

| ITEM  | RECOMMENDATION  | REFERRED TO                              | RESPONSE TO RECOMMENDATIONS  |
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| <b>Meeting 16 June 2010</b><br><br><b>Designated Public Places Order</b>                          | The Committee:<br><br>(i) Endorsed the proposed Designated Public Places Order; and<br>(ii) Recommended the adoption of the Designated Public Places Order to Full Council.   | Full Council                             | Council <b>AGREED</b> to the recommendations in the report at its meeting on 26 July 2010.   |
| <b>Meeting 21 July 2010</b><br><br><b>The Development of Integrated Offender Management (IOM)</b> | The Committee whole heartedly supported the continued development of the Integrated Offender Management Programme and recognised the valuable impact the IOM Programme had already made on the reduction of serious acquisitive crime and burglary in the City.<br><br>The Committee therefore recommend that following their consideration of the Integrated Offender Management (IOM) Programme it is recommended that Councillor Lee and Councillor Fitzgerald as the Council's representatives on the Cambridgeshire Police Authority:<br>i. support the views of this Committee in relation to IOM, and<br>ii. on the Committees behalf champion the programme for continued resourcing to sustain its ongoing future development. | Councillor Lee and Councillor Fitzgerald | <p>Response from Police Authority to Strong and Supportive Communities Scrutiny Committee recommendations</p> <p>The Integrated Offender Management (IOM) approach in Peterborough has been borne out of a refresh of both our Prolific and Priority Offender Schemes and our Drugs Intervention Schemes. Both schemes play a vital role in getting to the root of offending behaviour and either changing that behaviour or increasing the authority's ability to catch offenders who continue to commit crime. It is clear that this focus on offenders, coupled with better internal police procedures for dealing with crimes, has led to the substantial reductions in crime across Peterborough in the last year.</p> <p>In October 2009 the force supplemented the two schemes described above with a wider initiative called the Keys Project. This aimed to use the same principles but widen the net out to the next group of offenders who sit just beneath the prolific level but who can cause almost as much crime. This initiative is led by probation with a police officer added to the team.</p> |

| ITEM | RECOMMENDATION | REFERRED TO | RESPONSE TO RECOMMENDATIONS   |
|------|----------------|-------------|---|
| 20   |                |             | <p>All of these schemes work on the basis that if offenders play by the rules then they will be helped to change and if they do not the resources will be aimed at them to catch them 'in the act'.</p> <p>In October of this year it is hoped the schemes will be merged together under one IOM banner and team approach at Peterborough to ensure the most efficient use of resources.</p> <p>The Authority has been reassured that the IOM approach is not under threat as a result of the Council's proposed restructure of its operations directorate. Any move that reduces Peterborough's capacity to tackle its most active offenders and thus maintain community safety is of concern to the Police Authority. The teams currently function wholly on a partnership basis and the Authority is mindful that any proposal to reduce commitment to community safety will have an impact on those partners.</p> <p>The Police Authority will continue to ensure that this situation is effectively scrutinised over the coming months to ensure that the considerable progress made with the IOM and community safety in Peterborough can be maintained, especially as all partners are facing significant budget shortfalls.</p> |

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| <b>Meeting 18<br/>November 2010</b><br><b>Designated<br/>Public Place<br/>Order (DPPO) –<br/>Proposed New<br/>Orders</b> | <p>The Committee:</p> <ol style="list-style-type: none"> <li>1. Endorsed the proposed Designated Public Places Orders for; and             <ol style="list-style-type: none"> <li>a. Church Drive, Orton Waterville</li> <li>b. Millfield and New England</li> <li>c. Dogsthorpe</li> <li>d. Eastfield Road</li> </ol> </li> <li>2. Recommended the adoption of the Designated Public Places Orders to Full Council.</li> </ol> | Full Council   | <p>Council at its meeting on 8 December 2010 RESOLVED to:</p> <p>Adopt the Designated Public Place Orders as set out in this report subject to references to Church Drive, Orton Longueville in the report being amended to Church Drive, Orton Waterville.</p>   |
| <b>Meeting 19<br/>January 2011</b><br><b>Citizens Power<br/>Programme –<br/>Project Initiation<br/>Document (PID)</b>    | That following consideration by the Committee of the Citizen's Power Programme it is recommended to the Project Sponsor, Adrian Chapman that the Citizens Power Programme, which is a joint venture between the Royal Society of Arts, Peterborough City Council and the Arts Council, be immediately disbanded.  | Adrian Chapman | Adrian Chapman reported back to the Committee at 9 March 2011 meeting advising that he would be conducting an in depth review of the Citizens Power Programme. The conclusions of the review would be brought back to the Committee early in the new Municipal Year.  |
| <b>Meeting 19<br/>January 2011</b><br><b>Neighbourhood<br/>Council Review –<br/>Part One</b>                             | <p>Cabinet is requested to:</p> <ol style="list-style-type: none"> <li>1. Agree that the principle of delegating as much revenue and capital funding as possible is a driving principle behind Neighbourhood Councils, in line with the spirit of the new Localism Bill, and that this principle is agreed by</li> </ol>  | Cabinet        | <p>Following amendments to some of the proposed recommendations, Cabinet <b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>1. Agree that the principle of delegating as much revenue and capital funding as possible is a driving principle behind Neighbourhood Councils, in line with the spirit of the new Localism Bill, and that this principle is agreed by Councillors and shared with officers.</li> </ol> |

