



**CAMBRIDGE**  
**CITY COUNCIL**

## **THE FORWARD PLAN**

1 March 2012 - 30 June 2012

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## Executive Councillors 2011/12

Leader and Executive Councillor for Strategy and Climate Change	Councillor Sian Reid	01223 356100 <a href="mailto:sianreid27@gmail.com">sianreid27@gmail.com</a>
Executive Councillor for Arts, Sport and Public Places	Councillor Rod Cantrill	01223 368928 <a href="mailto:rcantrill@millingtonadvisory.com">rcantrill@millingtonadvisory.com</a>
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Executive Councillor for Customer Services and Resources	Councillor Neil McGovern	01223 308452 <a href="mailto:neil.mcgovern@cambridge.gov.uk">neil.mcgovern@cambridge.gov.uk</a>
Executive Councillor for Environmental and Waste Services	Councillor Jean Swanson	01223 248319 <a href="mailto:jsswanson@ntlworld.com">jsswanson@ntlworld.com</a>
Executive Councillor for Housing (and Deputy Leader)	Councillor Catherine Smart	01223 511210 <a href="mailto:chlsmart@cix.co.uk">chlsmart@cix.co.uk</a>
Executive Councillor for Planning and Sustainable Transport	Councillor Tim Ward	01223 316389 <a href="mailto:tim@brettward.co.uk">tim@brettward.co.uk</a>

Contact details for all Councillors is available at  
<http://cambridge.gov.uk/democracy/mgMemberIndex.aspx?bcr=1>

## The Forward Plan: 1 March 2012 - 30 June 2012

The Forward Plan sets out all the Key and Non-Key Decisions that Executive Councillors will take over the following four months and also includes items that will be brought to Area Committee Meetings for discussion and formal decision.

The Plan is updated monthly and a full copy sent to all Councillors 14 days before the beginning of each month. Members of the public can access the Key Decisions and Area Committees document from this date via the website or from Guildhall Reception.

A decision will be 'KEY' if:

1. The decision is likely to result in the City Council incurring expenditure or making savings in excess of £300,000. OR
2. The decision relates to the acquisition or disposal of land or interest in land with a value in excess of £600,000. OR
3. The decision is likely to be significant in terms of its effects on communities living or working in any ward in Cambridge. OR
4. The decision relates to consideration by the Executive of any matters which involve proposals or decisions
  - to change any plan or strategy included in the Policy framework; or
  - to develop any major new plan or strategy; or
  - for the annual budget; or
  - which would otherwise be contrary to or not in accordance with the policy framework or budget: or
5. The decision relates to consideration by the Executive of any matters which involve proposals or decisions which would have a substantial impact on the operational management of the Council.

All Key Decisions will automatically be included on Scrutiny Committee agendas but Non-Key Decisions will not.

However - two members of a Scrutiny Committee may request that a Non-Key Decision is brought to the meeting for discussion. This request must be made to Committee Manager (Martin Whelan) no later than 10 working days before the meeting, or the date the Executive Councillor makes the decision, whichever is earlier.

Deadline dates for the request of a Non-Key Decision are included in the Plan.

Any Non-Key decision which does not appear on the Forward Plan at least 15 working days before a Scrutiny Committee meeting will automatically be referred for pre-scrutiny by the relevant Scrutiny Committee.

