supplies, electricity, gas, or adequate heating
- Accommodation which is subject to a statutory nuisance

Priority will be awarded where it is identified there are category 1 hazards however the council will seek to remedy the hazards by way of enforcement notices and where necessary by carrying out 'works in default'. Where the hazards are remedied, priority will be withdrawn. This could result in the applicant being removed from the Housing Register if they are no longer considered to be a qualifying person.

## **11 Additional Preference**

Applicants will be awarded additional preference where:

- i. they have a commitment to and contribute towards the economic growth of the council's district as working households.
- ii. they make a significant impact by their contribution to their local community, or
- iii. they are a former member of the regular forces (where the application is made within 5 years of discharge).
- iv. they are homeless or threatened with homelessness and are owed a prevention or relief duty and have a local connection with Peterborough.
- v. they are entitled to a reasonable preference and have urgent housing needs and:
  - a) they are serving in the regular forces and suffering from a severe injury, illness or disability which is attributable (wholly or partly) to their service;
  - b) they formerly served in the regular forces;
  - c) they have recently ceased, or will cease to be entitled to reside in accommodation provided by the Ministry of Defence following the death of their spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service; or
  - d) are serving or have served in the reserve forces and are suffering from a severe injury, illness or disability which is attributable (wholly or partly) to their service.

Applicants who are awarded additional preference are given priority over an applicant in the same priority band, who does not have additional preference, irrespective of the length of time they have been in the band.

### **11.1 Working Households**

Peterborough's economic growth is a key priority for the authority.

We want to encourage people to work and seek to raise levels of aspiration and ambition. We will give additional preference to applicants who are working and who are therefore contributing to Peterborough's economy.

Working households are defined as households where at least one adult member is in employment within the council's district. For this purpose, employment means having a permanent contract, working as a temporary member of staff or being self-employed.

Applicants would normally only qualify for the additional preference if the worker has been employed for 9 out of the last 12 months and has been working for a minimum of 16 hours per week.

### **11.2 Community contribution**

People who play a part in making their neighbourhood strong, stable, and healthy, those who help make it a good place to live, work and play are valuable people. They are the backbone of their community, and they need to be recognised for those efforts.

Applicants will receive additional preference if they are able to demonstrate that they, or anyone moving with them undertakes voluntary work for at least ten hours per month and has done so for at least six months continuously, or they are registered with Peterborough City Council as an approved foster carer.

### **11.3 Serving and former member of the forces**

Additional priority will be awarded to the following classes of armed forces personnel:

- serving members of the regular forces who are suffering from a severe injury, illness or disability which is wholly or partly attributable to their service
- former members of the regular forces
- bereaved spouses or civil partners of those serving in the regular forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service
- existing or former members of the reserve forces who are suffering from a severe injury, illness, or disability which is wholly or partly attributable to their service.

No additional preference or backdated priority will be awarded to a person who has been dishonourably discharged from the British regular or reserve forces.

## **12 Deliberately worsening circumstances**

Applicants who are assessed as having deliberately worsened their own housing circumstances to receive higher priority, will have their applications cancelled for 12 months. After this time, they will be able to re-apply on the housing register.

Examples of deliberately worsening housing circumstances are:

- Abandoning a previous tenancy,
- Moving without good reason to accommodation, which is more overcrowded, or is considered more unsatisfactory or insanitary than their previous accommodation,
- Selling their home or otherwise terminating their right to occupy their home, such as terminating a tenancy without having alternative accommodation available to them.



## 13 Other housing needs

### 13.1 Under-occupation

Accommodation is under-occupied if there are more bedrooms than required when applying the criteria set out in section 16. Tenants of Peterborough Homes Landlords who are applying to move as they are under-occupying their current home will be given priority to move.

There are some property types that are in higher demand than others. Those applicants who are willing to downsize from one of the higher demand properties will receive greater priority than those who would be willing to move from lower demand properties.

Those property types are detailed below:

High Demand	Low Demand	No Demand
Band 1 priority	Band 2 priority	Band 3 Priority
2 bedroom houses	2 bedroom flats	2 bedroom sheltered flats
2 bedroom bungalows	2 bedroom Maisonettes	
4 bedroom houses	3 bedroom Maisonettes	
5 bedroom properties	3 bedroom Houses	
6 bedroom properties		

If an applicant who is under-occupying is made an offer of accommodation and refuses that offer their priority will be reassessed. Their application will remain in same band; however, the date of banding will be reset to the date we are notified of the refusal.

Applicants who are under occupying a property and are looking to move from general needs accommodation to sheltered accommodation will be awarded Band 1 priority irrespective of the type of property they will be vacating. This priority will only apply when shortlisting for sheltered properties.

### 13.2 Local Lettings Policies

Section 166A(6)(b) of the 1996 Act enables housing authorities to allocate accommodation to people of a particular description, regardless whether they fall within the reasonable preference categories, provided that overall, the authority can demonstrate compliance with the requirements of s.166A(3). This is the statutory basis for so-called 'local lettings policies'. Local lettings policies may be used to achieve a wide variety of housing management and policy objectives.

Before adopting a local lettings policy, the council and the relevant Peterborough Homes Landlord will consult those who are likely to be affected by the implementation of the policy e.g., tenants and residents. Local lettings policies will be published once

implemented and will be reviewed annually. Policies will be revised or revoked where they are no longer appropriate or necessary.

### **13.3 Adapted Properties**

In cases where a property has been fitted with adaptations, the council will seek to match a suitable applicant to the property. This may mean that higher priority applicants will be bypassed to make best use of the adaptations; for instance, where a property has been fitted with a stairlift, priority will be given to applicants who need this facility. These properties may be allocated via a direct allocation.

If an applicant is shortlisted and accepts a property with adaptations that they later decide they do not need, they will not be able to request that these are removed.

Applicants who apply to join the Housing Register and are currently residing in a property which has been adapted to meet the needs of a disabled member of the household who no longer resides with them, will be given priority to move. Applicants will be placed into Band 1 and will be eligible for additional preference if they qualify. Applicants will be able to bid for properties in the normal way.

### **13.4 Composite Housing Need**

Where an applicant presents with multiple high-level needs and an urgent need to be re-housed, Housing Needs will consider whether urgent priority must be awarded to an application. Housing Needs may, at their discretion award band 1 priority to these cases.

These cases will be considered by the head of service. All cases will be considered on a case-by-case basis.

Allocations may be either by direct allocation or through Choice Based Lettings.

### **13.5 Management Transfer**

Where an applicant has been awarded a Management transfer from their Peterborough Homes Landlord, they will be awarded band 1 priority. It is only the landlord that can provide a tenant with a Management Transfer status.

### **13.6 Harassment**

An applicant will be placed in band 2 due to harassment where there is evidence that the applicant (or a member of their household) is:

- a victim of harassment, violence, or abuse or
- is at significant risk of harm

The applicant will need to provide evidence for this to be considered.

## **14 Sheltered accommodation**

### **14.1 Standard sheltered accommodation**

Applicants will need to be eligible to register on the Housing Register (see sections 6 and 7).

Applications for sheltered accommodation will be considered where the main applicant is at least 55 years of age and:

- i. has an assessed need for housing related support;
- ii. would benefit from the social activities available in the sheltered accommodation; or
- iii. would benefit from a different level of support need e.g., life skills support for people with mild learning disabilities.

Applications for sheltered accommodation from persons aged at least 50 may be considered where individual need is demonstrated.

Those who do not have a local connection to Peterborough or who are adequately housed but are over the age of 55 will qualify for an allocation of sheltered housing only.

Applicants aged at least 50 may apply for sheltered accommodation where:

- i. There are two joint applicants and one of them is aged at least 55, or
- ii. there is assessed risk, vulnerability or disability and living in sheltered accommodation would improve the applicant's quality of life.

Each Registered Provider may have their own criteria in relation to sheltered accommodation and there may be different age restrictions imposed. Adverts for individual properties will clearly state whether there are any restrictions and what they are.

### **14.2 Extra care accommodation**

Applications for extra care accommodation should be made directly to Adult Social Care.

## **15. How the banding system works**

### **15.1 Prioritisation of applications**

Applications are prioritised for allocation in the following way.

