



## Cambridge City Council

### HOUSING MANAGEMENT BOARD

**To: Scrutiny Committee Members:** Councillors Blackhurst (Chair), Bird, Brierley, Johnson, Pippas, Pogonowski, Price and Rosenstiel

**Alternates:** Councillors Blencowe and Tucker

**Tenants and Leaseholders:** Diane Best (Vice Chair – Leaseholder Representative), Kay Harris (Tenant Representative), John Marais (Tenant Representative), Terry Sweeney (Tenant Representative), Diana Minns (Tenant Representative) and Allen Champion (Tenant Representative).

**Executive Councillor for Housing:** Councillor Smart

*Despatched: Thursday 6 September 2012*

**Date:** Tuesday, 18 September 2012

**Time:** 5.30 pm

**Venue:** Committee Room 1 & 2 - Guildhall

**Contact:** James Goddard **Direct Dial:** 01223 457015

### AGENDA

#### 1 APOLOGIES

To receive any apologies for absence.

#### 2 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal Services **before** the meeting.

#### 3 MINUTES *(Pages 1 - 14)*

To approve the minutes of the meeting held on 19 June 2012 as a correct record. *(Pages 1 - 14)*

## **4 PUBLIC QUESTIONS**

(See information below).

## **5 DISCUSSION REGARDING TIMING OF HMB COMMITTEE**

### **Items for Decision by the Executive Councillor, Without Debate**

These Items will already have received approval in principle from the Executive Councillor. The Executive Councillor will be asked to approve the recommendations as set out in the officer's report.

There will be no debate on these items, but members of the Scrutiny Committee and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

### **Items for Debate by the Committee and then Decision by the Executive Councillor**

These items will require the Executive Councillor to make a decision after hearing the views of the Scrutiny Committee.

There will be a full debate on these items, and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

### **Items for Decision by the Executive Councillor, Without Debate**

## **6 WRITE-OFF OF FORMER TENANT ARREARS *(Pages 15 - 18)***

### **Items for Debate by the Committee and then Decision by the Executive Councillor**

## **7 HOUSING REVENUE ACCOUNT (HRA) MID-YEAR BUSINESS PLAN UPDATE *(Pages 19 - 148)***

## **8 MAINTENANCE PROCUREMENT STRATEGY 2012-2017 *(Pages 149 - 166)***

## **9 HOUSING PLANNED MAINTENANCE CONTRACT - PROGRESS REPORT *(Pages 167 - 174)***

**10 REPAIRS AND MAINTENANCE IMPROVEMENT PLAN - AUTHORITY  
TO PROCURE AND PROGRESS TO DATE *(Pages 175 - 188)***

## Information for the Public

**Location** The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.

**Public Participation** Some meetings may have parts that will be closed to the public, but the reasons for excluding the press and public will be given.

Most meetings have an opportunity for members of the public to ask questions or make statements.

To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

Speaking on Planning Applications or Licensing Hearings is subject to other rules. Guidance for speaking on these issues can be obtained from Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

Further information about speaking at a City Council

meeting can be found at;

<http://www.cambridge.gov.uk/public/docs/Having%20your%20say%20at%20meetings.pdf>

Cambridge City Council would value your assistance in improving the public speaking process of committee meetings. If you any have any feedback please contact Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**Filming,  
recording  
and  
photography**

The Council is committed to being open and transparent in the way it conducts its decision-making. Recording is permitted at council meetings, which are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chair of the meeting will facilitate by ensuring that any such request not to be recorded is respected by those doing the recording.

Full details of the City Council's protocol on audio/visual recording and photography at meetings can be accessed via:

[www.cambridge.gov.uk/democracy/ecSDDisplay.aspx?NAME=SD1057&ID=1057&RPID=33371389&sch=doc&cat=13203&path=13020%2c13203](http://www.cambridge.gov.uk/democracy/ecSDDisplay.aspx?NAME=SD1057&ID=1057&RPID=33371389&sch=doc&cat=13203&path=13020%2c13203).

**Fire Alarm**

In the event of the fire alarm sounding please follow the instructions of Cambridge City Council staff.

**Facilities for  
disabled  
people**

Level access to the Guildhall is via Peas Hill.

A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.

Accessible toilets are available on the ground and first floor.

Meeting papers are available in large print and other formats on request prior to the meeting.

For further assistance please contact Democratic Services on 01223 457013 or

[democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**Queries on reports** If you have a question or query regarding a committee report please contact the officer listed at the end of relevant report or Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**General Information** Information regarding committees, councilors and the democratic process is available at [www.cambridge.gov.uk/democracy](http://www.cambridge.gov.uk/democracy).