

# **PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS**

PUBLISHED: 11 MARCH 2022

# FORWARD PLAN

## **PART 1 – KEY DECISIONS**

In the period commencing 28 clear days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below in **Part 1**. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual Cabinet Member, the name of the Cabinet Member is shown against the decision, in addition to details of the Councillor's portfolio. If the decision is to be taken by the Cabinet, this too is shown against the decision and its members are as listed below:

Cllr Fitzgerald (Leader of the Council), Cllr Steve Allen (Deputy Leader); Cllr Ayres; Cllr Cereste; Cllr Hiller; Cllr Walsh; Cllr Coles and Cllr Simons.

This Plan should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis to reflect new key-decisions. Each new Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to [philippa.turvey@peterborough.gov.uk](mailto:philippa.turvey@peterborough.gov.uk), Democratic and Constitutional Services Manager, Legal and Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to or by telephone on 01733 452460. For each decision a public report will be available from the Democratic Services Team one week before the decision is taken.

## **PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE**

Whilst the majority of the Executive's business at the Cabinet meetings listed in this Plan will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies, notice will be given within **Part 2** of this document, 'notice of intention to hold meeting in private'. A further formal notice of the intention to hold the meeting, or part of it, in private, will also be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

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

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

For complete transparency relating to the work of the Executive, this Plan also includes an overview of non-key decisions to be taken by the Cabinet or individual Cabinet Members, these decisions are listed at **Part 3** and will be updated on a weekly basis.

You are entitled to view any documents listed on the Plan, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Philippa Turvey, Democratic and Constitutional Services Manager, Legal and Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to [philippa.turvey@peterborough.gov.uk](mailto:philippa.turvey@peterborough.gov.uk) or by telephone on 01733 452460.

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

**PART 1 – FORWARD PLAN OF KEY DECISIONS**

**KEY DECISIONS FROM 11 APRIL 2022**

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>Contract value reconciliation to accommodate transaction charges - Pay360 Capita call-off contract via KCS Framework Agreement – KEY/11APR2022/01</b> - Seek authorisation for increased contract value award. The cumulative contract value now exceeds the value originally awarded within a Director's Contract Award Report.</p>	<p><b>Councillor Marco Cereste, Cabinet Member for Digital Services and Transformation</b></p>	<p>tba</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>N/A</p>	<p>Relevant internal and external stakeholders</p>	<p>Jason Dalby IT Projects and Programmes ICT Project Manager, t: 01733 452562 m: 07931 176848, jason.dalby@peterborough.gov.uk</p>	<p>Director's Contract Award Report dated 25 August 2021</p>
<p><b>Home to School Mini Buses - KEY/11APR2022/02</b> - To award a contract for the supply of new Mini Buses to deliver the Home to School Transport service for Aragon Direct Services</p>	<p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p>	<p><b>April 2022</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders and competitive tender.</p>	<p>James Collingridge, Head of Environmental Partnerships, 01733864736, james.collingridge@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<b>New Street Cleansing Vehicles - KEY/11APR2022/03</b> - Award a contract for new vehicles to be used to deliver Street Cleansing Services.	Councillor Nigel Simons, Cabinet Member for Waste, Street Scene and the Environment	<b>April 2022</b>	Growth, Environment and Resources Scrutiny Committee	All Wards	Relevant internal and external stakeholders and competitive tender.	James Collingridge, Head of Environmental Partnerships, 01733864736, james.collingridge@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

**PREVIOUSLY ADVERTISED KEY DECISIONS**

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</b>
<p><b>1. Contract for remedial works by PCC to the Stanground Bypass – KEY/2SEP19/02</b>                      To approve works to the Stanground bypass and authorise the associated package of work to be issued to Skanska Construction UK Limited under the Council’s existing agreement with SKANSKA dated 18th September 2013 (the Highways Services Agreement).</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Stanground South and Hargate and Hempsted</p>	<p>Relevant internal and external stakeholders  Standard consultation for highway schemes.</p>	<p>Charlotte Palmer, Group Manager – Transport and Environment,  <a href="mailto:charlotte.palmer@peterborough.gov.uk">charlotte.palmer@peterborough.gov.uk</a></p>	<p>To be determined.</p>