Applications who are assessed in Band 1 with additional preference will be considered first. Where there are 2 applicants in the same band priority will be given to the applicant

who has been in the band the longest. If there are not 3 successful applicants in band 1 applicants will be considered from band 2.

For example, the table below shows a dummy shortlist of applicants who have bid for a 2-bedroom house.

<b>Name</b>	<b>Band</b>	<b>Additional Preference</b>	<b>Banding Date</b>
Applicant 1	Band 2	Yes	13/05/2009
Applicant 2	Band 1	Yes	12/03/2012
Applicant 3	Band 3	Yes	04/01/2012
Applicant 4	Band 1	No	15/01/2011
Applicant 5	Band 2	No	12/09/2011
Applicant 6	Band 1	Yes	12/01/2012

Assuming all applicants were eligible to bid for a 2-bedroom house the applicants would be prioritised as below.

<b>Name</b>	<b>Band</b>	<b>Additional Preference</b>	<b>Banding Date</b>	<b>Position for shortlist purposes</b>
Applicant 6	Band 1	Yes	12/01/2012	1
Applicant 2	Band 1	Yes	12/03/2012	2
Applicant 4	Band 1	No	15/01/2011	3
Applicant 1	Band 2	Yes	13/05/2009	4
Applicant 5	Band 2	No	12/09/2011	5
Applicant 3	Band 3	Yes	04/01/2012	6

## **15.2 Number of bids**

As some property adverts run concurrently, live applicants are able to bid on multiple properties per week, however they will only be considered for properties which meet their needs and once an applicant shortlists as position number 1 for a property, they will not be placed on any further shortlists.

## **15.3 Offers**

Applicants in the most urgent housing need including both, applicants in band 1 and those who are Accepted as Homeless (Band 3) will only be made 1 offer of suitable accommodation. If this offer is refused then their application will be suspended for a period of 12 months and their homelessness priority may be ended. After 12 months, assuming they still have a housing need, they can re-apply on the Housing Register.

Applicants in bands 2 and 3 will be considered for a maximum of 2 offers of suitable accommodation. If an applicant refuses 2 suitable offers of accommodation their

application will be suspended for a period of 12 months. After 12 months, assuming they still have a housing need, they can re-apply on the Housing Register.

## **16 Property size and type**

The number of bedrooms needed is based on the number, age and sex of the people who form their household. The bedroom requirement is calculated as follows:

- one bedroom for a couple who are married, in a civil partnership or cohabiting as if they were married or in a civil partnership
- one bedroom for any other person aged 16 or over
- one bedroom for any two children of the same sex aged at least 10 and under 16
- one bedroom for any two children regardless of sex aged less than 10
- one bedroom for any other child
- one additional bedroom for each carer of a member of the household who is disabled or has a long-term health condition, provided that it is essential that overnight care of that member of the household is provided by a non-resident carer.

The council has discretion to allow under-occupation by a maximum of one bedroom where:

- it is assessed that an extra bedroom is required as a member of the household is disabled and requires space for specialist equipment, storage or to accommodate adaptations, or
- the household includes a disabled child who requires attention throughout the night, which would cause unreasonable disruption to a sibling if they were forced to share a bedroom.
- the household have been accepted by the council to be foster carers.

Any offer would be subject to an affordability assessment by the Registered Provider.

Certain properties may be designated for occupation by particular groups, or designated as not appropriate for certain applicants, either temporarily or on a longer-term basis, including flats designated for occupation by elderly or disabled persons; temporary accommodation for homeless families; to address the particular management needs of an area; or to ensure that the council facilitates the development of diverse and sustainable communities.

Bungalows are in short supply. Preference will be given to applicants with mobility, disability, or other special support needs.

Households which contain children under the age of 18 years old whom permanently reside in the household will be given preference for houses.

## **17. Notifications of refusing entry to the Housing Register and requests for reviews**

Any person who is refused admission to or are removed from the Housing Register will be notified in writing. The letter will confirm the grounds for the decision. The letter will be uploaded to their online account.

An applicant has the right to ask the council to review:

- i. any decision about the facts of their case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to them; and
- ii. any decision that they are ineligible for an allocation or are not a qualifying person,
- iii. any decision taken to suspend an application

Any request for a review must be made in writing and submitted to: [housing.needs@peterborough.gov.uk](mailto:housing.needs@peterborough.gov.uk) . The correspondence must state the reasons why they are requesting the review.

Requests for review of decisions relating to priority awarded and suspensions will be carried out by an officer who was not involved in the original decision, and who is senior to the officer who took the decision.

Requests for review of applications which have previously been not eligible because of rent arrears or Anti-Social Behaviour will be considered by representatives from Peterborough City Council and the Peterborough Homes Landlord at the Peterborough Homes Partnership Panel.

## **18. Equality and diversity**

The Peterborough Homes Partnership is committed to promoting equal opportunities for those requesting or receiving housing services. We aim to deliver quality services without prejudice and discrimination to meet the needs of all the community, regardless of age, cultural or ethnic background, disability, gender, marital status, religious or political persuasion or sexual orientation.

To view the council's [Equality and Diversity Policy](#) please visit the city council's website at [www.peterborough.gov.uk](http://www.peterborough.gov.uk).

## **19. GDPR and freedom of information**

Any personal information that the council holds about applicants will be made available to applicants to view upon request. We will use the information provided by the applicant to enable us to assess applications. We may also use the information for issues of child protection, public protection and for preventing and detecting fraud and other criminal offences. This includes information we hold as paper and electronic records. If you would like to access your file, please contact the council.

Housing Needs has a privacy notice which can be found here:

<https://www.peterborough.gov.uk/asset-library/housing-needs-privacy-notice.pdf>

## 20. The Registered Provider Panel (RPP)

Any decisions relating to applicants being granted entry to the Housing Register where they have been excluded on the grounds of not qualifying due to unreasonable tenant like behaviour detailed in Sections 7.7 – 7.11 will be discussed at the Registered Providers Panel (RPP).

The panel will be made up of representatives from the Councils Housing Needs Service and the Registered providers.

Decisions of the panel will be taken in the best interests of the applicant, their household, the registered provider landlord and the communities they serve. Cases presented to the panel will be considered on a case by case basis and each member organisation of the panel will have a vote. In order for the panel meeting and voting to be quorate the panel must be made up of at least 1 senior officer of the Councils Housing Needs Service and a representative of at least 2 of the partner register providers.

In cases of equal voting the Council will hold the casting vote.

## Appendix 1 – The banding scheme

BAND 1		SECTION
OVER	The applicant, or a member of their household, has an overriding medical priority	10.4
SPNP	The applicant has multiple housing needs requiring an urgent move as agreed by a Special Priority Needs Panel	13.4
MT5%	Management Transfer agreed by the Peterborough Homes landlord	13.5
SAP	Approved move on from the Supported Accommodation Panel	7.5
PREVPN	Owed Homeless Prevention Duty S.195 <b>and</b> <ul style="list-style-type: none"> <li>• are likely to be owed the s.193(2) Homeless Main Duty when the s.189b Relief Duty comes to an end because they are believed to be in priority need and deemed not to have worsened their housing circumstances <b>and</b></li> <li>• have a local connection</li> </ul>	10.2
RELIEFDA	The applicant is owed a Relief Duty S.189b <b>and</b> they are homeless due to being a victim of Domestic Abuse.	10.2
CARE	Leaving Peterborough City Council care	7.3
UNDERSHEL	Under-occupying a property, which is let to them by one of the Peterborough Homes Landlords and <u>only</u> moving to sheltered.	13.1
UNDERHIGH	Under-occupying a high demand property, which is let to them by one of the Peterborough Homes Landlords	13.1
STATOVER	Statutory overcrowded as confirmed by the Private Sector Housing Team	10.3
DISR	The applicant's landlord has been served with an improvement notice because a category 1 hazard exists at their accommodation. (Priority may be withdrawn if the hazard ceases to exist.)	10.5
BAND 2		
OVEROCC2	Overcrowded in current accommodation by 2 bedrooms or more	10.3
HIGH	High medical priority for a move	10.4
UNDERLOW	Under-occupying a low demand property, which is let to them by one of the Peterborough Homes Landlords	13.1
HARA	The applicant (or a member of their household) is: <ul style="list-style-type: none"> <li>• a victim of harassment, violence or abuse or</li> <li>• is at significant risk of harm</li> </ul>	13.6