## Committee Report Deadlines

Committee	Page	Date	Draft Report Deadline	Final Report Deadline	Agendas published
North Area Committee	39	22 Mar	N/A	13 Mar 9am	15 Mar
	40	17 May	N/A	8 May 9am	9 May
East Area Committee	37	12 Apr	N/A	30 Mar 9am	31 Mar
	38	14 June	N/A	5 Jun 9am	6 Jun
South Area Committee	40	5 Mar	N/A	23 Feb 9am	25 Feb
	42	10 May	N/A	30 Apr 9am	1 May
West/Central Area Committee	44	1 Mar	N/A	21 Feb 9am	22 Feb
	45	26 Apr	N/A	17 April 9am	18 April
	46	21 Jun	N/A	12 Jun 9am	13 Jun
Environment	9	13 Mar	14 Feb 9am	28 Feb 9am	1 Mar
	15	26 Jun	30 May 9am	13 Jun 9am	14 Jun
Development Plan Scrutiny Sub	15	20 Mar	N/A	8 Mar 9am	9 March
	15	17 Apr	N/A	3 Apr 9am	4 Apr
	15	15 May	N/A	2 May 9am	3 May
	16	12 Jun	N/A	29 May 9am	1 Jun
Housing Management Board	17	6 Mar	7 Feb 9am	21 Feb 9am	22 Feb
	18	19 Jun	23 May 9am	6 Jun 9am	7 June
Community Services	19	15 Mar	16 Feb 9am	1 Mar 9am	2 Mar
	23	28 Jun	1 Jun 9am	18 Jun 9am	19 Jun
Strategy and Resources	25	19 Mar	20 Feb 9am	5 Mar 9am	6 Mar
Licensing	30	26 Mar	N/A	14 Mar 9am	15 Mar
	31	11 Jun	N/A	29 May 9am	30 May
Standards	35	7 Mar	N/A	27 Feb 9am	28 Feb
Civic Affairs	32	21 Mar	N/A	12 Mar 9am	13 Mar
	33	14 May	N/A	1 May 9am	2 May
	34	27 Jun	N/A	18 Jun 9am	19 Jun

## Contact Information

To contact the lead officers listed in the report

- Phone – 01223 457000
- Email – All Cambridge City Council addresses are in the format [firstname.lastname@cambridge.gov.uk](mailto:firstname.lastname@cambridge.gov.uk)

Alternatively you can contact Democratic Services who will deal with your enquiry on your behalf. Democratic Services can be contacted on

- Phone – 01223 457013
- Email – [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk)

Contact Information for all Councillors is available at <http://cambridge.gov.uk/democracy/mgMemberIndex.aspx?bcr=1> and a search facility (including by postcode) is available at <http://cambridge.gov.uk/democracy/mgFindCouncillor.aspx>

# Public Participation

## Public Speaking at Meetings

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

## Petitions

The council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns.

In 2010 the City Council adopted a petition scheme, which is available at [http://www.cambridge.gov.uk/public/docs/Petition\\_scheme\\_Dec\\_2010.pdf](http://www.cambridge.gov.uk/public/docs/Petition_scheme_Dec_2010.pdf)

## **Forward Plan - Decisions of the Executive**

This section includes all items scheduled for consideration by Executive Councillors at the relevant Scrutiny Committee.

- Items marked \* are decisions which are expected to be recommendations to Council, either directly or via the Executive.
- Items, which are listed as KEY decisions, will automatically appear on the agenda for debate and decision.
- Items, which are listed as NON KEY decisions, will automatically appear on the agenda but will only be subject to debate if requested by two members of the relevant Scrutiny Committee at least 10 working days before the meeting.

All items listed on the plan for Development Plan Scrutiny Sub Committee automatically appear on the agenda for debate and decision.

Committee reports will be available one week before the meeting from Democratic Services.





## Forward Plan

### Environment - 13th March 2012 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Adoption of Cambridge Skyline Guidance (guidance note in respect of the application of Policy 3/13 of the Cambridge Local Plan)</p> <p>The Draft Cambridge Skyline Guidance was circulated for public, agency and member consideration from October 31/11 for a period of 6 weeks. The results of the consultation on the draft guidance will first be considered by the Development Plan Scrutiny Sub-Committee (January 2012) prior to the guidance being considered for adoption at the March Environment Scrutiny Committee</p>		<p>To approve the guidance which was originally agreed for consultation in October, 2011, and subject to six weeks consultation and further amendment</p>	<p>Executive Councillor for Planning and Sustainable Transport</p>	<p>Glen Richardson Head of Joint Urban Design</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>