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|------|---|-------------|--|
| 22   | <p>Councillors and shared with officers.</p> <p>2. Commit to reviewing the Constitutional delegations to Neighbourhood Councils in support of maximising funding delegated to them.</p> <p>3. Agree that the current level of £25,000 funding is guaranteed from 2011/12 onwards as a minimum sum available to each Neighbourhood Council to be offset by any POIS monies that become available to each Neighbourhood Council.</p> <p>4. Agree that the process for determining and allocating POIS monies be carefully assessed and agreed to ensure that all parts of Peterborough benefit from growth and new development.</p> <p>5. Agree that mainstream revenue budgets are disaggregated, wherever possible, feasible and legal, and delegated to Neighbourhood Councils. In agreeing to this a pilot programme to be implemented focussing on a specific part of Council activity before a more expansive roll-out programme.</p> |             | <p>2. Commit to reviewing the Constitutional delegations to Neighbourhood Councils in support of maximising funding delegated to them.</p> <p>3. Agree that the current level of £25,000 funding is guaranteed from 2011/12 for the medium term financial plan as a minimum sum available to each Neighbourhood Council to be offset by any POIS monies that become available to each Neighbourhood Council.</p> <p>4. Agree that the process for determining and allocating POIS monies be carefully assessed and agreed to ensure that all parts of Peterborough benefit from growth and new development.</p> <p>5. Agree that mainstream revenue budgets are disaggregated, wherever possible, feasible and legal, and delegated to Neighbourhood Councils. In agreeing to this a pilot programme to be implemented focussing on a specific part of Council activity before a more expansive roll-out programme.</p> <p>6. Agree that Neighbourhood Plans are produced for each of the Neighbourhood Council areas in line with the thinking articulated in the Localism Bill in order to help determine how all funding and other resources delegated to Neighbourhood Councils should be spent.</p> |

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| 23   | <p>6. Agree that Neighbourhood Plans are produced for each of the Neighbourhood Council areas in line with the thinking articulated in the Localism Bill in order to help determine how all funding and other resources delegated to Neighbourhood Councils should be spent.</p> <p>7. Agree that the Community Leadership Fund is maintained at £10,000 per ward, but that 25% of that budget is allocated by Councillors to meet needs identified through the Neighbourhood Council Neighbourhood Planning process.</p> <p>8. Agree that the frequency of Neighbourhood Council meetings be maintained at four per year in each area and that any future change to this pattern should see an <i>increase</i> rather than <i>decrease</i> in the frequency of meetings.</p> <p>9. Agree that a thorough review be conducted of all other community-based meetings with a view to combining meetings wherever possible.</p> |             | <p>7. Agree that the Community Leadership Fund is maintained at £10,000 per ward, but that 25% of that budget is allocated, if all ward members agree, to meet needs identified through the Neighbourhood Council Neighbourhood Planning process.</p> <p>8. Agree that the frequency of Neighbourhood Council meetings be maintained at four per year in each area and that any future change to this pattern should see an increase rather than decrease in the frequency of meetings.</p> <p>9. Agree that a thorough review be conducted of all other community-based meetings with a view to combining meetings wherever possible.</p> <p>10. Agree that the ongoing but separate review of the Rural North Neighbourhood Council be included in the overall review of Neighbourhood Councils to ensure shared learning and avoidance of confusion and misinformation.</p> <p>11. Agree that Neighbourhood Management Delivery meetings, led by the relevant Neighbourhood Manager, be created in all Neighbourhood Council areas as a means of engaging and progressing actions between Neighbourhood Council meetings.</p> <p>12. Agree that minimal staffing costs be maintained by ensuring only essential Council officers are present at each Neighbourhood Council meeting.</p> |