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<b>2.</b>	<p><b>Disposal of land at 7-23 London Road, Peterborough - KEY/06JAN20/01</b></p> <p>Approval to dispose of surplus land to a registered provider for redevelopment to social housing The disposal will be conditional on a successful planning consent; the application has yet to be made.</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central</p>	<p>Relevant internal and external stakeholders.</p>	<p>Felicity Paddick, Manager - Estates and Valuation, Tel: 07801 910971 Email: <a href="mailto:felicity.paddick@nps.co.uk">felicity.paddick@nps.co.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>There will be an exempt annex with details of the commercial transaction.</p>

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<b>3.</b>	<p><b>The disposal of former playing fields at Angus Court, Westown, Peterborough - KEY/06JAN20/02</b></p> <p>Approval to dispose of former playing fields and Angus Court</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>West</p>	<p>A number of consultation events for local residents have been held for both the proposed disposal of land at Angus Court and the creation of new facilities at Thorpe Lea Meadows. Planning approval was secured for the new facilities at Thorpe Lea Meadows. These works are now completed. Consultation and information events to discuss the Council's plans to dispose of land at Angus Court and the creation of a new public play area, were held at West Town Academy took place on 1 November 2018 and 7 March 2019</p>	<p>Felicity Paddick, Manager - Estates and Valuation, Tel: 07801 910971 Email: felicity.paddick@nps.co.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p><b>4. Joint Cambridgeshire County Council and Peterborough City Council Transport Services DPS - KEY/7DEC20/01 -</b> Joint Cambridgeshire County Council and Peterborough City Council Transport Services DPS for all Education and social care transport procurement.</p>	<p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p>	<p><b>March 2022</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.  Agreed at RIT Board and Joint Commissioning Board</p>	<p>Bryony Wolstenholme - Passenger Transport Operations Tel: 01733 317453 Email: bryony.wolstenholme@peterborough.gov.uk</p>	<p>Joint Commissioning Board decisions 25.08.2020/ RIT Board 19.02.2020</p>
<p><b>5 Mechanism selected for the supply of agency workers – KEY/21DEC20/02 –</b> Options appraisal being undertaken for the Council's future supply of agency workers beyond expiry of the current contracts. This decision recommends the option that should be taken forward in the long term.</p>	<p><b>Councillor Cereste, Cabinet Member for Digital Services and Transformation</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>N/A</p>	<p>Legal, procurement, market analysis.</p>	<p>Kirsty Nutton, Head of Corporate Finance Tel: 01733 384590, Email: Kirsty.nutton@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>



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<p><b>6. Bretton Court Redevelopment Scheme – KEY/15MAR21/04</b></p> <p>1. Approve the surrender of the Council's lease for the ground floor retail units of Bretton Court dated 28th June 2019, subject to the conditions to set out below and to be formalised within the Deed of Surrender</p> <p>2. Approve the Council entering in to an Agreement for Lease for the ground floor retail units of the new development scheme at Bretton Court, subject to the terms set out below</p> <p>3. Subject to the terms of the above Agreement for Lease being satisfied, to approve the Council entering in to a New Lease or the ground floor retail units of the new development scheme at Bretton Court</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Bretton</p>	<p>Relevant internal and external stakeholders</p>	<p>Helen Harris, Senior Estates Surveyor, NPS Peterborough Email: helen.harris@nps.co.uk Mobile: 07920 160181</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>7. <b>Approval for application of Government funding for a heat network - KEY/29MAR21/02</b>  The Peterborough Integrated Renewables Infrastructure (PIRI) is designing a low carbon heat network for Peterborough. In order to develop the designs an application for Government Grant funding will be required and this decision is to provide approval for that application.</p>	<p><b>Councillor Simons, Cabinet Member for Waste, Street Scene and Environment</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All</p>	<p>Consultation have been undertaken with the engaged advisors</p>	<p>Elliot Smith - Commercial Manager; Energy, Infrastructure and Regeneration.  Tel: 07506536565  Email; <a href="mailto:elliott.smith@peterborough.gov.uk">elliott.smith@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <b>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</b></p>