<p>Pro-Active Conservation Programme</p>	<p>This report is to update members on the pro-active conservation programme and relevant budget. The current work programme was last updated and agreed on March 3, 2009, by the Environment Scrutiny Committee. While much of the programme has been delivered and previous budget years spent, not all items are being progressed due to the need to re-prioritise work over the past several months due to staff absence and other priorities coming forward. The report will, 1. Set out what has been completed against the 2009 approved work programme, including budget expenditure, and 2. Provide a forward programme with updated priorities and projects and for 2012/13.</p>	<p>Executive Councillor for Planning and Sustainable Transport</p>	<p>Glen Richardson Head of Joint Urban Design</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>
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<p>Future of plastic pots, tubs and trays in the blue bin</p> <p>Whether or not to include this material in the blue bins</p>	<p>The current contract for sorting the material from the blue bins does not include pots, tubs and trays. As a result of negotiations with the contractor it maybe possible to include these materials, however this will be dependant upon discussions and agreement with our contract partners and the financial impact of collecting it within the bin.</p>	<p>Executive Councillor for Environmental and Waste Services</p>	<p>Jas Lally Head of Refuse &amp; Environment</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>
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## Environment - 13th Mach 2012 (Non Key Decisions)

These items will only appear on the agenda for debate if requested by 28th February 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Hills Road Suburbs and Approaches Study, Trumpington Road Suburbs and Approaches Study and Long Road Suburbs and Approaches Study</p> <p>To request the Executive Councillor for Planning and Sustainable Transport to approve the content of the appraisals</p>		<p>As part of the pro-active conservation work programme, consultants reviewed Hills Road, Trumpington Road and Long Road in order to appraise their character and approaches to the City Centre. These documents will be the subject of public consultation and the results of this will be reported to the Committee with a recommendation.</p>	<p>Executive Councillor for Planning and Sustainable Transport</p>	<p>Glen Richardson Head of Joint Urban Design</p>	<p>Requested for pre-scrutiny by Councillor Herbert and Councillor Marchant-Daisley</p>
<p>Conservation Area Boundary Review and Appraisal for Newtown and Glisson Road Conservation Area</p> <p>To request the Executive Councillor for Planning and Sustainable Transport to approve the content of the review and appraisal</p>		<p>As part of the pro-active conservation work programme, consultants reviewed Newtown and Glisson Road area of the Central Conservation Area in order to appraise its character and appearance and to review its boundary. This document will be the subject of public consultation and the results of this will be reported to the Committee with a recommendation.</p>	<p>Executive Councillor for Planning and Sustainable Transport</p>	<p>Glen Richardson Head of Joint Urban Design</p>	<p>Requested for pre-scrutiny by Councillor Herbert and Councillor Marchant-Daisley</p>

<p>Health and Safety Work Plan 2012-2013</p> <p>To consider and approve a work plan for 2012-2013 which has been produced in accordance with the requirements of the Health &amp; Safety Executive</p>		<p>Under section 18 of the Health and Safety at Work etc. Act 1974 there is a requirement for Local Authorities to produce a work plan to consider local needs and national priorities</p>	<p>Executive Councillor for Environmental and Waste Services</p>	<p>Jas Lally Head of Refuse &amp; Environment</p>	<p>Not currently requested for pre-scrutiny</p>
<p>Food Safety Work Plan 2012-2013</p> <p>To consider and approve a Work Plan for 2012-2013 for food safety requirements of the Food Safety Agency (FSA)</p>		<p>The FSA require local authorities to carry out food safety enforcement work in accordance with an agreed national standard and produce a Food Safety Work Plan</p>	<p>Executive Councillor for Environmental and Waste Services</p>	<p>Jas Lally Head of Refuse &amp; Environment</p>	<p>Not currently requested for pre-scrutiny</p>

