

# **PETERBOROUGH CITY COUNCIL'S NOTICE OF INTENTION TO TAKE KEY DECISIONS**

PUBLISHED: 11 JANUARY 2013

## NOTICE OF INTENTION TO TAKE KEY DECISIONS

In the period commencing 28 days after the date of publication of this notice, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual cabinet member, the name of the cabinet member is shown against the decision, in addition to details of the councillor's portfolio. If the decision is to be taken by the Cabinet, its members are as listed below:

Cllr Cereste (Leader); Cllr Lee (Deputy leader); Cllr Scott; Cllr Holdich; Cllr Hiller; Cllr Seaton; Cllr Fitzgerald; Cllr Dalton; Cllr Walsh.

This Notice should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis. Each new notice supersedes the previous notice and items may be carried over into forthcoming notices. Any questions on specific issues included on the Notice should be included on the form which appears at the back of the Notice and submitted to Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to [alexander.daynes@peterborough.gov.uk](mailto:alexander.daynes@peterborough.gov.uk) or by telephone on 01733 452447.

Whilst the majority of the Executive's business at the meetings listed in this Notice will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies this is indicated in the list below. A formal notice of the intention to hold the meeting, or part of it, in private, will be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed (unless a notice of intention to hold the meeting in private has been given).

You are entitled to view any documents listed on the notice, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483), e-mail to [alexander.daynes@peterborough.gov.uk](mailto:alexander.daynes@peterborough.gov.uk) or by telephone on 01733 452447. For each decision a public report will be available from the Governance Team one week before the decision is taken.

All decisions will be posted on the Council's website: [www.peterborough.gov.uk/executivedecisions](http://www.peterborough.gov.uk/executivedecisions). If you wish to make comments or representations regarding the 'key decisions' outlined in this Notice, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this notice.

## KEY DECISIONS FROM 8 FEBRUARY 2013

KEY DECISION REQUIRED	DECISION MAKER	MEETING OPEN TO PUBLIC	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (IF ANY OTHER THAN PUBLIC REPORT)
<p><b>Budget 2013/14 and Medium Term Financial Strategy 2023/2024 - KEY/08FEB13/01</b> To approve the final proposed budget including Council Tax for submission to full Council.</p>	<p><b>Councillor David Seaton, Cabinet Member for Resources Cabinet</b></p>	<p><b>Yes</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant Internal and external stakeholders.</p>	<p>Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>
<p><b>Transfer of Public Health - KEY/08FEB13/02</b> To agree the transfer of Public Health services to the City Council.</p>	<p><b>Councillor Wayne Fitzgerald, Cabinet Member for Adult Social Care / Cabinet</b></p>	<p><b>Yes</b></p>	<p>Health Issues</p>	<p>Relevant internal stakeholders.</p>	<p>Dr Andy Liggins Director of Public Health Tel: 01733 207172 andy.liggins@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>
<p><b>Local Transport Board - KEY/08FEB13/03</b> To agree the framework for the establishment of the Local Transport Board and accept the appointment opportunity as an external organisation.</p>	<p><b>Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environment Capital</b></p>	<p><b>N/A</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>

## PREVIOUSLY ADVERTISED DECISIONS

<p><b>Moy's End Stand Demolition and Reconstruction - KEY/03APR/12</b> Award of Contract for the Demolition of the Moy's End Stand and Reconstruction</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Internal and External Stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11</b> To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments &amp; external stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Rolling Select List - Independent Fostering Agencies - KEY/01JUL/12</b> To approve the list for independent fostering agencies.</p>	<p><b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b></p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p><b>Write off approval for debts over £10,000 in relation to Non Domestic Rates - KEY/31OCT12/01</b>          Authorise the write off of debt shown as outstanding in respect of non domestic rate accounts.</p>	<p><b>Councillor David Seaton          Cabinet Member for Resources</b></p>	<p><b>N/A</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Internal and External Stakeholders as appropriate.</p>	<p>Richard Godfrey          ICT and Transactional Services Partnership Manager          Tel: 01733 317989          richard.godfrey@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Expansion and Refurbishment of Hampton Vale Primary School - KEY/31OCT12/04</b>          Award of Contract for the expansion and refurbishment of Hampton Vale Primary School.</p>	<p><b>Councillor John Holdich OBE          Cabinet Member for Education, Skills and University</b></p>	<p><b>N/A</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders including ward councillors as appropriate.</p>	<p>Brian Howard          Programme Manager - Secondary Schools Development          Tel: 01733 863976          brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Council Tax Base 2013/14 - KEY/13NOV12/02</b>          To agree the calculation of the council tax base for 2013/14.</p>	<p><b>Councillor David Seaton, Cabinet Member for Resources Cabinet</b></p>	<p><b>Yes</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Steven Pilsworth          Head of Strategic Finance          Tel: 01733 384564          Steven.Pilsworth@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Budget and Medium Term Financial Strategy - KEY/13NOV12/03</b>          Draft budget for 2013/14 and Medium Term Financial Strategy to 2023/24 to be agreed as a basis for consultation. This will include the Council's Capital Strategy, Asset Management Plan and Draft Annual Accountability Agreement between Peterborough City Council and Peterborough Primary Care Trust.</p>	<p><b>Councillor David Seaton, Cabinet member for Resources Cabinet</b></p>	<p><b>Yes</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Steven Pilsworth          Head of Strategic Finance          Tel: 01733 384564          Steven.Pilsworth@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p><b>Mental Health Services at Clare Lodge - KEY/13NOV12/05</b> Undertake a tender to secure Mental Health Services for Clare Lodge Secure Unit.</p>	<p><b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b></p>	N/A	Creating Opportunities and Tackling Inequalities	Internal and External Stakeholders as appropriate.	<p>Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.
<p><b>Clare Lodge Service Review Outcome - KEY/13NOV12/06</b> To approve the outcome of the service review of Clare Lodge Secure Unit.</p>	<p><b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b></p>	N/A	Creating Opportunities and Tackling Inequalities	Internal and External Stakeholders as appropriate.	<p>Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.
<p><b>Family Support Framework - KEY/13NOV12/07</b> Create a framework for Family Support services.</p>	<p><b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b></p>	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	<p>Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.
<p><b>Residential Approved Provider List - KEY/13NOV12/08</b> Create a compliant Approved Provider List for Residential units for children and young people.</p>	<p><b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b></p>	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	<p>Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.
<p><b>Children's Play Services Review - KEY/13NOV12/09</b> To undertake a review of the Play Services in the city</p>	<p><b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b></p>	N/A	Creating Opportunities and Tackling Inequalities.	To be undertaken with key stakeholders.	<p>Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.