24

| ITEM | RECOMMENDATION   | REFERRED TO | RESPONSE TO RECOMMENDATIONS   |
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|      | <p>possible.</p> <p>10. Agree that the ongoing but separate review of the Rural North Neighbourhood Council be included in the overall review of Neighbourhood Councils to ensure shared learning and avoidance of confusion and misinformation.</p> <p>11. Agree that Neighbourhood Management Delivery meetings, led by the relevant Neighbourhood Manager, be created in <b>all</b> Neighbourhood Council areas as a means of engaging and progressing actions between Neighbourhood Council meetings.</p> <p>12. Agree that minimal staffing costs be maintained by ensuring only essential Council officers are present at each Neighbourhood Council meeting.</p> <p>13. Agree that ALL Councillors are encouraged, through a flexible and modern programme of continuous training and development, to actively participate in all aspects of Neighbourhood Council business, this</p> |             | <p>13. Agree that ALL Councillors are encouraged, through a flexible and modern programme of continuous training and development, to actively participate in all aspects of Neighbourhood Council business, this training and development programme to incorporate the broader aspects of Neighbourhood Management, Localism and Big Society.</p> <p>14. Agree that the agreed recommendations form part of an overall implementation plan for Neighbourhood Councils alongside the agreed recommendations that emerge from part two of the Review to be overseen by the cross-party working group formed from the task and finish group; and that the Constitution be updated accordingly to reflect any agreed recommended changes.</p> <p><b>Cabinet further RESOLVED to:</b></p> <ol style="list-style-type: none"> <li>1. Agree that a rural Councillor be a member of the review panel for the separate review of the Rural North Neighbourhood Council indicated in recommendation 10 above.</li> <li>2. Disagree that Special Responsibility Allowance for Neighbourhood Council Chairs is no longer awarded; reflecting the greater role to be played by ALL Councillors in relation to Neighbourhood Councils and that each of the seven Neighbourhood Councils should elect its own Chair who should be a Councillor from one of the wards represented at that Neighbourhood Council.</li> </ol> |

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| 25   | <p>training and development programme to incorporate the broader aspects of Neighbourhood Management, Localism and Big Society.</p> <p>14. Agree that the Special Responsibility Allowance for Neighbourhood Council Chairs is no longer awarded; reflecting the greater role to be played by ALL Councillors in relation to Neighbourhood Councils and that each of the seven Neighbourhood Councils should elect its own Chair who should be a Councillor from one of the wards represented at that Neighbourhood Council.</p> <p>15. Agree that the Recommendations form part of an overall implementation plan for Neighbourhood Councils alongside the recommendations that emerge from part two of the Review to be overseen by the cross-party working group formed from the task and finish group; and that the Constitution be updated accordingly to reflect any recommended changes.</p> |             |                             |

92

| ITEM  | RECOMMENDATION   | REFERRED TO | RESPONSE TO RECOMMENDATIONS  |
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| <b>Meeting 9 March 2011</b><br><b>Neighbourhood Council Review - Part 2</b> | <p>That Cabinet consider the following recommendations for approval at their meeting on 21 March 2011.</p> <p><b>Recommendation 1:</b><br/>Change the name of Neighbourhood Councils to Area Committees</p> <p><b>Recommendation 2:</b><br/>Adopt the following as the vision statement for Area Committees:</p> <p>“Area Committees will deliver improvements for the local area by identifying, overseeing, monitoring and driving actions to support all issues relevant to the area, including service delivery, service improvements, and area developments”</p> <p><b>Recommendation 3:</b><br/>Amend the Procedure Rules contained in the Constitution to reflect these recommendations, and to ensure that Area Committees are supported by similar procedures that support other Council committees (for example, agenda setting meetings with Area Committee members, and provision of full committee reports)</p> | Cabinet     | <p>Cabinet <b>RESOLVED</b> to endorse the recommendations to:</p> <ol style="list-style-type: none"> <li>1. Change the name of Neighbourhood Councils to Neighbourhood Committees.</li> <li>2. Adopt the following as the vision statement for Neighbourhood Committees:</li> </ol> <p>“Neighbourhood Committees will deliver improvements for the local area by identifying, overseeing, monitoring and driving actions to support all issues relevant to the area, including service delivery, service improvements, and area developments”</p> <ol style="list-style-type: none"> <li>3. Amend the relevant Procedure Rules contained in the Constitution to reflect these recommendations, and to ensure that Neighbourhood Committees are supported by similar procedures that support other Council committees.</li> <li>4. Replace the existing terms of reference for Neighbourhood Councils with the following:           <ol style="list-style-type: none"> <li>(i) Neighbourhood Committees are established in Peterborough in accordance with the provisions set out in Local Government Act 2000</li> <li>(ii) Neighbourhood Committees will require the proactive support of all elected Councillors, officers, and partner organisations to ensure their full and positive success</li> </ol> </li> </ol> |