<p>Conservation Area Boundary Review and Appraisal for Riverside and Stourbridge Common Conservation Area</p> <p>To request the Executive Councillor for Planning and Sustainable Transport to approve the content of the review and appraisal</p>	<p>As part of the pro-active conservation work programme, consultants reviewed the Riverside and Stourbridge Common area of the Central Conservation Area in order to appraise its character and appearance and to review its boundary. This document will be the subject of public consultation and the results of this will be reported to the Committee with a recommendation. This is a re-consultation and a report was initially going to ESC in October 2011. The document has been altered and the name changed from Riverside to Riverside and Stourbridge Common Conservation Area.</p>	<p>Executive Councillor for Planning and Sustainable Transport</p>	<p>Glen Richardson Head of Joint Urban Design</p>	<p>Requested for pre-scrutiny by Councillor Herbert and Councillor Marchant-Daisley</p>
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**Environment – 26th June 2012 (Key Decisions)**

Currently no items scheduled for 26<sup>th</sup> June 2012

**Environment – 26th June 2012 (Non-Key Decisions)**

Currently no items scheduled for 26<sup>th</sup> June 2012.

**Development Plan Scrutiny Sub Committee – 20th March 2012**

Currently no items scheduled for 20<sup>th</sup> March 2012

**Development Plan Scrutiny Sub Committee – 17th April 2012**

Currently no items scheduled for 17<sup>th</sup> April 2012.

**Development Plan Scrutiny Sub Committee – 15th May 2012**

Currently no items scheduled for 15<sup>th</sup> May 2012.

**Development Plan Scrutiny Sub Committee – 12th June 2012**

Currently no items scheduled for 12<sup>th</sup> June 2012.



## Housing Management Board – 6th March 2012 (Key Decisions)

Currently no items scheduled for 6<sup>th</sup> March 2012

## Housing Management Board – 6th March 2012 (Non Key Decisions)

These items will only appear on the agenda for debate if requested by 21st February 2012

<b>Subject/Decision</b>	<b>New Item</b>	<b>Background Information</b>	<b>Decision Taker</b>	<b>Officer</b>	<b>Additional Information</b>
Progress report from resident's Housing Regulation Panel  To approve Housing Regulation Panel's progress to date		Report sets out details of cases of former tenant arrears together with a summary of the action taken to try to recover the debt	Executive Councillor for Housing	Marella Hoffman Principal Tenant Participation Officer	Requested for pre-scrutiny by Councillor Blencowe and Councillor Bird.

## Housing Management Board – 19th June 2012 (Key Decisions)

Currently no items scheduled for 19<sup>th</sup> June 2012

## Housing Management Board – 19th June 2012 (Non Key Decisions)

These items will only appear on the agenda for debate if requested by 6<sup>th</sup> June 2012.

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Standard Item: Write-Off of former Tenant Arrears		Report sets out details of cases of former tenant arrears together with a summary of the action taken to try to recover the debt	Executive Councillor for Housing	Julia Hovells Housing Finance & Business Manager	Not currently requested for pre-scrutiny

## Community Services – 15th March 2012 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Refurbishment of Newmarket Road Cemetery Offices and Reception</p> <p>To approve the procurement and award of a tender to Refurbish Offices and reception areas at Newmarket Road Cemetery</p>		<p>The Capital Plan includes provision to repair and modernise the present facilities, including public toilet areas at the Newmarket Road Cemetery, in accordance with the Bereavement Services Business Plan. This report includes a project appraisal of the proposed scheme</p>	<p>Executive Councillor for Community Development and Health</p>	<p>Paul Necus Head of Specialist Services</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>
<p>Restorative Justice - Neighbourhood Resolution Panels - Proposal</p> <p>Customer and Community Services Scrutiny Committee are asked to consider the proposal to introduce Neighbourhood Resolution Panels in the City</p>		<p>It is proposed that a restorative justice scheme for middle to low level crime and ASB be introduced to Cambridge during 2012-13 incorporating Neighbourhood Resolution Panels.</p>	<p>Executive Councillor for Community Development and Health</p>	<p>Lynda Kilkelly Safer Communities Section Manager</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>
<p>Cambridge Community Safety Partnership (CCSP) Plan 2011-2014 - 2012 Update</p> <p>To consider the final updated Cambridge Community Safety Plan 2012.</p>		<p>The CCSP Plan 2011-14 has been updated to ensure it is current for 2012. A draft was taken to the January committee for comment and suggested amendments. The amendments have been incorporated into the final plan.</p>	<p>Executive Councillor for Community Development and Health</p>	<p>Lynda Kilkelly Safer Communities Section Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