<p><b>Superfast Broadband - KEY/13NOV12/10</b> To authorise the award of the contract for the provision of Superfast Broadband in Peterborough and Cambridgeshire</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal departments.</p>	<p>Richard Godfrey ICT and Transactional Services Partnership Manager Tel: 01733 317989 richard.godfrey@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Healthwatch Commissioning - KEY/30NOV12/02</b> Approval of the proposed approach to commission Healthwatch Peterborough.</p>	<p><b>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</b></p>	<p>N/A</p>	<p>Health Issues</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Nick Blake Improvement &amp; Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Care and Repair Framework Agreement - KEY/18DEC12/01</b> To approve a framework agreement and schedule of rates to deliver disabled facility grant work. specifically providing disabled access to toilet and washing facilities and associated work in domestic properties.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	<p>N/A</p>	<p>Strong and Supportive Communities</p>	<p>Relevant Internal Departments.</p>	<p>Russ Carr Care &amp; Repair Manager Tel: 01733 863864 russ.carr@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Capital Programme of Works - KEY/18DEC12/02</b> To agree the Capital Programme of Works for 2013-14.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Members of public, external stakeholders and internal departments.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p><b>Extension of Homecare Contracts - KEY/18DEC12/03</b> To extend the current contracts for a further period of 9 months.</p>	<p><b>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</b></p>	N/A	Health Issues	Internal and external stakeholders.	<p>John Cremins Head of Service, Contracts Procurement &amp; Compliance Tel: 01733 384608 john.cremins@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.
<p><b>Award of Contract for the 413 Bus Service - KEY/27DEC12/01</b> Award of Contract for Route 413 (Maxey to City Centre) from 1 April 2013.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	N/A	Sustainable Growth	Relevant internal departments and external stakeholders.	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.
<p><b>Award of Insurance Contract - KEY/10JAN13/01</b> To authorise the awarding of the contract for provision of the Council's insurances for the next five years.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	N/A	Sustainable Growth and Environment Capital	Relevant Internal Departments.	<p>Sue Addison Insurance Manager Tel: 01733 348560 sue.addison@peterborough.gov.uk</p>	It is not anticipated that any further documents will be required.
<p><b>Extension to various Highways Related Contracts to July 2013 - KEY/24JAN13/01</b> To extend the existing Highways Maintenance, Professional Services, Street Lighting and Gully Cleansing Contracts until July 2013 pending the review of alternative procurement options.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	N/A	Sustainable Growth and Environment Capital	Consultation with senior officers has been undertaken including the Director of Operations and Head of Business Transformation.	<p>Simon Machen Head of Planning, Transport and Engineering Services Tel: 01733 453475 simon.machen@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.
<p><b>Environment Capital Action Plan - KEY/24JAN13/02</b> Approve the Plan for public consultation.</p>	<p><b>Councillor Gr. Uff. Marco Cereste, Leader Cabinet</b></p>	YES	Sustainable Growth and Environment Capital	Four week public consultation.	<p>Charlotte Palmer Climate Change Team Manager charlotte.palmer@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.