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|------|---|-------------|---|
| 27   | <p><b>Recommendation 4:</b><br/> Replace the existing terms of reference for Area Committees with the following:</p> <p>(i) Area Committees are established in Peterborough in accordance with the provisions set out in Local Government Act 2000</p> <p>(ii) Area Committees will require the proactive support of all elected Councillors, officers, and partner organisations to ensure their full and positive success</p> <p>Area Committees should:</p> <p>(iii) Make decisions within the remit of the terms of reference and the formally delegated responsibilities, or make recommendations to the Executive as appropriate on issues which affect the area</p> <p>(iv) Be the committee where members of the Area Committee and members of the community can discuss issues of concern or interest, including those that are not the direct responsibility of the Council as well as those that are</p> |             | <p>Neighbourhood Committees should:</p> <p>(iii) Make decisions within the remit of their terms of reference and their formally delegated responsibilities, or make recommendations to the Executive as appropriate on issues which affect the area</p> <p>(iv) Be the committee where members of the Neighbourhood Committee and members of the community can discuss issues of concern or interest, including those that are not the direct responsibility of the Council as well as those that are</p> <p>(v) Set the standards for services to meet local needs which are outside the immediate responsibility or budget of the Neighbourhood Committee, and seek agreement for any changes from the Executive</p> <p>(vi) Be the primary focus for public involvement and consultation within the area, working closely with other public, private and voluntary agencies, and advising and/or making recommendations that arise to the Executive as appropriate on issues which affect the area</p> <p>(vii) Develop community action plans, and monitor their implementation, to ensure the promotion of economic, environmental, cultural and social wellbeing of the area, that service delivery improvements are made</p> |

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|------|---|-------------|--|
| 28   | <p>(v) Set the standards for services to meet local needs which are outside the immediate responsibility or budget of the Area Committee, and seek agreement for any changes from the Executive</p> <p>(vi) Be the primary focus for public involvement and consultation within the area, working closely with other public, private and voluntary agencies, and advising and/or making recommendations that arise to the Executive as appropriate on issues which affect the area</p> <p>(vii) Develop community action plans, and monitor their implementation, to ensure the promotion of economic, environmental, cultural and social wellbeing of the area, that service delivery improvements are made and that better outcomes are achieved</p> <p>(viii) Carry out any non-Executive functions delegated by the council, and any Executive functions delegated by the Leader, in accordance with the Scheme of Delegations set out in Part 3 sections 1 and 3 of the Constitution</p> <p>(ix) Be directly responsible for any</p> |             | <p>and that better outcomes are achieved</p> <p>(viii) Carry out any non-Executive functions delegated by the council, and any Executive functions delegated by the Leader, in accordance with the Scheme of Delegations set out in Part 3 sections 1 and 3 of the Constitution</p> <p>(ix) Be directly responsible for any delegated funding identified by the Council and invest that money in ways that support the priorities identified through the community planning process</p> <p>5. That for the Municipal Year commencing May 2011, replace the existing Delegations to Neighbourhood Councils with those set out below. Keep this under review during that year, with a view to expanding the delegations from the start of the Municipal Year commencing May 2012:</p> <p>(i) The Leader retains responsibility for functions delegated and may exercise those functions in person, regardless of further delegation. Further, the Neighbourhood Committees must act with due regard to all other Council policies and procedures</p> <p>(ii) To promote the Council's role as a community leader in its area, giving a meaningful voice to the community and fostering good and productive working relationships with the Council's partner organisations,</p> |