<p>Homes and Communities Agency (HCA) Framework Delivery Agreement (FDA)</p> <ul style="list-style-type: none"> <li>▪ To delegate authority to the Director of Customer and Community Services to execute the HCA's Framework Delivery Agreement, committing the Council to the obligations under that agreement.</li> <li>▪ To give approval for the Head of Strategic Housing to act as the Grant Recipient's Representative within the meaning of the HCA's Framework Delivery Agreement.</li> </ul>		<p>In order for the Council to receive £2,587,500 grant from the HCA to deliver 146 dwellings the FDA must be signed and obligations adhered to.</p>	<p>Executive Councillor for Housing</p>	<p>Alan Carter Head of Strategic Housing</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>
<p>Transformation of Cambridge Access Surgery (CAS) into a holistic one-stop shop for homeless people</p> <p>To authorise use some of the monies in the repairs and renewals fund to refurbish the building.</p>		<p>The CAS is fully supported by the City Council and has been in operation for 8 years, the building requires a substantial amount of work to ensure that it is fit for purpose in the future.</p>	<p>Executive Councillor for Housing</p>	<p>David Greening Housing Options and Homelessness Manager</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>

## Community Services – 15th March 2012 (Non Key Decisions)

These items will only appear on the agenda for debate if requested by 1st March 2012.

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Empty Homes Policy 2012</p> <p>The Executive Councillor for Housing is recommended to approve the Empty Homes Policy.</p>		<p>The current Empty Homes Policy has not been reviewed since 2008 and does not reflect local and national changes.</p>	<p>Executive Councillor for Housing</p>	<p>Jas Lally Head of Refuse &amp; Environment</p>	<p>Requested for pre-scrutiny by Councillor Todd-Jones and Councillor O'Reilly.</p>
<p>Charging for enforcement notices or orders under the Housing Act 2004</p> <p>The Executive Councillor for Housing is recommended to approve the policy to make reasonable charges for the service of enforcement notices.</p>		<p>Housing Act 2004 gives the Council the power to recover reasonable expenses incurred in taking enforcement action as cost recovery.</p>	<p>Executive Councillor for Housing</p>	<p>Jas Lally Head of Refuse &amp; Environment</p>	<p>Not currently requested for pre-scrutiny</p>
<p>Review of the Council's 3 Neighbourhood Community Partnership Projects</p> <p>To agree the future aims, scope and budgets for the 3 NCPs</p>		<p>The 3 NCP projects have been running for around 15 years and have evolved and engaged local people in different ways. Each NCP has been asked to take stock of their achievements and to set out their future development plans and aspirations.</p>	<p>Executive Councillor for Community Development and Health</p>	<p>Trevor Woollams Head of Community Development</p>	<p>Not currently requested for pre-scrutiny</p>

<p>City Centre Youth Venue - Consultation and Proposals</p> <p>Whether to work in partnership with the YMCA to pursue an option for a youth venue at their Cambridge premises.</p>		<p>Officers are consulting young people about whether they wish to see, and would use, a youth venue in the city centre. Officers have also had very early discussions with the YMCA about the possibility of them hosting such a venue. The report will bring these two elements together and propose a way forward.</p>	<p>Executive Councillor for Community Development and Health</p>	<p>Trevor Woollams Head of Community Development</p>	<p>Requested for pre-scrutiny by Councillor Moghadas and Councillor O'Reilly.</p>
<p>Guildhall Improvements - project appraisal</p> <p>Approve expenditure on the project</p>		<p>This project is already on the Council's capital plan (SC361, £80,000: improvements to disabled access and facilities). The project appraisal will detail the proposed improvements and costs.</p>	<p>Executive Councillor for Arts, Sport and Public Places</p>	<p>Debbie Kaye Head of Arts and Recreation</p>	<p>Not currently requested for pre-scrutiny.</p>
<p>Replacement of Corn Exchange House Lighting</p> <p>Approve expenditure on the project</p>		<p>The current house lighting is at the end of its life and due for replacement. The project will incorporate LED lights with support from the Climate Change Fund.</p>	<p>Executive Councillor for Arts, Sport and Public Places</p>	<p>Debbie Kaye Head of Arts and Recreation</p>	<p>Not currently requested for pre-scrutiny.</p>