PREV	Owed Homeless Prevention Duty S.195 <b>but are not</b> likely to be owed the s.193(2) Homeless Main Duty when the s.189b Relief Duty comes to an end because they are not believed to be in priority need or deemed to have worsened their housing circumstances	10.2
RELIEF	Owed Homeless Relief Duty s.189b and <ul style="list-style-type: none"> <li>• have a local connection to Peterborough</li> </ul>	10.2
BAND 3		
OVEROCC1	Overcrowded in current accommodation by 1 bedroom	10.3
MEDICAL	Low medical need to move	10.4
ACAH	Accepted as homeless. The applicant is owed a duty under section 193 (2) or 195 (2) of the Housing Act 1996 (as amended by Homelessness Reduction Act 2017)	10.2
INTE	Intentionally Homeless under either s.193 (2) or s.190 of the Housing Act 1996 (as amended by Homelessness Reduction Act 2017)	10.2
NONP	Non-Priority under s.192 (2) Housing Act 1996 (as amended by Homeless Reduction Act 2017)	10.2
UNDERNO	Under-occupying a no demand property, which is let to them by one of the Peterborough Homes Landlords	13.1
ADEQ	Adequately housed – over 55 years old for sheltered accommodation or those who have had their homelessness relieved.	14.1
AWAY	No local connection to Peterborough – over 55 years old for sheltered accommodation only	14.1

Appendix 2

Please note: This table shows examples of household compositions and the property types they will be considered for. Other household types that do not appear within this table will be advised what size and type of property they qualify to bid for.

- 'Household' includes single adult or couple.
- 'Couple' includes same sex couples.
- Houses will be allocated to families with children under the age of 18 years old.
- Preference for bungalows will be given to households where the council has assessed the applicant, or a member of their household requires accommodation of that type.
- Sheltered accommodation will be offered to households over 55 with a need for a level of support.

	BS	Flat Bedrooms			Bungalow bedrooms				House / Maisonette bedrooms					
		1	2	3	1	2	3	4	1	2	3	4	5	6
Single Applicant	X	X			X				X					
Couple Without Children		X			X				X					
Household with 1 Child			X			X				X				
Household with 2 Children (2 Boys aged 15 & 8)			X	X		X	X			X	X			
Household with 2 Children (1 Boy aged 8 & 1 Girl aged 4)			X	X		X	X			X	X			
Household with 2 Children (2 Boys aged 17 & 6)				X			X				X			
Household with 2 Children (1 Boy aged 15 & 1 Girl aged 14)				X			X				X			
Household with 3 Children (2 Boys aged 15 & 8 and 1 Girl aged 6)							X				X			
Household with 3 Children (2 Boys aged 17 & 6 and 1 Girl aged 6)							X				X			
Household with 3 Children (2 Boys aged 17 & 12 and 1 Girl aged 6)								X				X		
Household with 4 Children (2 Boys aged 15 & 12 and 2 Girls aged 6 & 4)							X				X			

Household with 4 Children (2 Boys aged 17 & 12 and 2 Girls aged 6 & 4)									X				X		
Household with 4 Children (3 Boys aged 17, 15 & 12 and 1 Girl aged 6)									X				X		
Household with 4 Children (2 Boys aged 17 & 12 and 2 Girls aged 16 & 6)														X	
Household with 4 Children (3 Boys aged 17, 16 & 12 and 1 Girl aged 6)														X	
Household with 5 Children (3 Boys aged 17, 13 & 12 and 2 Girls aged 14 & 6)									X				X		
Household with 5 Children (3 Boys aged 17, 13 & 12 and 2 Girls aged 16 & 6)														X	
Household with 5 Children (3 Boys aged 17, 16 & 12 and 2 Girls aged 16 & 6)															X
Household with 6 Children (3 Boys aged 15, 13 & 8 and 3 Girls aged 14, 9 & 6)									X				X		
Household with 6 Children (3 Boys aged 17, 13 & 8 and 3 Girls aged 14, 9 & 6)														X	
Household with 6 Children (3 Boys aged 17, 16 & 8 and 3 Girls aged 16, 9 & 6)															X
Household with 7 Children (4 Boys aged 17, 16, 9 & 8 and 3 Girls aged 16, 9 & 6)															X
Household with 7 Children (4 Boys aged 9, 7, 5 & 2 and 3 Girls aged 16, 9 & 6)														X	
Household with 7 Children (4 Boys aged 17, 7, 5 & 2 and 3 Girls aged 16, 9 & 6)															X
Household with 8 Children (4 Boys aged 9, 7, 5 & 2 and 4 Girls aged 15, 12, 9 & 6)														X	
Household with 8 Children (4 Boys aged 9, 7, 5 & 2 and 4 Girls aged 16, 12, 9 & 6)															X
Household with 9 or more children															X

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### Current Bands and Brief description of categories

<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Band 5</b>
<b>ACAH</b> - Clients who are accepted as homeless	<b>1OVER</b> - Overcrowded by 1 bedroom	<b>ACAHNL</b> – Another housing authority owe the applicant a duty and no local connection to Peterborough	<b>LOW</b> – Low medical priority	<b>AWAY</b> – No local connection to Peterborough –over 55 for sheltered only
<b>UNDER</b> – Current RP tenant who is under occupying	<b>HIGH</b> – High Medical priority	<b>MED</b> – Medium medical priority	<b>ADEQ</b> – Adequately housed – over 55 over for sheltered only	<b>CARO</b> – Sufficient resource to purchase a property or can afford to rent privately – over 55 for sheltered only
<b>2 OVER</b> – overcrowded by 2 or more bedrooms	<b>SHEL</b> – In sheltered and wants to move to sheltered			<b>OWN</b> – Owner occupiers who are adequately housed/have resource to rent privately/own or rent elsewhere –over 55 for sheltered only
<b>OVER</b> – overriding medical priority	<b>SHOV</b> – Sharing with family/friends and not reasonable			
<b>SHELM</b> – sheltered accommodation move from first floor and above to GF due to medical	<b>NONP</b> – Non Priority under s.192 (2) Housing Act 1996			
<b>SPNP</b> – Urgent need to move agreed by panel	<b>INTE</b> – Intentionally Homeless under either s.193 (2) or s.190 of the Housing Act 1996			
<b>PROBN</b> – subject to prohibition order due to poor disrepair	<b>SOCW</b> – Needs to move on social or welfare grounds			

<b>HARAM</b> – Medical priority and is victim of harassment/abuse or violence and is at significant risk of harm	<b>DISR</b> – Landlord been served with an improvement notice due to Category 1 hazard			
<b>DISRM</b> – Medical priority and served with improvement notice to due category 1 hazard	<b>HARA</b> – A victim of harassment, violence or abuse or is at significant risk of harm			
<b>CARE</b> – Leaving councils' care	<b>ACTH</b> – Accepted as threatened with homelessness			
<b>MT5</b> – Those agreed urgent transfers from RPs				

**Proposed Bands and Categories**

<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>
<b>SPNP</b> – Special Priority Needs Panel agreed urgent need to move	<b>UNDERLOW</b> - Under-occupying a low demand property, which is let to them by one of the Peterborough Homes Landlords	<b>MEDICAL</b> – Confirmed medical need to move but not assessed as high or urgent
<b>OVER</b> - Over riding medical priority	<b>OVEROCC2</b> – Overcrowded in current accommodation 2 bedrooms or more	<b>ACAH</b> – Accepted as homeless
<b>MT5%</b> - Current RP tenants where the RP have advised an urgent need to move	<b>HIGH</b> - High Medical award	<b>INTE</b> – Intentionally Homeless under either s.193 (2) or s.190 of the Housing Act 1996
<b>SAP</b> – Approved by the Supported Accommodation move on Panel	<b>HARA</b> – A victim of harassment, violence or abuse or is at significant risk of harm	<b>NONP</b> – Non-Priority under s.192 (2) Housing Act 1996
<b>PREVPN</b> - Owed Homeless Prevention Duty S.195 <b>and</b> are likely to be owed the s.193(2) Homeless Main Duty when the s.189b Relief Duty comes to an end because they are believed to be in priority need and deemed not to have worsened their housing circumstances <b>and</b> have a local connection	<b>PREV</b> - Owed Homeless Prevention Duty S.195 <b>but are not</b> likely to be owed the s.193(2) Homeless Main Duty when the s.189b Relief Duty comes to an end because they are not believed to be in priority need or deemed to have worsened their housing circumstances	<b>OVEROCC1</b> – Overcrowded by 1 bedroom
<b>RELIEFDA</b> - Owed a Relief Duty S.189b <b>and</b> they are homeless due to being a victim of Domestic Abuse.	<b>RELIEF</b> - Applicants who are owed the Homeless Relief Duty s.189b and have a local connection to Peterborough	<b>UNDERNO</b> - Under-occupying a no demand property, which is let to them by one of the Peterborough Homes Landlords
<b>CARE</b> – Leaving Peterborough City Council care.		<b>ADEQ</b> – Adequately housed – over 55 over for sheltered only
<b>UNDERSHEL</b> – Current tenant of a Peterborough Homes landlord who is under occupying and will be only moving to sheltered		<b>AWAY</b> – No local connection to Peterborough – over 55 for sheltered only