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|------|--|-------------|--|
| 29   | <p>delegated funding identified by the Council and invest that money in ways that support the priorities identified through the community planning process.</p> <p><b>Recommendation 5:</b><br/> For the Municipal Year commencing May 2011, replace the existing Delegations to Neighbourhood Councils with those set out below. Keep this under review during that year, with a view to expanding the delegations from the start of the Municipal Year commencing May 2012:</p> <p>(i) The Leader retains responsibility for functions delegated and may exercise those functions in person, regardless of further delegation. Further, the Area Committees must act with due regard to all other Council policies and procedures</p> <p>(ii) To promote the Council's role as a community leader in its area, giving a meaningful voice to the community and fostering good and productive working relationships with the Council's partner organisations, including Parish Councils, Police, Fire, Probation, criminal justice agencies, health and social care agencies, education agencies, young peoples'</p> |             | <p>including Parish Councils, Police, Fire, Probation, criminal justice agencies, health and social care agencies, education agencies, young peoples' services, community associations, residents associations and voluntary sector agencies</p> <p>(iii) To take a leading role in promoting the economic, environmental, cultural and social wellbeing of the area, and develop community action plans to achieve this that improve service delivery and achieve better outcomes</p> <p>(iv) To set the standards for all former City Services operations now contracted to Enterprise to ensure effective delivery of all services, including making decisions on the maximum amount of any delegated budgets allowable within the terms of the contract to be deployed on local priorities (<i>to be confirmed subject to details of the contract</i>)</p> <p>(v) To agree the annual programme of works contained within the Highways Capital Programme for 2012/13 onwards</p> <p>(vi) To act as consultees on all major or significant Executive and Council proposals that affect the area, including those affecting both capital and revenue spend</p> |

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|------|--|-------------|--|
| 30   | <p>services, community associations, residents associations and voluntary sector agencies</p> <p>(iii) To take a leading role in promoting the economic, environmental, cultural and social wellbeing of the area, and develop community action plans to achieve this that improve service delivery and achieve better outcomes</p> <p>(iv) To set the standards for all former City Services operations now contracted to Enterprise to ensure effective delivery of all services, including making decisions on the maximum amount of any delegated budgets allowable within the terms of the contract to be deployed on local priorities (to be confirmed subject to details of the contract)</p> <p>(v) To agree the annual programme of works contained within the Highways Capital Programme for 2012/13 onwards</p> <p>(vi) To act as consultees on all major or significant Executive and Council proposals that affect the area, including those affecting both capital and revenue spend</p> |             | <p>(vii) To act as consultees in respect of Major Planning applications relevant to the area, and report views to the relevant Committee</p> <p>(viii) To carry out any actions that the Executive authorises in addition to those set out above, until such time as that authorisation is revoked</p> <p>6. Deliver the recommendations set out in the report from the sub-group of the Neighbourhood Council Task and Finish Group which has focussed on rural/parish issues, specifically:</p> <ul style="list-style-type: none"> <li>(i) create a new committee to replace the Rural North Neighbourhood Council, that comprises rural Ward Councillors and one co-opted representative from each of the 23 rural Parish Councils</li> <li>(ii) appoint a rural Ward Councillor as the Chair of this committee</li> <li>(iii) hold all meetings at a rural location within any of the 23 rural Parish Council areas</li> <li>(iv) decisions relating to non-financial matters or those that are not formally delegated responsibilities will be debated by all members of the committee, with all members having a single vote each</li> <li>(v) matters relating to financial or delegated</li> </ul> |