## Community Services – 28th June 2012 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Tenancy Strategy</p> <p>To approve a Tenancy Strategy for Cambridge.</p>		<p>The Localism Act requires local authorities to have a Tenancy Strategy, which states what sort of tenancies the authority wants local Providers to provide, in the context of new Affordable Rents.</p>	<p>Executive Councillor for Housing</p>	<p>Alan Carter Head of Strategic Housing</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>
<p>Housing Strategy 2012-2015</p> <p>To approve a revised Housing Strategy for the City, for 2012-2015</p>		<p>This is to review the Council's current Housing Strategy which runs until 2012, in the context of the Council's priorities and the new national Housing Strategy '</p>	<p>Executive Councillor for Housing</p>	<p>Alan Carter Head of Strategic Housing</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>

**Community Services – 28th June 2012 (Non Key Decisions)**

Currently no items scheduled for 28<sup>th</sup> June 2012.



## Strategy and Resources – 19th March 2012 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Cambridge City Council Climate Change Strategy and Carbon Management Plan.</p> <p>To approve the Carbon Management Plan, the consultation draft of the Climate Change Strategy, and revised criteria for the Climate Change Fund</p>		<p>The new Climate Change Strategy will set the framework for action by the Council to address climate change. The Carbon Management Plan forms part of the Strategy and details how the Council will further reduce carbon emissions from its own operations and estate. The Climate Change Fund criteria need to be revised if the Fund is to support the projects that will deliver these reductions in emissions.</p>	<p>Leader of the Council</p>	<p>Andrew Limb Head of Corporate Strategy</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>
<p>Network and Telecoms</p> <p>To procure ICT Communications Links and other ICT Services</p>		<p>Procure wide area network and subject to review telecoms links. The Cambridgeshire Public Sector Network (CPSN) will be analysed first for potentially savings and infrastructure to share services.</p>	<p>Executive Councillor for Customer Services and Resources</p>	<p>James Nightingale Head of ICT Client</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>

<p>Desktop Upgrades</p> <p>To approve R&amp;R funded upgrades to desktops due for replacement, an upgrades to desktop software</p>	<p>Replacement of 500 PCs with thin client devices, and upgrades to standard software, undertaken in conjunction with the MS Office upgrades already planned.</p>	<p>Executive Councillor for Customer Services and Resources</p>	<p>James Nightingale Head of ICT Client</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>
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## Strategy and Resources – 19th March 2012 (Non Key Decisions)

Non Key Items will only appear on Scrutiny Agenda for debate if requested by 5th March 2012.

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Installation of solar thermal technology on City Council properties</p> <p>To approve the installation of solar thermal technology on non housing council properties and delegate further decisions regarding implementation to officers.</p>		<p>It is proposed that solar thermal technology will be installed on one or more non-housing properties. The installations will take place by October 2012 so that the Council benefits from the current Feed-In Tariff (FIT) rate from Government under the Renewable Heat Incentive (RHI).</p>	<p>Leader of the Council</p>	<p>Andrew Limb Head of Corporate Strategy</p>	<p>Not currently requested for pre-scrutiny.</p>
<p>Single Equality Scheme 2012 - 2015</p>		<p>The Scheme will include the City Council's equalities objectives, which are a requirement of the Equality Act 2010, and the actions we will be taking to deliver those objectives.</p>	<p>Leader of the Council</p>	<p>Andrew Limb Head of Corporate Strategy</p>	<p>Requested for pre-scrutiny by Councillor Benstead and Councillor Herbert.</p>

