

# PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

PUBLISHED: 3 OCTOBER 2014

### **PART 1 – KEY DECISIONS**

In the period commencing 28 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 Cereste (Leader); Cllr Eley; Cllr Fitzgerald; Cllr Hiller, Cllr Holdich (Deputy Leader); Cllr North; Cllr Seaton; Cllr Serluca and Cllr Scott.

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 Gemma George, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to [gemma.george@peterborough.gov.uk](mailto:gemma.george@peterborough.gov.uk) or by telephone on 01733 452268.

### **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 Gemma George, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to [gemma.george@peterborough.gov.uk](mailto:gemma.george@peterborough.gov.uk) or by telephone on 01733 452268. 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 Plan, 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 Plan.

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

## KEY DECISIONS FROM 31 OCTOBER 2014

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
<b>Libraries and Community Services Review KEY/03NOV14/01</b> For Cabinet to consider future options for service delivery.	<b>Cabinet</b>	<b>3 November 2014</b>	Strong and Supportive Scrutiny Committee	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.	Paul Stevenette Programme Manager Tel: 01733 452475 Paul.stevenette@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 DECISIONS

<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. For Cabinet to consider future options for service delivery.	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>October 2014</b>	Sustainable Growth and Environment Capital	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.	Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk	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>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 Nigel North Cabinet Member for Communities and Environment Capital</b></p>	<p><b>October 2014</b></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 documents other than the report and relevant appendices to be published.</p>
<p><b>Section 75 Agreement with the Clinical Commissioning Group (CCG) for the Provision of a Joint Child Health and Wellbeing Commissioning Unit - KEY/21FEB14/01</b> Authorisation for the entry into a statutory Section 75 Agreement, for an initial two year period, with the CCG for the provision of a borderline and Peterborough joint child health and wellbeing commissioning unit.</p>	<p><b>Councillor Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</b></p>	<p><b>October 2014</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Oliver Hayward Head of Business Management Tel: 01733 863910 oliver.hayward@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>Sale of Greenwood House - KEY/21MAR14/02</b> Delivery of the Council's Capital Receipt Programme through the sale of Greenwood House, South Parade.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>October 2014</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Webber Capital Projects Officer Tel: 01733 384545 simon.webber@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>Sale of the Herlington Centre - KEY/21MAR14/03</b> Delivery of the Council's capital receipts programme through the sale of the Herlington Centre, Orton Malborne.</p>	<p><b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b></p>	<p><b>October 2014</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Webber Capital Projects Officer Tel: 01733 384545 simon.webber@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>Peterborough City Council Customer Strategy 2014 - KEY/21MAR14/06</b> To approve the Customer Strategy. The vision is to provide a range of high-quality services whilst maximising customer satisfaction and delivering these services through different channels at the lowest reasonable cost, whilst also reducing or diverting demand.</p>	<p><b>Cabinet</b></p>	<p><b>3 November 2014</b></p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Ricky Fuller Head of Strategic Commissioning/Transformation Tel: 01733 452482 ricky.fuller@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>Formalise Integrated Community Equipment Service Funding and Commissioning Arrangements - KEY/18APR14/01</b> To formalise integrated community equipment service joint funding arrangements.</p>	<p><b>Councillor Wayne Fitzgerald</b> <b>Cabinet Member for Adult Social Care</b></p>	<p><b>October 2014</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Nick Blake Head of Commissioning for Older People, Physical Disabilities and Sensory Impairment Tel: 01733 452406 nick.blake@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>Award of Contract for Build of a Waste Transfer Station - KEY/18APR14/02</b> To award a contract for the build of a waste transfer station.	<b>Councillor Gavin Elsey</b> <b>Cabinet Member for Street Scene, Waste Management and Communications</b>	<b>October 2014</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Award of Contract for Build of a Household Recycling Centre - KEY/18APR14/03</b> To award a contract for the build of a household recycling centre.	<b>Councillor Gavin Elsey</b> <b>Cabinet Member for Street Scene, Waste Management and Communications</b>	<b>October 2014</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Future of the Eight Former Play Centres - KEY/02MAY14/01</b> To approve the recommendations for the eight former play centres.	<b>Councillor Nigel North</b> <b>Cabinet Member for Communities and Environment Capital</b>	<b>October 2014</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Cate Harding Neighbourhood Manager Tel: 317497 cate.harding@peterborough.gov.uk	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>Print Managed Services - KEY/13JUN14/01</b> To enable Council officers to be able to print, copy and scan.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>November 2014</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Ricky Fuller Head of Strategic Commissioning/Transformation Tel: 01733 452482 ricky.fuller@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>Joint Venture Implementation - KEY/25JUL14/02</b> To approve the implementation of the Joint Venture.</p>	<p><b>Councillor Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</b></p>	<p><b>October 2014</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Machen Director of Growth and Regeneration Tel: 01733 453475 simon.machen@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>Installation of Solar Voltaic (PV) Panels to Schools - KEY/25AUG14/01</b> To award a contract for the installation of Solar Voltaic (PV) Panels and energy performance measures to schools under the renewable energy and energy efficiency scheme and energy performance contracts (ENPC)</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>October 2014</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Steven Morris Client Property Manager Tel: 01733 384657 steven.morris@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>New Model for Transforming Day Opportunities for Adults Under 65 - KEY/25AUG14/02</b> To approve the proposed model for implementation.</p>	<p><b>Cabinet</b></p>	<p><b>3 Nov 2014</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mubarak Darbar Head of Commissioning Learning Disabilities Tel: 01733 452509 mubarak.darbar@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>Residential and Nursing Care Contracts - KEY/22AUG14/03</b> To seek approval for the award of contracts to providers of 24 hour residential and nursing care support.</p>	<p><b>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</b></p>	<p><b>October 2014</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Nick Blake Head of Commissioning for Older People, Physical Disabilities and Sensory Impairment Tel: 01733 452406 nick.blake@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>Southfields Primary School Expansion - KEY/05SEP14/01</b> To authorise the construction of an extension to accommodate the expansion of Southfields Primary School.</p>	<p><b>Councillor John Holdich Cabinet Member for Education, Skills and University</b></p>	<p><b>October 2014</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Emma Everitt Project Support Officer Tel: 01733 863660 emma.everitt@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>Renewable Energy and Energy Efficiency Scheme - KEY/05SEP14/03</b> Installation of Solar Photovoltaic (PV) Panels to PCC's Commercial Properties including industrial estates.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>October 2014</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Steven Morris Client Property Manager Tel: 01733 384657 steven.morris@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>Care and Repair Heating Framework Agreement – KEY19SEP14/01</b> To approve a framework agreement and schedule of rates to deliver Repairs Assistance grant work, specifically the installation of central heating systems in domestic properties.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Planning and Housing Services</b></p>	<p><b>October 2014</b></p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders</p>	<p>Russ Carr Care and Repair Manager Tel: 01733 863864 Russ.carr@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>Fit to Rent Scheme – KEY/17OCT14/01</b> To improve standards and management of properties in the private rented sector.</p>	<p><b>Cabinet</b></p>	<p><b>3 November 2014</b></p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders</p>	<p>Belinda Child Housing Strategic Manager Tel: 01733 863769 Belinda.child@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>Invest to Save Scheme – KEY/17OCT14/02</b> To approve investment in housing in Peterborough.	<b>Councillor Marco Cereste</b> <b>Leader of the Council and Cabinet Member for Growth, Strategic Planning and Housing</b>	<b>October 2014</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Sale of Former London Road Allotments – KEY/17OCT14/03</b> To authorise the negotiation and conclusion of the sale of the former London Road Allotments, Peterborough.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>October 2014</b>		Relevant internal and external stakeholders	David Gray Capital Projects Officer Tel: 01733 384531 David.gray@peterborough.gov.uk	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>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
<b>NONE AT THE CURRENT TIME</b>						