31

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|      | <p>(vii) To act as consultees in respect of Major Planning applications relevant to the area, and report views to the relevant Committee</p> <p>(viii) To carry out any actions that the Executive authorises in addition to those set out above, until such time as that authorisation is revoked</p> <p><b>Recommendation 6:</b><br/>Create a job description for the roles of Chair and Vice Chair of the Area Committee that reflects the changes of emphasis and focus set out in these recommendations, and the role these posts will play in support of the broader neighbourhood management structure referred to in section B below</p> <p><b>Recommendation 7:</b><br/>Deliver the recommendations set out in the report from the sub-group of the Neighbourhood Council Task and Finish Group which has focussed on rural/parish issues, specifically:</p> <p>(i) create a new committee to replace the Rural North Neighbourhood Council, that</p> |             | <p>responsibilities will be decided solely by elected City Councillors</p> <p>7. Create a single, seamless approach to neighbourhood engagement by creating a structure which enables the following to be delivered in each Neighbourhood Committee area during the same session:</p> <ul style="list-style-type: none"> <li>• Ward Forum: a ward-specific informal forum where ward councillors can engage with their constituents and discuss informal issues or issues which may require escalation to the Neighbourhood Committee. During these forums, key officer representation should also be available, including from the Neighbourhood Management team, Trading Standards, Community Safety, Police, and Enterprise</li> <li>• Neighbourhood Panel: formally Police-led but now partner-wide meetings during which three local priorities are identified for resolution</li> <li>• Neighbourhood Committee: re-launched former Neighbourhood Council meetings, focussing on more strategic or impactful issues affecting the area</li> </ul> <p>For example, the Ward Forums may run from 6pm until 6.50pm, and the Neighbourhood Committee meeting may run from 7pm until 9.00pm with the first 30 minutes given over to the business of the Neighbourhood Panel</p> |

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|------|---|-------------|---|
| 32   | <p>comprises rural Ward Councillors and one co-opted representative from each of the 23 rural Parish Councils</p> <p>(ii) appoint a rural Ward Councillor as the Chair of this committee</p> <p>(iii) hold all meetings at a rural location within any of the 23 rural Parish Council areas</p> <p>(iv) decisions relating to non-financial matters or those that are not formally delegated responsibilities will be debated by all members of the committee, with all members having a single vote each</p> <p>(v) matters relating to financial or delegated responsibilities will be decided solely by elected City Councillors</p> <p><b>Recommendation 8:</b><br/>Create a lead officer role within the Neighbourhoods division to co-ordinate and facilitate the entire Neighbourhood Management meeting and engagement structure, including:</p> <ul style="list-style-type: none"> <li>• Developing, co-ordinating and monitoring delivery of action plans at Area Committee,</li> </ul> |             | <p>8. Ensure the broader neighbourhood management framework is in place and is able to respond to the opportunities provided in the Localism Bill and other relevant emerging legislation. Further, ensure that monthly Neighbourhood Management Delivery Team meetings are in place for all Area Committee areas, that there is full commitment from all councillors, and that the role of community partnership organisations is firmly established.</p> <p>9. Organise a minimum of two Neighbourhood Committee locality 'tours' per annum, during which <i>ALL</i> members of the Committee, the nominated CMT member, key PCC officers, key officers from partner organisations, key community leaders/representatives and the local media explore the area in more depth focussing on particular problems, hotspots and successes.</p> <p>Cabinet <b>RESOLVED</b> to approve recommendations to:</p> <p>10. Agree to the creation of a job description for the roles of Chair and Vice Chair of the Neighbourhood Committee that reflects the changes of emphasis and focus set out in these recommendations, and the role these posts will play in support of the broader neighbourhood management structure.</p> <p>11. Agree to the creation of a lead officer role within the Neighbourhoods division to co-ordinate and facilitate the entire Neighbourhood Management meeting and</p> |

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|------|--|-------------|---|
| 33   | <p>Neighbourhood Panel, Ward Forums, and locality tour levels, holding Members, officers and partners to account as necessary</p> <ul style="list-style-type: none"> <li>• Liaising with key PCC departments, notably Democratic Services and Communications, to ensure all required actions are delivered</li> <li>• Arranging agenda setting and planning meetings for Area Committees in accordance with the Constitution</li> <li>• All logistical arrangements for Area Committees, Neighbourhood Panels, Ward Forums, Neighbourhood Management Delivery Team meetings and any other related forums, including venues, refreshments, access, transport etc</li> <li>• Liaising with Council departments and partners regarding information to be made available at each meeting (e.g. literature or a staffed information stand)</li> <li>• Managing the agenda plan for each Area Committee containing items for future discussion</li> <li>• Developing, managing and co-ordinating a full contacts database of residents, community groups, officers and partners to ensure maximum awareness of all relevant meetings and opportunities for engagement</li> </ul> |             | <p>engagement structure, including:</p> <ul style="list-style-type: none"> <li>• Developing, co-ordinating and monitoring delivery of action plans at Neighbourhood Committee, Neighbourhood Panel, Ward Forums, and locality tour levels, holding Members, officers and partners to account as necessary</li> <li>• Liaising with key PCC departments, notably Democratic Services and Communications, to ensure all required actions are delivered</li> <li>• Arranging agenda setting and planning meetings for Neighbourhood Committees in accordance with the Constitution</li> <li>• All logistical arrangements for Neighbourhood Committees, Neighbourhood Panels, Ward Forums, Neighbourhood Management Delivery Team meetings and any other related forums, including venues, refreshments, access, transport etc</li> <li>• Liaising with Council departments and partners regarding information to be made available at each meeting (e.g. literature or a staffed information stand)</li> <li>• Managing the agenda plan for each Neighbourhood Committee containing items for future discussion</li> <li>• Developing, managing and co-ordinating a full contacts database of residents, community groups, officers and partners to ensure maximum awareness of all relevant meetings and opportunities for engagement</li> </ul> |