Standard Item: NNDR		The purpose of this report is to inform the Executive Councillor and Members of the Scrutiny Committee of those accounts where it is deemed that the amount of outstanding debt in relation to NNDR/Business Rates and Benefits are irrecoverable and are to be written-off.	Executive Councillor for Customer Services and Resources	John Frost Head of Revenue & Benefits	Not currently requested for Pre Scrutiny
Standard Item: General Debts - Bad debts for write-off		The purpose of this report is to inform the Executive Councillor and Members of the Scrutiny Committee of General Income accounts where there are amounts that are deemed not to be collectable and require to be written off.	Executive Councillor for Customer Services and Resources	Karl Tattam Support Services Manager	Not currently requested for Pre Scrutiny

## Regulatory Committees

This section includes all items scheduled for consideration by Regulatory Committees.

The Regulatory Committees are

- Civic Affairs
- Licensing Committee
- Standards Committee
- Planning Committee\*
- Joint Development Control Committee\*

Committees marked with a \* primarily consider planning applications and not included on the Forward Plan.

Items marked \* are decisions which are expected to be recommendations to Council.

All items listed on the plan will automatically included on the relevant committee agenda for decision and debate.

Committee reports will be available one week before the meeting from Democratic Services.

## Licensing – 26th March 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Fuel Surcharge for Hackney Carriage</p> <p>To agree an appropriate fuel price as to when a surcharge can be applied</p>		<p>At the Licensing Committee on the 30th January 2012, the Committee asked Officers to draft a feasibility study of a fuel surcharge with a trigger point to commence at times of large, unexpected fuel price rises</p>	<p>Licensing Committee</p>	<p>Yvonne O'Donnell Environmental Health Manager - Commercial</p>	<p>This item will automatically appear on the agenda.</p>

## **Licensing – 11th June 2012**

Currently no items scheduled for 11th June 2012.

## Civic Affairs – 21st March 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Internal Audit Plan / Strategy		To examine the draft Internal Audit Plan for 2012 / 2013 and identify any areas for further consideration; and approve the plan and strategy.	Civic Affairs	Steve Crabtree Head of Internal Audit	This item will appear automatically on the agenda.
Filiming Protocol - review  To consider any changes to these protocols contained in Constitution.		Committee agreed to review the filming/recording protocol after one year.	Civic Affairs	Gary Clift Democratic Services Manager	This item will appear automatically on the agenda.



## Civic Affairs – 14th May 2012

Currently no item scheduled for 14<sup>th</sup> May 2012.

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Media Protocol and E-Petitions		To review the media protocol and the e-petition scheme.	Civic Affairs	Andrew Limb Head of Corporate Strategy	This item will appear automatically on the agenda.
Nominations for Honorary Councillors		To consider nominations for Honorary Councillors	Civic Affairs	Antoinette Jackson Chief Executive	This item will appear automatically on the agenda.
Nominations For Committees For The Municipal Year 2012/13		To consider nominations for committees for the municipal year 2012/13.	Civic Affairs	Antoinette Jackson Chief Executive	This item will appear automatically on the agenda.
Nominations For Chairs And Vice Chairs Of Scrutiny & Regulatory Committees		To consider nominations for Chairs and Vice Chairs of Scrutiny and Regulatory Committees	Civic Affairs	Antoinette Jackson Chief Executive	This item will appear automatically on the agenda.
Appointment of Leader		Annual Council will be asked to approve the appointment of the Leader.	Civic Affairs	Antoinette Jackson Chief Executive	This item will appear automatically on the agenda.

## Civic Affairs – 27th June 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Review of Local Elections held on 3rd May 2012		To review the Local Elections held on 3rd May 2012.	Civic Affairs	Gary Clift Democratic Services Manager	This item will appear automatically on the agenda.
Statement of Accounts 2011-12  Review and approval of required changes in accounting policy and presentation in respect of the 2011-12 Statement of Accounts.		There is a statutory requirement for Civic Affairs to approve the accounts by 30 September. However, they are asked to note the contents of the draft accounts and approve any required changes in accounting policy before the beginning of detailed external audit work.	Civic Affairs	Charity Main Accountant (Projects and Publications)	This item will appear automatically on the agenda.