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<b>8.</b>	<p><b>PCC Homecare Framework – KEY/12APR21/02</b> To launch a new pseudo framework in March 2023 for the provision of care and support in the community, including homecare, supported living services and extra care.</p>	<p><b>Councillor Walsh, Cabinet Member for Adult Social Care, Health &amp; Public Health</b></p>	<p><b>March 2022</b></p>	<p>Adults and Health Scrutiny Committee</p>	<p>West</p>	<p>Relevant internal and external stakeholders</p>	<p>Ruth Miller, 07795046754, ruth.miller@camb.ridgeshire.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p>
<b>9.</b>	<p><b>64-68 Bridge Street, dilapidation works – KEY/26APR2021/02 –</b> Approval to carry out dilapidations works at 64-68 Bridge Street, Peterborough.</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central</p>	<p>Relevant internal and external stakeholders</p>	<p>Felicity Paddick, Manager - Estates and Valuation, Tel: 07801 910971 Email: felicity.paddick@nps.co.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</b></p>

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<b>10.</b>	<b>Fleet Procurement - KEY/26APR2021/08</b> - Formal tender for various Fleet vehicles for Aragon Direct Services including areas such as Street Cleansing and Property Maintenance	<b>Councillor Simons, Cabinet Member for Waste, Street Scene and Environment</b>	<b>March 2022</b>	Growth, Environment and Resources Scrutiny Committee	All Wards	Relevant internal and external stakeholders	James Collingridge, Head of Environmental Partnerships, Tel: 01733864736, Email: james.collingridge@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>11.</b>	<b>Peterborough City Council Housing Related Support Procurement / Commissioning - KEY/24MAY21/02</b> – To Procure / Commission Peterborough City Council Housing Related Support Services. Service redesign and change form annual Grant Agreements to longer term contracts.	<b>Councillor Steve Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b>	<b>March 2022</b>	Communities Scrutiny Committee	All Wards	Soft market testing is underway. A Housing Related Support Commissioning Strategy has been agreed and has received all the relevant approvals.	Sharon Malia, Housing Programmes Manager Sharon Malia - Housing Programmes Manager, 01733 237771, Email: <a href="mailto:sharon.malia@peterborough.gov.uk">sharon.malia@peterborough.gov.uk</a>	To be submitted, Housing Related Support Commissioning Strategy for Cambridgeshire & Peterborough 2020 - 2022. Procurement/ Commissioning information.

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<b>12.</b>	<p><b>Capita Revenue &amp; Benefits Academy system migration to cloud – KEY/30AUG21/01 -</b></p> <p>To approve the award of contract for the procurement of ICT cloud-based services from Capita UK Limited</p> <p>through to a Framework Agreement for the period 1st September 2021 to 31st August 2026 for a value of £630,000</p>	<p><b>Councillor Marco Cereste, Cabinet Member for Digital Services and Transformation</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Data has been gathered from the existing on premises system and been analysed by Capita to inform their proposal. Capita's proposal has been shared with internal stakeholders and Serco who process on behalf of the council. Feedback has been collated and sent back to Capita to allow them to amend their proposal and draft the contract</p>	<p>Jason Dalby, ICT Project Manager, Tel:07931 176848, Email: jason.dalby@pet erborough.gov.uk</p>	<p>Project Brief, Business Case, Specification of Requirements, Capita proposal, data protection and climate impact assessments</p>
<b>13.</b>	<p><b>Approval to enter into a Section 75 Partnership Agreement with Cambridgeshire and Peterborough NHS Foundation Trust – KEY/11OCT21/03</b></p> <p>This agreement will ensure the provision of CPFT mental health specialist working with mental health practitioners who are part of multiagency Family Safeguarding teams working as part of children's social care safeguarding teams.</p>	<p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p>	<p><b>March 2022</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Helen Andrews, Children's Commissioning Manager helen.andrews@ cambridgeshire.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p><b>14. Healthwatch Service - KEY/22NOV21/02</b> - Approval to enter into an agreement for the provision of Healthwatch Service</p>	<p><b>Councillor Irene Walsh, Cabinet Member for Adult Social Care, Health and Public Health</b></p>	<p><b>March 2022</b></p>	<p>Adults and Health Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Charlotte Knight Tel: 01733 317986 Email: charlotte.knight@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>15. Section 256 Agreement with Cambridgeshire and Peterborough Clinical Commissioning Group – KEY/03JAN22/01</b> Authorise the Council to enter into a Section 256 Agreement (pursuant to section 256 NHS Act 2006) with the Cambridgeshire and Peterborough Clinical Commissioning Group for receipt of funding relating to health funded support to children and young people and their families for the financial years 2022/2023 and 2023/2024.</p>	<p><b>Councillor Lynne Ayres, Cabinet Member for Children’s Services and Education, Skills and the University</b></p>	<p><b>March 2022</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>All Wards</p>	<p>All relevant internal and external stakeholders</p>	<p>Pam Setterfield, Commissioning Manager, Tel: 07920 160394, Email: pam.setterfield@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p><b>16. Novation of Amey LG Materials Recycling Facility contract – KEY/03JAN22/02</b>  Agreement by the relevant cabinet member to permit a novation of Amey MRF contract and associated legal agreements necessary to complete this process.</p>	<p><b>Councillor Nigel Simons, Cabinet Member for Waste, Street Scene and the Environment</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Richard Pearn, Head of Waste, Resources and Energy,  Email: <a href="mailto:richard.pearne@peterborough.gov.uk">richard.pearne@peterborough.gov.uk</a></p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</b></p>