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| 34   | <p><b>Recommendation 9:</b><br/> Create a single, seamless approach to neighbourhood engagement by creating a structure which enables the following to be delivered in each Area Committee area during the same session:</p> <ul style="list-style-type: none"> <li>• Ward Forum: a ward-specific informal forum where ward councillors can engage with their constituents and discuss informal issues or issues which may require escalation to the Area Committee. During these forums, key officer representation should also be available, including from the Neighbourhood Management team, Trading Standards, Community Safety, Police, and Enterprise</li> <li>• Neighbourhood Panel: formally Police-led but now partner-wide meetings during which three local priorities are identified for resolution</li> <li>• Area Committee: re-launched former Neighbourhood Council meetings, focussing on more strategic or impactful issues affecting the area</li> </ul> <p>For example, the Ward Forums may run from 6pm until 6.50pm, and the Area</p> |             | <p>12. Agree that alongside formal minutes from the Neighbourhood Committee, comprehensive action plans should be created from (i) every Ward Forum and (ii) every Neighbourhood Committee meeting, setting out clearly what actions have been agreed, and naming a lead officer (with the consent of the officer named) and a lead councillor jointly responsible for ensuring the action is achieved.</p> <p>13. Agree to formalise the seating arrangements at Neighbourhood Committee meetings so that all Members sit at the front of the audience in a horseshoe arrangement, making it clear who has voting rights, how those rights are used, and who is not in attendance</p> <p>14. Agree to identify a different member of the Corporate Management Team to act as champion and advocate for each of the seven Neighbourhood Committees, and to ensure that the principles of Neighbourhood Committees are given the appropriate status amongst all officers.</p> <p>15. Agree to develop a single media and communications strategy, supported by an action plan, which proactively promotes Neighbourhood Committees and Ward Forums and their achievements in a timely manner.</p> <p>(a) To help achieve this assign an officer within the Communications team to have responsibility for coordinating publicity and marketing for</p> |

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| 35   | <p>Committee meeting may run from 7pm until 9.00pm with the first 30 minutes given over to the business of the Neighbourhood Panel</p> <p><b>Recommendation 10:</b><br/>Alongside formal minutes from the Area Committee, comprehensive action plans should be created from (i) every Ward Forum and (ii) every Area Committee meeting, setting out clearly what actions have been agreed, and naming a lead officer (with the consent of the officer named) and a lead councillor jointly responsible for ensuring the action is achieved</p> <p><b>Recommendation 11:</b><br/>Ensure the broader neighbourhood management framework shown at appendix 6 is in place and is able to respond to the opportunities provided in the Localism Bill and other relevant emerging legislation. Further, ensure that monthly Neighbourhood Management Delivery Team meetings are in place for all Area Committee areas, that there is full commitment from all councillors, and that the role of community partnership organisations is firmly established</p> |             | <p>Neighbourhood Committees and Ward Forums</p> <p>(b) Produce a publicity 'pack' of template materials and formats that promote Neighbourhood Committees, including 'soft' formats (via the use of the web, social networking etc) and 'hard' formats (posters, leaflets etc)</p> <p>16. Agree to be creative and flexible with the logistical arrangements for neighbourhood engagement activities set out in recommendation 7, providing they follow the Access to Information rules. For example, vary the start and end times of the meetings to ensure engagement with different residents, and ensure venues have enough space and capacity to cope with the requirements of both formal and informal forums during the same session</p> <p>17. Agree that officers should explore transport initiatives as and where appropriate for each of the Neighbourhood Committee meetings to support attendance from residents</p> <p>18. Agree that the recommendations, when agreed, form part of an overall implementation plan for Neighbourhood Councils alongside the recommendations that emerge from stage one of the review. This implementation plan should be overseen by the cross-party working group formed from the task and finish group, and become a standing item at all Strong and Supportive Communities Scrutiny Committee</p> |