**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>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</b></i>
<b>Anti-Bribery Policy</b> To approve the Anti-Bribery Policy	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>October 2014</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>ND18 Discretionary Rate Relief</b> To approve award of Discretionary Rate Relief for charities and similar organisations and to reject applications as appropriate.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>October 2014</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Richard Godfrey ICT Strategy, Infrastructure and Programmes Manager Tel: 01733 317989 Richard.godfrey@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Reform to Assessments and Service Provision For Children and Young People who have Special Educational Needs and/or Disabilities, Resulting from the Children and Families Act 2014</b> To approve the implementation of the changes arising from the Children and Families Act 2014.	<b>Councillor John Holdich</b> <b>Cabinet Member for Education, Skills and University</b>	<b>October 2014</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Lou Williams Assistant Director for Commissioning Tel: 01733 864139 Lou.williams@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<b>Personal Budgets in Peterborough</b> To agree to adopt Peterborough's Personal Budget Policy Statement as part of the revised statutory duties that apply to the Council as part of the SEND reforms, under the Children and Families Act 2014.	<b>Councillor John Holdich</b> <b>Cabinet Member for Education, Skills and University</b>	<b>October 2014</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Carrie Gamble Commissioner Tel: 01733 863931 Carrie.gamble@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Peterborough District Hospital Site</b> To approve the acquisition of part of the former Peterborough District Hospital site as a school site and payment of £300k to Land Improvement Holdings.	<b>Councillor John Holdich</b> <b>Cabinet Member for Education, Skills and University</b>	<b>October 2014</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Alison Chambers Assets and School Place Planning Officer Tel: 01733 863975 Alison.chambers@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Council Tax Benefit Consultation</b> To agree the consultation on Council Tax Benefit	<b>Cabinet</b>	<b>3 November 2014</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Steven Pilsworth Head of Corporate Finance Tel: 01733 684564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

## **DIRECTORATE RESPONSIBILITIES**

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

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Corporate Property

Waste and Energy

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

### **CHILDREN'S SERVICES DEPARTMENT Executive Director's Office at Bayard Place, Broadway, PE1 1FB**

Safeguarding Family and Communities

Education

School Improvement

Special Educational Needs / Inclusion and the Pupil Referral Service

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

Care Services Delivery (Assessment and Care Management and Integrated Learning Disability Services)

Mental Health

Public Health (including Health Performance Management)

### **COMMUNITIES DEPARTMENT Director's Office at Bayard Place, Broadway, PE1 1FB**

Strategic Commissioning

Safer Peterborough, Cohesion, Social Inclusion and Neighbourhood Management

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

Communications

Legal and Governance Services

HR Business Relations (Training and Development, Occupational Health and Reward and Policy)

Strategic Regulatory Services

Performance Management

### **GROWTH AND REGENERATION DEPARTMENT Director's Office Stuart House, St Johns Street, Peterborough, PE1 5DD**

Strategic Growth and Development Services

Strategic Housing

Planning Transport and Engineering (Development Management, Construction and Compliance, Infrastructure Planning and Delivery, Network Management and Passenger Transport)

Commercial Operations (Strategic Parking and Commercial CCTV, City Centre, Markets and Commercial Trading and Tourism)



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