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17.	<b>Amendment to Hotel Loan Facility - KEY/17JAN2022/02</b> - An amendment is required to the Hotel Loan Facility with Fletton Quays Hotel Ltd	<b>Councillor Andy Coles, Cabinet Member for Finance</b>	<b>May 2022</b>	<b>Growth, Environment and Resources Scrutiny Committee</b>	Fletton and Stanground	Consultation has been undertaken with the Council's Quantity Surveyors working for the Council on this project	Carole Coe, Commercial Finance Manager, Tel:07966 570604, Email: carole.coe@pet erborough.gov.uk	<p>The decision will include an exempt annex containing a commercially confidential update from the Director of the Fletton Quays Hotel Ltd.</p> <p><b>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</b></p>



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18.	<b>Opt Into The National Scheme For Auditor Appointments From 2023 - KEY/17JAN2022/03</b> - Confirm to Public Sector Audit Appointments that it will opt into the national scheme for auditor	<b>Councillor Andy Coles, Cabinet Member for Finance</b>	<b>February 2022</b>	<b>Growth, Environment and Resources Scrutiny Committee</b>	N/A	N/A  Kirsty Nutton, Head of Corporate Finance Tel: 01733 384590 Email: Kirsty.nutton@peterborough.gov.uk	Report and Invitation letter  It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p><b>19. Approval for contract to be awarded to Milestone to deliver Phase 2 outline business case for Peterborough University access improvement scheme – KEY/28FEB22/01</b></p> <p>The Council has previously received funding of £360k from the Cambridgeshire and Peterborough Combined Authority (CPCA) to deliver the strategic outline business case and phase 1 outline business case for Peterborough University access improvement scheme. Now that these stages are complete, the CPCA is in the process of awarding a further £1.8m so that Phase 2 of the outline business case can be undertaken. The additional funding for the scheme is subject to approval at CPCA Board meeting to be held on 26th January 2022. Approval is required for contract to be awarded to Milestone to undertake Phase 2 of the outline business case for the scheme.</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central and East Wards</p>	<p>Consultation was undertaken between 25/10/21 to 5/12/21 and feedback was incorporated into Phase 1 of the Outline Business Case. Further consultation will occur as the project develops.</p>	<p>Lewis Banks, Transport &amp; Environment Manager, Tel: 01733 317465, Email: lewis.banks@pe-terborough.gov.uk</p>	<p>Currently the relevant documents for this decision are not available. The minutes of the CPCA Board meeting scheduled for 26 January 2022 will serve as confirmation of the additional grant funding award. The minutes and any supporting documents will be provided once they are made available.</p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>20. To approve the 2022/23 Transport Programme of Works – KEY/28FEB22/02</b> Peterborough Highway Services are in the process of drafting their annual Transport Programme of Works for 2022/23. A Cabinet Member Decision Notice will be submitted once the programme is finalised. This will cover programmes for Integrated Transport, Highway Maintenance, Street Lighting Maintenance and Bridge Maintenance.</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>April 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Where applicable the necessary consultation will be taken undertaken prior to delivery.</p>	<p>Lewis Banks, Transport &amp; Environment Manager, Tel: 01733 317465, Email: lewis.banks@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>21. Continuation of shared Trading Standards Service – KEY/28FEB22/03</b> Peterborough City Council entered into a Memorandum of Understanding with Cambridgeshire County Council for the provision of a shared Trading Standards Service across Peterborough and Cambridgeshire from 1 April 2017. Approval is requested to continue the shared service arrangements as per the Service Level Agreement.