<b>STATOVER</b> – Statutory overcrowded as confirmed by Housing Enforcement Team		
<b>DISR</b> – Landlord been served with an improvement notice due to Category 1 hazard		
<b>UNDERHIGH</b> - Under-occupying a high demand property, which is let to them by one of the Peterborough Homes Landlords		



<b>COUNCIL</b>	<b>AGENDA ITEM No. 12(c)</b>
<b>2 MARCH 2022</b>	<b>PUBLIC REPORT</b>

**EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL**

**CABINET RECOMMENDATION – BUDGET APPROVAL FOR THE CONSTRUCTION OF PETERBOROUGH CITY MARKET AND FOR THE DISPOSAL OF LAND AT NORTHMINSTER**

The Cabinet, at its meeting on 21 February 2022, received a report in relation to the to the construction of the City Market and disposal of land at Northminster.

**IT IS RECOMMENDED** that Council:

1. Note the indicative costs in relation to the creation of a new city market as set out in exempt Appendix 1 and delegate final approval of those costs to the Director of Resources subject to the Financial Assessment.
2. Approve funding from reserves for the revenue costs to achieve vacant possession of the Northminster site and to meet costs associated with decanting market traders to a temporary location whilst the permanent market is under construction if necessary.
3. Approve the transfer of capital budget from Strategic Property of up to £450,000 for the construction of the Peterborough City Market.
4. Approve the proposed sale of the land at Northminster to the Peterborough Investment Partnership (PIP), as set out in exempt Appendix 3, with phased completion dates of 31 March 2022 and 30 June 2022, subject to final valuation and compliance with best consideration requirements in line with the joint venture agreement with the PIP and with final terms delegated to the Director of Resources and Director of Law and Governance in consultation with the Cabinet Member for Finance.

The original Cabinet report and appendices are attached.

The Council will need to determine whether the attached Appendices 1 - 3 are NOT FOR PUBLICATION in accordance with paragraph (s)3 of Schedule 12A of Part 1 of the Local Government Act 1972 in that they contain commercially sensitive information relating to the business affairs of the Council. The public interest test will need to be applied to the information contained within the three exempt annexes and it will need to be considered whether the need to retain the information as exempt outweighs the public interest in disclosing it as it contains information that is commercially sensitive and to do so may prejudice the Council in its negotiations and fetter the Council in discharging its statutory duties and obligations.

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<b>CABINET</b>	<b>AGENDA ITEM No. 8</b>
<b>21 February 2022</b>	<b>PUBLIC REPORT</b>

Report of:	Adrian Chapman, Executive Director: Place and Economy	
Cabinet Member(s) responsible:	Councillor Steve Allen, Cabinet Member for Housing, Culture and Communities	
Contact Officer(s):	Rob Hill - Assistant Director for Community Safety Emma Gee – Assistant Director for Growth and Regeneration	Tel. 07815 558081

<b>BUDGET APPROVAL FOR THE CONSTRUCTION OF PETERBOROUGH CITY MARKET AND FOR THE DISPOSAL OF LAND AT NORTHMINSTER</b>
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<b>RECOMMENDATIONS</b>
<p>It is recommended that Cabinet recommend that Full Council:</p> <ol style="list-style-type: none"> <li>1. Note the indicative costs in relation to the creation of a new city market as set out in exempt Appendix 1 and delegate final approval of those costs to the Director of Resources subject to the Financial Assessment.</li> <li>2. Approve funding from reserves for the revenue costs to achieve vacant possession of the Northminster site and to meet costs associated with decanting market traders to a temporary location whilst the permanent market is under construction if necessary.</li> <li>3. Approve the transfer of capital budget from Strategic Property of up to £450,000 for the construction of the Peterborough City Market.</li> <li>4. Approve the proposed sale of the land at Northminster to the Peterborough Investment Partnership (PIP), as set out in exempt Appendix 3, with phased completion dates of 31 March 2022 and 30 June 2022, subject to final valuation and compliance with best consideration requirements in line with the joint venture agreement with the PIP and with final terms delegated to the Director of Resources and Director of Law and Governance in consultation with the Cabinet Member for Finance.</li> </ol>

**1. PURPOSE AND REASON FOR REPORT**

- 1.1 The report is presented to Cabinet to recommend to Council the transfer of capital budget of up to £450,000 from Strategic Property and the funding of the revenue costs from reserves for the construction of the Peterborough City Market and decant of Northminster in order to enable the Council to dispose of its land at Northminster to facilitate the development of new homes on this site as part of the Council's ambition for regeneration and growth of Peterborough. The indicative costs are set out in exempt Appendix 1.
- 1.2 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.'
- 1.3 The report also seeks Cabinet approval to the sale of land at Northminster to Peterborough Investment Partnership (LLP) to meet deadlines for the start of the proposed development on

that site, with final terms to be agreed with the PIP, subject to a Red Book valuation as set out in the PIP Members Agreement.

- 1.4 The attached Appendices 1 - 3 are NOT FOR PUBLICATION in accordance with paragraph (s)3 of Schedule 12A of Part 1 of the Local Government Act 1972 in that they contain commercially sensitive information relating to the business affairs of the Council. The public interest test has been applied to the information contained within the three exempt annexes and it is considered that the need to retain the information as exempt outweighs the public interest in disclosing it as it contains information that is commercially sensitive and to do so would prejudice the Council in its negotiations and fetter the Council in discharging its statutory duties and obligations.

## **2. BACKGROUND AND KEY ISSUES**

- 2.1 Peterborough is one of the fastest growing cities in the UK and the Council has ambitious plans to encourage and support this growth through improvements to the city. The Northminster development will result in new homes and much needed improvements to this area of the city. As part of this, moving the market to a new location will provide a market more suited to demand with improved facilities in a better location. The project has reached a critical point in order to deliver to planned timescales, in particular due to the availability of a £14m Combined Authority grant to support the viability of the overall scheme.
- 2.2 The Northminster development is being led by the Peterborough Investment Partnership (PIP) which, in partnership with the Council, will see the site developed for over 300 new homes. The Council will receive a capital receipt from the sale of the land to the PIP. As a partner in the PIP any profits from the development will be distributed in accordance with the Northminster project business case.
- 2.3 As part of the Northminster development, the City Market site (the old Cattle Market adjacent to Northminster Car Park, Peterborough), which is too large for current needs, needs to be vacated in order to facilitate the construction works. A condition of the £14m Build to Rent Combined Authority funding towards the Northminster development is for a start on site by 31 March this year. Making plans now to move the market as well as finalising the land transaction will enable the land to be sold to the PIP and a substantial start on site by 31 March. The proposal is to dispose of the land in two tranches to enable a start on site on the majority of the site whilst allowing the time for the market move to take place, planned for 30 June 2022 at the latest.
- 2.4 The final terms of the sale will need to be amended to reflect this as the current option agreement identifies Laxton Square specifically as a possible separate tranche. The land transaction needs to take place by the 31 March 2022, but the market move due to its complexity cannot be completed until later. Therefore, it is proposed to split the transaction into further phases such that completion of the majority of the disposal takes place by 31 March 2022 with the remainder taking place at a later point. This change, along with others to be agreed with the PIP, will need to be made and reflected in final agreement and sales contract.
- 2.5 The Cabinet Member Decision Notice FEB20/CMDN/82 set out the proposal to support the collaboration between the Council and the PIP to take forward the regeneration of council-owned land and assets at Northminster, including providing the PIP with an option agreement to draw down the land. The report delegated to the Executive Director of Place and Economy and the Director of Law and Governance authority to finalise and agree necessary legal and related documents and delegated to the Corporate Director of Resources the authority to transfer the land at Northminster to the PIP.
- 2.6 The legal implications of the 2020 report also referenced s123 of the Local Government Act 1972 in relation to best consideration. As the site was not marketed, this requires a market valuation. Clause 35 of the Membership Agreement of PIP dated 24 December 2014 expressly states that nothing in the Agreement shall prejudice or affect the Council's rights, powers, duties, and obligations in the exercise of its function as a local authority and the rights of the Council under