<p><b>Risk Based Verification Policy - KEY/24JAN13/03</b> To approve the policy for online Housing/Council Tax Benefit claim forms.</p>	<p><b>Councillor David Seaton, Cabinet Member for Resources Cabinet</b></p>	<p><b>NO</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant Internal and External Stakeholders.</p>	<p>Amanda Stevens Head of Shared Transactional Services Tel: 01733 317941 amanda.stevens@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Religious Education Syllabus - KEY/24JAN13/04</b> To approve the Locally Agreed Syllabus for Religious Education (RE).</p>	<p><b>Councillor John Holdich OBE Cabinet Member for Education, Skills and University</b></p>	<p><b>N/A</b></p>	<p>Creating Opportunities and Tackling Inequalities.</p>	<p>SACRE and other key stakeholders.</p>	<p>Sally Weald Governor Services Assistant Manager Tel: 01733 763720 sally.weald@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Review of Eligibility Criteria for Adult Social Care Services - KEY/24JAN13/05</b> Agree recommendations following the review of Eligibility Criteria.</p>	<p><b>Councillor Wayne Fitzgerald, Cabinet Member for Adult Social Care Cabinet</b></p>	<p><b>YES</b></p>	<p>Health Issues</p>	<p>Social Care users, carers and partners.</p>	<p>Jana Burton Assistant Director Care Services Delivery Tel: 01733 452440 jana.burton@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Review of Charging Policy for Adult Social Care Services - KEY/24JAN13/06</b> Agree recommendations following the review of Adult Social Care charging policy.</p>	<p><b>Councillor Wayne Fitzgerald, Cabinet Member for Adult Social Care Cabinet</b></p>	<p><b>YES</b></p>	<p>Health Issues</p>	<p>Social Care users, carers and partners.</p>	<p>Paul Stevenson Interim Head of Finance Tel: 01733 452306 paul.stevenson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Fletton Parkway Junction 17 to 2 improvement scheme - KEY/24JAN13/07</b> To agree funding is brought forward between 2012 and 2015 in Medium Term Financial Strategy and the contract awarded for the works.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Housing, Neighbourhoods and Planning, Cabinet Member for Resources</b></p>	<p><b>N/A</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

**CHIEF EXECUTIVE'S DEPARTMENT Town Hall, Bridge Street, Peterborough, PE1 1HG**

Communications  
Strategic Growth and Development Services  
Legal and Governance Services  
Policy and Research  
Economic and Community Regeneration  
HR Business Relations, Training & Development, Occupational Health & Reward & Policy

**STRATEGIC RESOURCES DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG**

Finance  
Internal Audit  
Information Communications Technology (ICT)  
Business Transformation  
Strategic Improvement  
Strategic Property  
Waste  
Customer Services  
Business Support  
Shared Transactional Services  
Cultural Trust Client

**CHILDRENS' SERVICES DEPARTMENT Bayard Place, Broadway, PE1 1FB**

Safeguarding, Family & Communities  
Education & Resources  
Strategic Commissioning & Prevention

**OPERATIONS DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG**

Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management, Passenger Transport)  
Commercial Operations (Strategic Parking and Commercial CCTV, City Centre, Markets & Commercial Trading, Tourism)  
Neighbourhoods (Strategic Regulatory Services, Safer Peterborough, Strategic Housing, Cohesion, Social Inclusion, Neighbourhood Management)  
Operations Business Support (Finance)

**ADULT SOCIAL CARE Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG**

Care Services Delivery (Assessment & Care Management; Integrated Learning Disability Services and HIV/AIDS; Regulated Services)  
Strategic Commissioning (Mental Health & Integrated Learning Disability; Older People, Physical Disability & Sensory Impairment; Contracts, Procurement & Compliance)  
Quality, Information and Performance (Performance & Information; Strategic Safeguarding; Business Support & Governance; Business Systems Improvement; Quality and Workforce Development)

## PETERBOROUGH CITY COUNCIL'S CABINET MEMBERS WOULD LIKE TO HEAR FROM YOU

The Leader of Peterborough City Council is offering everyone a chance to comment, or raise queries on the decisions highlighted on the Council's Notice of Intention to take Key Decisions.

Your comments and queries can be submitted to the Council's Governance Team using the form overleaf, or alternatively by telephone or email. The Governance team will then liaise with the appropriate Cabinet Member and ensure that you receive a response. Members of the Cabinet, together with their areas of responsibility, are listed below:

Councillor Cereste	Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environment Capital
Councillor Lee	Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning
Councillor M Dalton	Cabinet Member for Communications
Councillor Hiller	Cabinet Member for Housing, Neighbourhoods and Planning
Councillor Holdich	Cabinet Member for Education, Skills and University
Councillor Fitzgerald	Cabinet Member for Adult Social Care
Councillor Scott	Cabinet Member for Children's Services
Councillor Seaton	Cabinet Member for Resources
Councillor Walsh	Cabinet Member for Community Cohesion and Safety

# SUBMIT YOUR COMMENTS OR QUERIES TO PETERBOROUGH CITY COUNCIL'S CABINET

Your comment or query:

How can we contact you with a response?  
(please include a telephone number, postal and/or e-mail address)

Name .....

Address .....

.....

Tel: .....

Email: .....

Who would you like to respond? (if left blank your comments will be referred to the relevant Cabinet Member)