</p>	<p><b>Councillor Steve Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Catherine Pawson. Head of Operations Trading Standards, 01954 284651, catherine.pawson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>22. Dynamic Purchasing System - Temporary Accommodation &amp; Private Rented Sector Scheme – KEY/18FEB22/05</b> To implement a Dynamic Purchasing System in order to procure accommodation for homelessness households who approach Peterborough City Council for assistance. We look to be more responsive and flexible with the accommodation we provide, and to ensure we provide value for money through a more competitive system.</p>	<p><b>Councillor Steve Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b></p>	<p><b>April 2022</b></p>	<p>Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Housing Needs are currently undertaking a soft market test and engagement with providers.</p>	<p>Caroline Rowan, Housing Manager, 01733 864095, caroline.rowan@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>23. Housing Related Support Grant Agreements 2022/2023 – KEY/18FEB22/06</b> Award specific grants for Housing Related Support, which will be funded through the Housing Related Support Programme (formerly Supporting People Programme), for the period of 12 months, 1 April 2022 to 31 March 2023</p>	<p><b>Councillor Steve Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b></p>	<p><b>March 2022</b></p>	<p>Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Discussion with existing recipients of Grants  Relevant internal and external stakeholders</p>	<p>Sharon Malia, Housing Programmes Manager, 07920 160632, sharon.malia@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION	
24.	<p><b>Towns Fund Business Cases and Grant Funding Agreements approval - KEY/18FEB22/04</b> Towns Fund Business Cases approval and approval to enter into Grant Funding Agreements with third party project partners including Nene Park Trust and Peterborough College.</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>14 March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Orton Longueville, Park, Central and Fletton and Stanground Wards</p>	<p>Towns Fund Board consulted and approved process at Board Meeting 20/01/22.</p>	<p>Karen Lockwood, Programme Manager, 07825 902794, karen.lockwood@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</b></p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p><b>25. Procurement of a Design Team for The Vine, 64-68 Bridge Street, Peterborough - KEY/14MAR2022/01 –</b> A decision is requested following a procurement exercise under the Homes England Framework, for the appointment of a design team. The design team will then need to undertake concept designs to inform an Outline Business Case.</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central Ward</p>	<p>Relevant internal and external stakeholders and through the Homes England Framework.</p>	<p>Karen Lockwood, Programme Manager Place &amp; Economy, Tel:07825 902794, Email: karen.lockwood@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>26. Article 4 Direction - KEY/28MAR2022/01 –</b> To agree to formulate an Article 4 Direction for public consultation that requires property owners in Bretton, Fletton &amp; Woodston, Hargate &amp; Hempstead, Hampton Vale, Park and Central wards, to obtain planning permission when converting single homes or residential properties into HMOs, alongside relevant planning policies to support this.</p>	<p><b>Councillor Steve Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b></p>	<p><b>May 2022</b></p>	<p>Communities Scrutiny Committee</p>	<p>Bretton, Fletton &amp; Woodston, Hargate &amp; Hempstead, Hampton Vale, Park and Central.</p>	<p>Formal public consultation within relevant wards</p>	<p>Michael Kelleher, Assistant Director Housing michael.kelleher@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>KEY DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<b>27.</b>	<b>Clare Lodge and agency resource - KEY/28MAR2022/02 -</b> Relating to the supply of temporary agency requirements at Clare Lodge	<b>Councillor Marco Cereste, Cabinet Member for Digital Services and Transformation</b>	<b>March 2022</b>	Growth, Environment and Resources Scrutiny Committee	All Wards	Legal, Procurement, Service area, Clare Lodge, agency providers	Steve McFaden, Business, Strategy & Infrastructure Manager Clare Lodge, 01733 253246	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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