all public and private statutes, order and regulations may be as fully and effectively exercised by the Council in relation to any Site as if the Council was not a party to the agreement. Therefore, the Council will need to evidence best value at point of sale. This can be evidenced by a red book valuation by an independent surveyor or referred to RICS for an independent Site Valuer. This needs to take place before sale and RICS best practice would require a Red Book valuation to be carried out close to the point of sale as valuations have with a maximum 3-month validity.

- 2.7 The February 2020 report did not indicate the proposed sale price or include any valuation information. The report included in its legal implications that the Council would receive a capital receipt based upon an independent valuation of the site. Given the scale of the decision the proposed transaction figure, it needs to be updated and approved by Cabinet close to the point of sale.
- 2.8 A valuation was carried out in April 2020. An option agreement was signed in December 2020 based on this valuation. The April 2020 valuation report was based on material valuation uncertainty (in particular in relation to Covid-19). These figures were used in the signed option agreement in December 2020, after the delegation decision. That original valuation is no longer valid, and a new Red Book valuation has been commissioned in line with RICS guidelines.
- 2.9 Since March 2020, the PIP has developed its proposal and applied for outline planning permission which is currently subject to a number of reserved matters. It has contracts or agreements in place for ground works, demolition, and construction and CIL costs cannot be calculated. The material valuation uncertainty relating to the Covid-19 circumstances of the March 2020 valuation are not the issue it was at that time. The scheme now includes £14m grant towards its costs. Construction costs have increased over this period and the costs and value of the scheme need to be re-assessed in order to verify that the land disposal is at market value and the Council can demonstrate that it has received best consideration.
- 2.10 All of these factors have an impact on the development and therefore the Council needs to satisfy itself that the proposed sale is at market value and subsequent development is deliverable. Therefore, it is proposed that the approval of the disposal is subject to finalisation and a market valuation as per the PIP Members Agreement, in order to demonstrate compliance with best consideration legislation, with details included in exempt Appendix 3 of this report.
- 2.11 In January 2022, the Cabinet Member for Housing, Culture and Communities took the decision to close the city market at Northminster and develop a new city market within Bridge Street (JAN22/CMDN/70). The Cabinet Member noted that the Northminster market has been declining for a number of years due to its location, the changing environment of the wider Northminster area and changes in consumer shopping habits. In addition, Covid has had a further impact on traders' ability to successfully run a business from that location.
- 2.12 The Bridge Street market will comprise a new food hall in a shop unit (the former council customer service centre building) and initially 12 market kiosks located on Bridge Street. Planning permission was granted for the kiosks at the Planning and Environmental Protection Committee meeting on 25 January 2022.
- 2.13 Bridge Street is at the heart of the city centre and will generate much higher footfall to the traders and reverse the decline of business that the current market suffers from. It is envisaged that existing traders located in Bridge Street will also benefit from the increased customer flow that the market will attract to this location. Whilst the market will initially host the traders moving from the existing site, there is the potential to increase the number of permanent kiosks and supplement occasional pop-up stalls for temporary events e.g., Christmas and other cultural/religious celebrations, food, and drink festivals, subject to planning permission.
- 2.14 Peterborough Limited have been commissioned to undertake the conversion of the former Customer Service Centre building into a food hall and to supply the market kiosks along Bridge Street. It is expected that the Food Hall should be open in late Spring 2022 and those traders will

be able to operate their business from that time. In order to ensure that the Northminster scheme can start on time, it may be necessary to decant the traders to a temporary site whilst the new market is being constructed. This disruption should only be a matter of a few weeks and the council will work closely with the traders to mitigate disruption as much as possible. As part of the temporary decant and subsequent permanent move to Bridge Street, there will likely be additional costs which will be confirmed as part of the ongoing financial assessment.

2.15 Each trader will have unique circumstances, which may require a bespoke solution. Not all traders at the existing market will be transferring to the new location and the council could incur costs relating to ending the tenancies and achieving vacant possession of the Northminster site. These costs will be approved by either the Member for Finance via a Cabinet Member Decision Notice or the Director of Resources as per current delegated powers.

2.16 Should the Cabinet be minded to approve the recommended option 2 below, the Council's legal and property team will work with the PIP to agree a phased approach to vacating the Northminster site and decanting the market traders. The PIP has agreed in principle to the phased approach to the transaction. This complete decant of the market and the opening of the new Bridge Street market will need to be completed no later than the 30 June 2022.

## 2.19 **Alternative Options considered**

### 2.19.1 **Option 1: Do nothing and retain the market in its current form at Northminster.**

The Northminster project is at a critical stage delivering much needed new homes to the City Centre. The Council has already agreed to sell the land to the PIP, and the PIP has secured £14m of funding from the Combined Authority which supports the viability of this scheme. The Council could withdraw from the arrangement in agreement with the PIP, however this would prevent the development of this site in the near future, would carry a risk of costs to date being sought by the PIP which may exceed the costs associated with securing vacant possession as outlined in this report, and would mean the £14m grant available for this scheme would fall, making the future development of this site uncertain and potentially unviable for a number of years.

The market has been declining over several years due to its condition and location. Continuing to hold the market at Northminster does not provide residents, visitors, or traders the full opportunities that a market can offer a city. The number of traders at the market has declined over the years. It is understood that this is because there has been a significant reduction in the number of customers coming to the market. The Council has already taken the decision to close and move the market.

### 2.19.2 **Option 2: Proceed with closing the Northminster market and opening a new city market in Bridge Street and agreeing with the PIP to phase the land transaction such that completion of the majority of the disposal takes place by 31 March 2022 with the Food Hall and/or Laxton Square taking place at a later point targeted for 30 June 2022.**

This option has been considered in detail. The original option cannot be delivered on time by 31 March 2022 due to the complexity and time required to close and move the market. The significant advantage of this option is that the scheme is ready to proceed and will deliver much needed additional homes for Peterborough and secure Combined Authority funding of £14m. This option allows the Council to continue its arrangement with the PIP to develop the land in line with the terms of its agreement with the PIP. As the PIP already has an option to draw down the land, subject to conditions, this option enables the Council to meet its obligations in relation to the option agreement provided the obligations are not in conflict with Clause 35 of the Membership Agreement. In the event of conflict, the Membership Agreement will take precedent.

Bridge Street will provide a significantly improved location for the city market, placing it in the heart of the city centre and with access to shoppers and visitors. This in turn, will increase the

sustainability of market traders and offer a much richer experience for local residents. Proceeding now will give a significant kick-start to post-Covid growth of Peterborough and will help the Council meet its plans for regeneration of this area in a timely and viable way. Counsel's advice was sought prior to the Council decision to close the current market which indicates that taking the decision to close the current market and re-open at Bridge Street is a reasonable step for the Council to take with the risk of successful challenge likely to be low.

This option is recommended in this report.

### 2.19.3 **Option 3: Agree changes to the land transaction with the PIP to exclude the Food Hall and Laxton Square and reopen the market on this site instead of Bridge Street**

The Council could look to agree with the PIP to revise the area of the land disposal to the PIP and separate the site into two areas; the first containing the land enabling the homes to be built, the second which would include the footprint of the food hall and Laxton Square.