36

| ITEM | RECOMMENDATION   | REFERRED TO | RESPONSE TO RECOMMENDATIONS  |
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|      | <p><b>Recommendation 12:</b><br/>Formalise the seating arrangements at Area Committee meetings so that all Members sit at the front of the audience in a horseshoe arrangement, making it clear who has voting rights, how those rights are used, and who is not in attendance</p> <p><b>Recommendation 13:</b><br/>Identify a different member of the Corporate Management Team to act as champion and advocate for each of the seven Area Committees, and to ensure that the principles of Area Committees are given the appropriate status amongst all officers</p> <p><b>Recommendation 14:</b><br/>Organise a minimum of two Area Committee locality ‘tours’ per annum, during which ALL members of the Committee, the nominated CMT member, key PCC officers, key officers from partner organisations, key community leaders/representatives and the local media explore the area in more depth focussing on particular problems, hotspots and successes</p> |             | <p>meetings, with regular updates also provided to Cabinet and Group Representatives</p> <p>19. Agree to re-brand and have a major re-launch of Neighbourhood Councils as Neighbourhood Committees. This should include raising awareness to all councillors, PCC officers, external partners, and residents to actively promote their purpose including the vision set out in recommendation 2 along with the new delegations and terms of reference</p> <p>Cabinet further <b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>1. Not endorse the proposed change of name from Neighbourhood Councils to Area Committees;</li> <li>2. Ensure that the above recommendations be implemented subject to sufficient resources being available to do so; and</li> <li>3. Ensure that future reports from Scrutiny review groups making recommendations to Cabinet include any resource and cost implications of those recommendations.</li> </ol> |

| ITEM | RECOMMENDATION  | REFERRED TO | RESPONSE TO RECOMMENDATIONS |
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|      | <p><b>Recommendation 15:</b><br/>           (a) Develop a single media and communications strategy, supported by an action plan, which proactively promotes Area Committees and Ward Forums and their achievements in a timely manner</p> <p>(b) To help achieve this assign an officer within the Communications team to have responsibility for coordinating publicity and marketing for Area Committees and Ward Forums</p> <p>Produce a publicity ‘pack’ of template materials and formats that promote Area Committees, including ‘soft’ formats (via the use of the web, social networking etc) and ‘hard’ formats (posters, leaflets etc)</p> <p><b>Recommendation 16:</b><br/>           Be creative and flexible with the logistical arrangements for neighbourhood engagement activities set out in recommendation 9, providing they follow the Access to Information rules. For example, vary the start and end times of the meetings to ensure engagement with different residents, and ensure venues have enough space and capacity to cope with the requirements of both formal and</p> |             |                             |

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| 38   | <p>informal forums during the same session</p> <p><b>Recommendation 17:</b><br/>Officers should explore transport initiatives as and where appropriate for each of the Area Committee meetings to support attendance from residents</p> <p><b>Recommendation 18 (already agreed):</b><br/>That the recommendations, when agreed, form part of an overall implementation plan for Neighbourhood Councils alongside the recommendations that emerge from stage one of the review. This implementation plan should be overseen by the cross-party working group formed from the task and finish group, and become a standing item at all Strong and Supportive Communities Scrutiny Committee meetings, with regular updates also provided to Cabinet and Group Representatives</p> <p><b>Recommendation 19:</b><br/>Re-brand and have a major re-launch of Neighbourhood Councils as Area Committees. This should include raising awareness to all councillors, PCC officers, external partners, and residents to actively promote their purpose including the vision set out in recommendation 2 along with the</p> |             |                             |

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|   | new delegations and terms of reference  |             |  |
| <b>Meeting 9 March 2011<br/>Safer Peterborough Partnership Plan 2011 – 2014</b> | The Committee:<br><br>(i) Endorsed the Safer Peterborough Partnership Plan 2011-14; and<br>(ii) Recommended the approval of the Safer Peterborough Partnership Plan to Cabinet. | Cabinet     | To be presented to Cabinet on 13 June 2011 |

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