**KEY DECISIONS TO BE TAKEN IN PRIVATE**

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



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

**NON-KEY DECISIONS**

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

**PREVIOUSLY ADVERTISED DECISIONS**

<i><b>DECISION REQUIRED</b></i>		<i><b>DECISION MAKER</b></i>	<i><b>DATE DECISION EXPECTED</b></i>	<i><b>RELEVANT SCRUTINY COMMITTEE</b></i>	<i><b>WARD</b></i>	<i><b>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b></i>
<b>1.</b>	<p><b>Disposal of former Barnack Primary School caretaker house -</b>                      Delegate authority to the Corporate Director of Growth and Regeneration to dispose of the property.</p>	<p><b>Councillor Coles, Cabinet Member for Finance</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment &amp; Resources Scrutiny Committee</p>	<p>NA</p>	<p>Relevant internal and external stakeholders.</p>	<p>Bill Tilah, Estates Surveyor                      Email: Bill.Tilah@nps.co.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</b></p>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>2. Approval of the leasehold disposal of a brownfield site to a care provider –</b>  A site has been found for a care home and the Council are currently looking into a leasehold disposal to a care provider who will build a care facility and then contract to provide services to the Council.</p>	<p><b>Councillor Peter Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</b></p>	<p><b>March 2022</b></p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Park Ward</p>	<p>Relevant internal and external stakeholders.</p> <p>A forum has been set up by the Combined Authority involving representatives from finance, legal, property and social care.</p>	<p>Felicity Paddick, Manager - Estates and Valuation, Tel: 07801 910971  Email: felicity.paddick@nps.co.uk</p>	<p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>3. Variation to the delegation agreement between Peterborough City Council (PCC) and Cambridgeshire County Council (CCC) regarding the delivery of the Healthy Child Programme (HCP) across Peterborough and Cambridgeshire</b></p> <p>This decision seeks authorisation to vary the Delegation and Partnering agreement to account for the increase in the value of PCC financial contributions to CCC in respect of the Agenda for Change pay increase. Agenda for Change is a nationally agreed UK-wide package of pay, terms and conditions for NHS staff. Under this deal, which came into effect in 2018, was the agreement for all NHS staff employed at the top pay points at bands 2-8c were to receive a 6.5% cumulative pay increase over a 3 year period.</p>	<p><b>Councillor Walsh, Cabinet Member for Adult Social Care, Health &amp; Public Health</b></p>	<p><b>March 2022</b></p>	<p>Adults and Health Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Amy Hall, Children's Public Health Commissioning Manager, Tel:07583040529</p>	<p>CMDN to authorise delegation of HCP commissioning functions from PCC to CCC - <a href="https://democracy.peterborough.gov.uk/mglssueHistoryHome.aspx?lId=22331&amp;PlanId=395&amp;RPID=0">https://democracy.peterborough.gov.uk/mglssueHistoryHome.aspx?lId=22331&amp;PlanId=395&amp;RPID=0</a></p>

<b>DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<b>4.</b>	<p><b>Joint PCC and CCC IT Service Management System</b></p> <p>To approve the procurement of a new joint Peterborough City Council [PCC] and Cambridgeshire County Council [CCC] IT Service Management [ITSM] system.</p>	<p><b>Councillor Cereste, Cabinet Member for Digital Services and Transformation</b></p>	<b>March 2022</b>	Growth, Environment and Resources Scrutiny Committee	N/A	<p>Relevant internal and external stakeholders.</p> <p>G-Cloud Procurement Process</p>	<p>Damian Roberts, Project Manager. T: 07485 594522 E: <a href="mailto:damian.roberts@peterborough.gov.uk">damian.roberts@peterborough.gov.uk</a></p>	CMDN and PID
<b>5.</b>	<p><b>Approval of the Peterborough Sufficiency Strategy</b></p> <p>Every top tier local authority is required to publish a sufficiency strategy. This must set out how we seek to avoid children coming into care through the provision of family support services, and identify steps that we are taking to ensure that we have sufficient placements for children in care in our area, so that as many children and young people in care can live locally, provided that this is in their best interests.</p>	<p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p>	<b>March 2022</b>	Children and Education Scrutiny Committee	All Wards	There has been widespread consultation including with children and young people in care.	<p>Lou Williams: Director of Children's Services, Tel:07920160141, Email: <a href="mailto:lou.williams@peterborough.gov.uk">lou.williams@peterborough.gov.uk</a></p>	Scrutiny Report