This option could leave open to the Council to retain this land and the Food Hall. This option would require the PIP as it takes forward the reserved matters Planning requirements to amend its scheme to remove this area to leave the current food hall (not food court) in situ. There is a risk in this option in relation to the work to date and contracts that the PIP may have put in place in order to do the demolition work on the basis of the current proposal. Even if feasible, this approach would not deliver the step change for the market envisaged by the Council in the proposed move to its new location at Bridge Street. This option is not recommended at this stage given the impact on delivery of the regeneration scheme in this area and the complexity involved with making such changes at this stage.

## 3. **CONSULTATION**

- 3.1 A public notice to close the market has been published in the Peterborough Telegraph and on the market site which invited representations. In addition, parish councils, Opportunity Peterborough, The Civic Society, Chamber of Commerce and Members have all been notified of the proposal.

Market traders have been consulted throughout.

## 4. **IMPLICATIONS**

### **Financial Implications**

- 4.1 The new market will require investment to develop the kiosks and food hall. In addition, there are associated costs from closing the market and contingencies required for developing the new site.

The indicative cost of the project is detailed in exempt Appendix 1 and are in the region of £1.1m. These costs are subject to a Financial Assessment which has been commissioned and once the costs have been confirmed will be authorised by the Director of Resources.

The Council will receive a capital receipt from the sale of the land to the PIP. Any resulting profit from the development will be distributed in accordance with the Northminster Project Case and as per Members Agreement.

The Council has commissioned Market Curators to undertake the detailed market designs, provide estimated project costs and projected future income for the Council. They have also undertaken liaison with market traders to ensure a smooth transition to the new location. The report is included as exempt Appendix 2.

The estimated project costs and projected future income provided by Market Curators will be subject, along with the Council's business case, to the Financial Assessment which has been commissioned.

### **Legal Implications**

- 4.2 The city market has operated within Peterborough for many hundreds of years. However the Saturday market is a franchise market which allows PCC to remove it as PCC deems it fit, in order to move to a new place as long as the new place is within the limits of the grant. There are no charters relating to the market extant.

The Wednesday market is a statutory market and PCC is entitled to transfer it to any other place within the city limits that PCC deems fit.

As the markets have been moved previously prior to 1960 and in the sixties without challenge, this infers that the franchise is not limited to one specific place.

Provided due notice of removal and the new facilities are no less satisfactory than the old, the onus would then shift to anybody seeking to establish that the removal was unlawful and to prove the new place is outside the permissible limits.

The closure of the market at Northminster requires a formal notice of closure to be published so that the public and any other interested parties are aware of the move of the market and termination of any public market rights at the Northminster site. The notice will also establish market rights at Bridge Street and move the market to the Bridge Street location. The public require as much prior notice as possible of the move, but the notice must not be published before a decision is taken in favour of the move.

A contract to create the new Food Hall and supply the new market kiosks has been awarded to Peterborough Ltd.

Regulation 12 of the Public Contracts Regulations 2015, permits the Council to obtain services from a company as long as all of the following conditions are met, namely:

1. The Council exercises a level of control over Peterborough Limited which is similar to which it exercises over its own departments.
2. Peterborough Limited carries out more than 80% of its activities for the Council.
3. There is no private ownership of Peterborough Limited.

Peterborough Limited is fully owned and controlled by the Council without private ownership and essentially carries out its activities for the Council. Therefore, all the conditions are met for the exemption under the Public Contract Regulations to be applicable for this arrangement.

### The Option Agreement with PIP

The Council will need to evidence best value under section 123 of the LGA 1972. A Red Book valuation is recommended by an independent surveyor. This is enshrined in Section 35 of the PIP Membership Agreement dated 24 December 2014 in that no Agreement arising from the Membership Agreement (in this instance) can fetter the Council in its course of discharging duties and obligations.

### **Equalities Implications**

- 4.3 None identified



## **Carbon Impact Assessment**

- 4.4 The market is being moved from its current location to Bridge Street and it is not anticipated that there will be any significant change to the environmental impact as a result.

## **5. BACKGROUND DOCUMENTS**

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

- 5.1 Cabinet Member Decision Notice FEB20/CMDN/82  
Cabinet Member Decision Notice JAN22/CMDN/70

## **6. APPENDICES**

- 6.1 Exempt Appendix 1 – Summary of costs to move the market  
Exempt Appendix 2 – Market Curators Report  
Exempt Appendix 3 – Land Transactions



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<b>COUNCIL</b>	AGENDA ITEM No. 13
<b>2 MARCH 2022</b>	PUBLIC REPORT

## RECORD OF EXECUTIVE DECISIONS MADE SINCE THE LAST MEETING

### 1. CABINET MEETING HELD ON 31 JANUARY 2021

#### i. Medium Term Financial Plan 2022/23 – Phase Two

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

1. The Phase Two budget proposals as outlined in Appendix B as the basis for public consultation.
2. The updated budget assumptions, to be incorporated within the Medium-Term Financial Plan 2022/23. These are outlined in section 5.
3. The revised capital programme outlined in section 5 and referencing Appendix C.
4. The establishment of a Budget Risk Reserve and the forecast reserve commitments to fund the cost of transformational investment and the implementation of the Improvement Plan. These are outlined in section 6 and Appendix F.
5. The Education budget as outlined in section 5.5 and within Appendix J.
6. The Medium-Term Financial Plan 2022/23 - Phase Two, as set out in the body of the report and the following appendices:
  - Appendix A – 2022/23 MTFP Budget Position Phase Two
  - Appendix B – Phase Two Budget Consultation Document
  - Appendix C – Capital Programme Schemes 2022/23-2024/25
  - Appendix D – Financial Risk Register
  - Appendix E – Fees and Charges
  - Appendix F – Reserves Commitments
  - Appendix G – Equality Impact Assessments
  - Appendix H – Carbon Impact Assessments
  - Appendix I – Executive Summary of the Council's Improvement Plan
  - Appendix J – Dedicated Schools Grant and the Schools Budget 2022-23
  - Appendix K – Treasury Management Strategy
  - Appendix L – Capital Strategy

Cabinet **RESOLVED** to note:

7. This proposed budget includes a Council Tax increase of 2.99%, (1.99% general Council Tax and 1% Adult Social Care Precept), as outlined within section 5.2
8. The strategic financial approach taken by the Council outlined in section 4 of this report.
9. The Council's core funding position following the Local Government Provisional Finance Settlement published on 16 December 2021 as provisional until the Final Settlement position is published in February 2022. This is outlined in section 5.2.
10. The forecast reserves position, and the statutory advice of the Chief Finance Officer outlined in section 6 'The Robustness (Section 25) Statement'.

### 2. CABINET MEETING HELD ON 21 FEBRUARY 2021

#### i. Medium Term Financial Plan 2022/23 – Phase Two

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

1. This proposed budget includes a Council Tax increase of 2.99%, (1.99% general Council Tax and 1% Adult Social Care Precept), as outlined within section 5.2
2. The Phase Two budget proposals as outlined in Appendix B as the basis for public consultation.
3. The updated budget assumptions, to be incorporated within the Medium-Term Financial Plan 2022/23. These are outlined in section 5.
4. The revised capital programme outlined in section 5 and referencing Appendix C.
5. The establishment of a Budget Risk Reserve and the forecast reserve commitments to fund the cost of transformational investment and the implementation of the Improvement Plan. These are outlined in section 6 and Appendix F.
6. The Education budget as outlined in section 5.6 and within Appendix J.
7. The proposed approach to the development of an Asset Management Strategy, in line with that included within the improvement plan. This is outlined in section 5.5.
8. The Medium-Term Financial Plan 2022/23- Phase Two, as set out in the body of the report and the following appendices:
  - Appendix A – 2022/23 MTFP Budget Position Phase Two
  - Appendix B – Phase Two Budget Consultation Document
  - Appendix C – Capital Programme Schemes 2022/23-2024/25
  - Appendix D – Financial Risk Register
  - Appendix E – Fees and Charges
  - Appendix F – Reserves Commitments
  - Appendix G – Equality Impact Assessments
  - Appendix H– Carbon Impact Assessments
  - Appendix J – Dedicated Schools Grant and the Schools Budget 2022-23
  - Appendix K – Treasury Management Strategy
  - Appendix L – Capital Strategy
  - Appendix M – Budget Consultation Feedback

Cabinet **RESOLVED** to note and recommend that Council note:

9. The strategic financial approach taken by the Council outlined in section 4 of this report.
10. The Council's core funding position following the Local Government Final Finance Settlement published on 7 February 2022. This shows a £0.005m favourable change in comparison to the provisional settlement previously reported. This is outlined in section 5.
11. The forecast reserves position, and the statutory advice of the Chief Finance Officer outlined in section 6 'The Robustness (Section 25) Statement'.
12. The Council's Improvement Plan within Appendix I, as agreed at Council on 16 December, from which this plan is outlined as a key deliverable within the financial sustainability theme.
13. The following changes which have been made since the 31 January Cabinet report:
  - a. Confirmation of Final Settlement and grant allocations such as Public Health resulting in a £0.005m favourable change in budget position
  - b. Inclusion of the final parish precepts in section 5.2- net nil budget impact
  - c. Confirmation of no changes to the estimates/assumptions included within the budget proposals
  - d. Inclusion of the approach to the asset strategy
  - e. Inclusion of the budget consultation feedback received up to 10 February 2022.

ii. **'Save Bretton Oak Tree' Petition – Action to be Taken**

Cabinet considered the report and the recommendation of the Growth, Resources and Environment Scrutiny Committee and **RESOLVED** to:

1. Delegate authority to the Cabinet Member for Waste, Street Scene and the Environment to determine whether the consent to fell the tree at 9 Barnard Way, Bretton be implemented or not, subject to:
  - Obtaining a further independent expert assessment (i.e. not from the experts who have already provided assessments) of the issues relating to the mature oak tree and the property of 9 Barnard Way, Bretton, with such an assessment reviewing the existing reports and clarifying any inconsistencies; and
  - Ensuring the effectiveness, cost and implications of providing root barrier treatment have been properly considered.

### iii. **The Peterborough Housing Allocations Policy**

Cabinet considered the report and **RESOLVED** to recommend the new Allocations Policy to Full Council for approval.

### iv. **Budget Approval for the Construction of Peterborough City Market and for the Disposal of Land at Northminster**

Cabinet considered the report and **RESOLVED** to recommend that Full Council:

1. Note the indicative costs in relation to the creation of a new city market as set out in exempt Appendix 1 and delegate final approval of those costs to the Director of Resources subject to the Financial Assessment.
2. Approve funding from reserves for the revenue costs to achieve vacant possession of the Northminster site and to meet costs associated with decanting market traders to a temporary location whilst the permanent market is under construction if necessary.
3. Approve the transfer of capital budget from Strategic Property of up to £450,000 for the construction of the Peterborough City Market.
4. Approve the proposed sale of the land at Northminster to the Peterborough Investment Partnership (PIP), as set out in exempt Appendix 3, with phased completion dates of 31 March 2022 and 30 June 2022, subject to final valuation and compliance with best consideration requirements in line with the joint venture agreement with the PIP and with final terms delegated to the Director of Resources and Director of Law and Governance in consultation with the Cabinet Member for Finance.

### 3. **CALL-IN BY SCRUTINY COMMITTEE**

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

### 4. **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 been invoked once:

- **Interim Management of the Key Theatre**

With the approval of the Chairman of the Communities Scrutiny Committee, the urgency procedure and special urgency procedure have been invoked to suspend the requirement to publish notice of the decision for the full 28 days and to suspend the requirement for a 5-day consideration period. The decision will still be subject to call-in. These procedures have been invoked as the Council has worked hard to identify a temporary operator for the Key Theatre, and Selladoor (the current operator of the New Theatre) are the only party immediately willing and able to fulfil this role. They are in a position, subject to successful lease negotiations, to take over from 1 February, meaning that all existing City Culture staff employed at the Key Theatre would subject to statutory consultation transfer under TUPE legislation resulting in no immediate redundancies, and pre-booked shows would be able to continue uninterrupted. The incumbent caterer Chalkboard Limited would become a sub-

tenant of Selladoor. The arrangement with Selladoor will enable PCC to consider all options for the future of the premises and develop a viable business plan.

• **Closure and Relocation of Peterborough City Market**

With the approval of the Chairman of the Communities Scrutiny Committee, the special urgency procedures have been invoked to suspend the requirement for a 5-day consideration period and keeping of the 3 day call-in period. These procedures have been invoked due to the extremely short window for construction of the food hall. In order to decant the traders from the Northminster site by 31<sup>st</sup> March (as required by the contract the council has with the PIP), the food hall will need to be opened by then.

Through Peterborough Ltd, builders are on standby ready to commence the works to the food hall, the council is unable to instruct until the governance is complete surrounding the decision. The build period is extremely tight to complete the build within deadline and the waiver of the usual 5-day period will provide more time for the builders to undertake the works.

**5. CABINET MEMBER DECISIONS**

<b>CABINET MEMBER AND DATE OF DECISION</b>	<b>REFERENCE</b>	<b>DECISION TAKEN</b>
Deputy Leader and Cabinet Member for Housing, Culture and Communities  Steve Allen  19/01/2022	<b>JAN22/CMDN/69</b>	<b>Interim Management of the Key Theatre</b>  The Cabinet Member approved the award of a Lease to Selladoor Venue Development Ltd (operators of the New Theatre Peterborough) to operate the Key Theatre for a period of 5 years, with annual break clauses, from 1 February 2022.
Deputy Leader and Cabinet Member for Housing, Culture and Communities  Steve Allen  28/01/2022	<b>JAN22/CMDN/70</b>	<b>Closure and Relocation of Peterborough City Market</b>  The Cabinet Member for Housing, Culture and Communities:  <ol style="list-style-type: none"> <li>1. Closed the Peterborough City Market at Northminster, Peterborough; and</li> <li>2. Established a new statutory market at Bridge Street pursuant to the Food Act 1984 and moved the Charter/franchise market from Northminster Market to Bridge Street, operating 5 days per week (Tuesday to Saturday);</li> <li>3. Authorised the award of various works, including the construction of the food hall and market kiosks to the contract to Peterborough Limited for a value not exceeding of £779,360 for the construction of the food hall, market kiosks and supply/install of pop-up stall, subject to budget approval.</li> </ol>

<b>COUNCIL</b>	AGENDA ITEM No. 14
<b>2 MARCH 202</b>	<b>PUBLIC REPORT</b>

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

**1. MEMBER REPRESENTATIVES**

<b>Meeting</b>	<b>Dates of Meeting</b>	<b>Representative</b>
Audit and Governance Committee	17 December 2021	Cllr Shaz Nawaz
Overview and Scrutiny Committee	13 December 2021	Cllr Coles Cllr Shaz Nawaz
Combined Authority Board	None	Cllr Wayne Fitzgerald