<b>DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p>6. <b>Werrington Fields and Ken Stimpson Secondary School</b> - Following a public meeting held on 20 September 2021 at Ken Stimpson School, a decision needs to be taken on whether or not to proceed with plans to erect a fence to enclose part of the school's playing fields. The area is currently open access to the public. The school has not been using the area for over two years due to concerns over the safeguarding risk to the young people attending the school.</p>	<p><b>Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University</b></p>	<p><b>May 2022</b></p>	<p>Children and Education Scrutiny Committee</p>	<p>Werrington</p>	<p>Public meeting held on 20 September 2021 at Ken Stimpson School. Prior to this, a detailed background information document was circulated to interested parties.</p>	<p>Hazel Belchamber, Assistant Director: Education Capital &amp; Place Planning, Tel: 07833481406, Email: hazel.belchamber@cambridgeshire.gov.uk</p>	<p>Cabinet Member Decision Notice, Background Information Document</p> <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>WARD</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<b>7.</b>	<p><b>Funding for Citizens Advice Peterborough for 2022/23 –</b> A decision is requested following a procurement exercise under the Homes England Framework, for the appointment of a design team. The design team will then need to undertake concept designs to inform an Outline Business Case.</p>	<p><b>Councillor Steve Allen, Deputy Leader and Cabinet Member for Housing, Culture and Communities</b></p>	<p><b>March 2022</b></p>	<p>Communities Scrutiny Committee</p>	<p>All</p>	<p>Proposal is contained with the council's budget which is available for public consultation</p>	<p>Ian Phillips – Email:ian.phillips@peterborough.gov.uk Tel: 07145 881802</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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

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

## **DIRECTORATE RESPONSIBILITIES**

### **RESOURCES DEPARTMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY**

City Services and Communications (Markets and Street Trading, City Centre Management including Events, Regulatory Services, Parking Services, Vivacity Contract, CCTV and Out of Hours Calls, Marketing and Communications, Tourism and Bus Station, Resilience)

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Waste and Energy

Strategic Client Services (Enterprise Peterborough / Vivacity / SERCO including Customer Services, ICT and Business Support)

Corporate Property

### **BUSINESS IMPROVEMENT AND DEVELOPMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY**

Transformation and Programme Management Office, Business Intelligence, Commercial, Strategy and Policy, Shared Services

### **CUSTOMER AND DIGITAL SERVICES Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY**

IT, Customer Services – contact centres, walk-in customer service sites, reception services and web & digital services;

Communications;

Emergency Planning, Business Continuity and Health and Safety.

### **PEOPLE AND COMMUNITIES DEPARTMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY**

Adult Services and Communities (Adult Social Care Operations, Adult Social Care and Quality Assurance, Adult Social Care Commissioning, Early Help – Adults, Children and Families, Housing and Health Improvement, Community and Safety Services, Offender Services)

Children's Services and Safeguarding (Children's Social Care Operations, Children's Social Care Quality Assurance, Safeguarding Boards – Adults and Children's, Child Health, Clare Lodge (Operations), Access to Resources)

Education, People Resources and Corporate Property (Special Educational Needs and Inclusion, School Improvement, City College Peterborough, Pupil Referral Units, Schools Infrastructure)

Business Management and Commercial Operations (Commissioning, Recruitment and Retention, Clare Lodge (Commercial), Early Years and Quality Improvement)

Performance and Information (Performance Management, Systems Support Team)

### **LAW AND GOVERNANCE DEPARTMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY**

Democratic Services (Town Hall, Bridge Street, Peterborough, PE1 1HG)

Electoral Services (Town Hall, Bridge Street, Peterborough, PE1 1HG)

Human Resources (Business Relations, HR Policy and Rewards, Training and Development, Occupational Health and Workforce Development)

Information Governance, (Coroner's Office, Freedom of Information and Data Protection)

### **PLACE AND ECONOMY DEPARTMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY**

Development and Construction (Development Management, Planning Compliance, Building Control)

Sustainable Growth Strategy (Strategic Planning, Housing Strategy and Affordable Housing, Climate Change and Environment Capital, Natural and Built Environment)

Opportunity Peterborough

Peterborough Highway Services (Network Management, Highways Maintenance, Street Naming and Numbering, Street Lighting, Design and Adoption of Roads,

Drainage and Flood Risk Management, Transport Policy and Sustainable Transport, Public Transport)

### **PUBLIC HEALTH DEPARTMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY**

Health Protection, Health Improvements, Healthcare Public Health.



# **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 Forward Plan.

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 Fitzgerald	Leader of the Council
Councillor Steve Allen	Deputy Leader and Cabinet Member for Housing, Culture and Communities
Councillor Ayres	Cabinet Member for Children's Services and Education, Skills and the University
Councillor Simons	Cabinet Member for Waste, Street Scene and Environment
Councillor Hiller	Cabinet Member for Strategic Planning and Commercial Strategy and Investments
Councillor Andy Coles	Cabinet Member for Finance
Councillor Walsh	Cabinet Member for Adult Social Care, Health and Public Health
Councillor Cereste	Cabinet Member for Digital Services and Transformation

# 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)