1.1 The above meetings have taken place in December 2021.

**2. AUDIT AND GOVERNANCE COMMITTEE – 17 DECEMBER**

2.1 The Audit and Governance Committee met on 17 December, the decision summary is attached at Appendix 1.

**3. OVERVIEW AND SCRUTINY COMMITTEE – 13 DECEMBER**

3.1 The Overview and Scrutiny Committee met on 13 December, the decision summary is attached at Appendix 2.

3.2 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: 17 December 2021

Agenda/Minutes: [Audit and Governance Committee – 17th December 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	<b>Apologies and Declarations of Interests</b>	<p>Apologies were received from Cllr Shaz Nawaz, Peterborough County Council who was substituted by Cllr Mohammed Haseeb.</p> <p>Apologies were also received from Cllr's Graham Bull and Mac Maguire, Huntingdonshire District Council; and Cllr Tony Mason, South Cambridgeshire District Council whose substitute Cllr Peter Fane joined the meeting remotely.</p> <p>No disclosable interests were declared.</p>
2	<b>Chair's Announcements</b>	<p>The Chair made the following announcements:</p> <ol style="list-style-type: none"> <li>1. Given this meeting was rearranged from the scheduled date on 26 November due to issues of quoracy the Chair encouraged members to have a dialogue with their named substitutes to avoid the risk of future meetings being inquorate and having to be abandoned.</li> <li>2. The Chair informed the Committee of the latest public health guidelines encouraging business at meetings to be reduced and to only consider items which require a timely decision. To that end the Chair proposed to reduce the agenda for the meeting and suggested deferring items 4, 6, 10, 12 and 13 on the agenda to the next meeting of the Committee. This was agreed.</li> </ol>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>3. The development session on the role of the Audit &amp; Governance Committee and projects would be rescheduled to 2022.</p> <p>4. The Chair informed the Committee that an Independent Person for the Authority's complaints procedure has been appointed and the decisions had been ratified by the Combined Authority Board. David Pearl had been appointed with the reserve Independent Person being Gillian Holmes.</p>
3	<b>Minutes of the Previous Meeting and Action Notes</b>	<p>The minutes from the meeting held on 24 September 2021 were agreed as a correct record.</p> <p>The Actions from the previous meeting were noted.</p>
4	<b>Combined Authority Update</b>	This item was deferred.
5	<b>Corporate Risk Register</b>	<p>The Committee received the report from the Monitoring Officer The Committee questioned whether risks 21 and 32, related to housing, should be increased and have the same scores, which is currently not the case. This Committee's concerns would be raised with the Director of Housing.</p> <p>The Committee noted the report.</p>
6	<b>Internal Audit</b>	This item was deferred.
7	<b>External Audit</b>	<p>The Committee received the report from the Deputy Finance Officer and Mark Hodgson, from Ernst &amp; Young.</p> <p>The Committee AGREED:</p> <p>a) The management letter of representation for the external audit opinion.</p>
8	<b>Annual Accounts and Annual Governance Statement</b>	<p>The Committee received the report from the Deputy Chief Finance Officer.</p> <p>The Committee AGREED:</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		a) to approve the annual accounts; b) to approve the Annual Governance Statement.
9	<b>Re-tendering Process</b>	<p>The Committee were requested to consider a recommendation to opt into the national scheme for auditor appointments for the period 2023/24 to 2027/28. The Combined Authority Board would be considering this at their January 2022 meeting.</p> <p>The Chair asked the Committee if they were content with the recommendation to opt into the national scheme and make a recommendation to the Combined Authority Board on that basis. The Chair moved to support the recommendation, and this was seconded by Cllr Brown.</p> <p>The Committee AGREED:</p> a) to support opting into the national scheme for auditor appointments for the period 2023/24 to 2027/28; b) to make a recommendation to the Combined Authority Board on this basis.
10	<b>Climate Change</b>	This item was deferred.
11	<b>Combined Authority Constitution Review</b>	<p>The Committee received the report which asked them to review the amendments to the Combined Authority Constitution following the annual review.</p> <p>The Committee AGREED to:</p> a) Approve the revisions following the annual review of the Constitution, subject to the amendment suggested in 11.3 above; b) Recommend the revisions to the Combined Authority Board.
12	<b>Treasury Management Strategy</b>	This item was deferred.
13	<b>Trading Companies</b>	This item was deferred.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
14	<b>Work Programme</b>	The work programme was noted. With regard to the deferred item on Trading Companies, there was a request for further information and background on the Combined Authority Board oversight of the subsidiaries as well as a list of the Board members for each Company.
15	<b>Date of next meeting</b>	The Committee would next meet on Friday, 28 January 2022 at 10:00 at Sand Martin House, Peterborough. This was a change of venue from East Cambridgeshire District Council, Ely.

## Overview and Scrutiny Committee Decision Summary

Meeting: 13 December 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 13 December 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.	<b>Apologies</b>	Cllr M Goldsack, Cambridgeshire County Council, substituted by Cllr S Count Cllr S Corney, Huntingdonshire District Council substituted by Cllr E Butler.
2.	<b>Declarations of Interest</b>	Cllr D Baigent declared an interest as a member of the Cambridgeshire Cycling Campaign.
3.	<b>Minutes of the Previous Meeting</b>	The minutes of the last meeting were agreed as an accurate record.
4.	<b>O&amp;S Arrangements Update</b>	<p>The Committee received the report from the Interim Head of Governance who provided an update to the Committee on the Overview and Scrutiny Committee arrangements.</p> <p>The Committee considered the Conflicts Protocol presented to them. Whilst there was some consensus on the need for such a protocol, there was agreement that, as presented, it should not be approved.</p> <p>It was agreed that the comments of Members be taken into account and a revised protocol be presented in the new year.</p> <p>The action log was noted, and Members were content with progress.</p>
5.	<b>Draft Sustainable Growth Ambition Statement and 2022/23 Draft</b>	The Committee received the report from the Chief Finance officer and Director for Delivery and Strategy.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	<b>Budget and Medium-term Financial Plan (MTFP) 2022 to 2026</b>	<p>Following the comments of the Committee the Chair stated she would make representation to the Combined Authority Board on the lack of completeness on the budget as it goes out to public consultation.</p> <p>The Chief Finance Officer confirmed a formal note of the questions asked by the Committee and its comments would be part of the formal consultation process and that responses would be provided to the Committee at its meeting in January 2022.</p>
6.	<b>Devolution Deal</b>	<p>The Committee received the report from the Chair, Cllr Lorna Dupre. It was agreed to forward the report received by the Committee to the Combined Authority Board in its entirety to provide the Board with the opportunity to consider revisiting the Deal. It was agreed to frame a question on the Devolution Deal for the public Mayor's Question Time in March 2022.</p> <p>It was agreed to reconsider the Deal at the Committee on a six-monthly basis commencing in June 2022 so that the Committee might make recommendations to inform development.</p>
7.	<b>Accommodation Strategy</b>	<p>The Committee received the report from the rapporteur, Cllr Mark Goldsack in his absence.</p> <p>It was agreed to receive an update at the next meeting of the Committee with responses to these questions as well as receiving any additional information that will be, by then, known.</p>
8.	<b>Combined Authority Forward Plan</b>	<p>The Forward Plan was noted.</p> <p>As Lead Member for Skills Cllr Coles stated that any changes on who will be the lead officer for Skills in the new year will need to be reported to the Committee as soon as known.</p>
9.	<b>Work Programme</b>	The Committee noted the work programme.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
10.	Date and Time of Next Meeting	The next meeting of the Committee is on Monday, 24 January 2022 at 11:00 at Fenland Hall.

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<b>COUNCIL</b>	AGENDA ITEM No. 15
<b>2 MARCH 2022</b>	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 Sandford**

"Council:

1. Expresses concern about the situation in Ukraine which faces an ongoing threat of invasion by armed forces of the Russian Federation.
2. Supports the actions of the UK Government in trying to resolve the situation through diplomacy, maintaining the threat of strong economic sanctions to deter any threatened invasion and pledging support for the collective security provided by the NATO alliance and in particular towards the Baltic states and other NATO member countries in Eastern Europe.
3. Notes the presence in Peterborough of many thousands of people originating from Lithuania, Poland and other eastern European countries and the important role they play in making Peterborough a dynamic and diverse city.
4. Notes that Peterborough was twinned with Vinnytsia in 1991, making it our city's most recent twinning partnership. With a population of 370,000, Vinnytsia is located in west-central Ukraine and has been an important location for trade and politics since the 14th century.
5. Asks the Executive Director for Place and Communities to investigate ways of strengthening and developing our twinning partnership with Vinnytsia and of supporting the people of the city and the rest of Ukraine in the current stressful and dangerous situation.
6. Specifically asks the director to proactively follow-up with the administration in Vinnytsia following the letter recently sent to the Mayor of the town which offered our support to residents, to investigate ways of offering practical help through the twinning partnership and to look at ways of raising awareness with our own Peterborough residents of the ongoing challenges that the community in Vinnytsia is facing."

### **2. Motion from Councillor Hogg**

"Council notes that:

- Due to the ongoing COVID pandemic, Council meetings have not been held in the Council Chamber since 4 March 2020.
- Several alternatives were used including online zoom meetings, Peterborough Cathedral, and the East of England Arena, before settling on a more regular venue of Sand Martin House.
- Whilst this venue has its advantages, e.g. better ventilation, and lighting, it is still only an ad hoc arrangement with voting having to be done manually.

- By making some logistical changes to the setup of Sand Martin House, we could use this as a more permanent venue for Council meetings, which would then free up the Council Chamber for other uses.

Council resolves to:

Instruct the Chief Executive to investigate the costs of making Sand Martin House a more permanent home for Full Council meetings, to include the installation of the electronic voting system and any other changes deemed necessary, reporting back initially to the Constitution & Ethics Committee.”