**Standards – 7th March 2012**

Currently no items scheduled for 7<sup>th</sup> March 2012.

## Area Committees

This section includes all items (except planning applications) scheduled for consideration by Area Committees.

The Area Committees cover the following wards.

East Area            Abbey, Coleridge, Petersfield and Romsey

North Area            Arbury, East Chesterton, Kings Hedges and West Chesterton

South Area            Cherry Hinton, Queen Edith's and Trumpington

West/Central Area    Castle, Market and Newnham

Items marked \* are decisions which are expected to be a recommendation to Council.

All items listed on the plan will automatically included on the relevant committee agenda for decision and debate.

Committee reports will be available one week before the meeting from Democratic Services.

## East Area – 12th April 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Policing and Safer Neighbourhoods		A profile of crime, anti-social behaviour and environmental issues is presented for discussion and comment Councillors. The committee are asked to advise on the priorities to be adopted for the next period of Neighbourhood Policing Councillors. The committee will advise on the priorities but the final decision on priorities to be adopted will be made at the Neighbourhood Action Group following the Area Committee	East Area Committee	Lynda Kilkelly Safer Communities Section Manager	This item will appear automatically on the agenda.

**East Area – 14th June 2012**  
Currently no items scheduled for 14th June 2012

## North Area – 22nd March 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Environmental Improvement Programme		Requesting the allocation of newly suggested projects for the 2012/13 EIP Programme.	North Area Committee	Andrew Preston Project Delivery & Environment Manager	This item will appear automatically on the agenda.
Tree Planting Project - Parks and Open Spaces 2011/15  Recommend the approval of a provisional tree planting schedule with the ability to review annually		The Area Committee is asked to approve a four year planting schedule with the ability to adapt and consider variations to the proposals in Years 2, 3 and 4. Funding for the city wide project is a total of £200,000 over a four year period and this area committee is asked to consider planting in its geographical area as set out in the report.	North Area Committee	Alistair Wilson Streets and Open Spaces Asset Manager	This item will appear automatically on the agenda.
Transport Theme including Chesterton Station		An opportunity to look at transport issues in the North Area with an emphasise on the proposed new Chesterton Station and how this will affect local residents	North Area Committee	Jonathan James Head of Customer Services	This item will automatically appear on the agenda.
Update on Street Scene Issues		Update on the issues raised through the CB4 consultation	North Area Committee	Jonathan James Head of Customer Services	This item will automatically appear on the agenda.

### North Area – 17th May 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Policing and Safer Neighbourhoods		A profile of crime, anti-social behaviour and environmental issues is presented for discussion and comment Councillors. The committee are asked to advise on the priorities to be adopted for the next period of Neighbourhood Policing Councillors. The committee will advise on the priorities but the final decision on priorities to be adopted will be made at the Neighbourhood Action Group following the Area Committee	North Area Committee	Lynda Kilkelly Safer Communities Section Manager	This item will appear automatically on the agenda.
Young people issues		Opportunity to invite groups and organisations to the meeting to discuss better ways to engage with young people in the area.	North Area Committee	Jonathan James Head of Customer Services	This item will automatically appear on the agenda.

### South Area Committee – 5 March 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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Policing and Safer Neighbourhoods		A profile of crime, anti-social behaviour and environmental issues is presented for discussion and comment Councillors. The committee are asked to advise on the priorities to be adopted for the next period of Neighbourhood Policing Councillors. The committee advise on the priorities but the final decision on priorities to be adopted will be made at the Neighbourhood Action Group following the Area Committee	South Area Committee	Andrew Preston Project Delivery & Environment Manager	This item will automatically appear on the agenda.
Environmental Improvement Programme		Requesting the allocation of newly suggested projects for the 2012/13 EIP Programme.	South Area Committee	Andrew Preston Project Delivery & Environment Manager	This item will automatically appear on the agenda.
Allocation of developer S106 funding in the Southern Area Corridor		The committee will receive a report on the allocation of developer S106 funding in the Southern Area Corridor.	South Area Committee		This item will automatically appear on the agenda.

<p>Tree Planting Project - Parks and Open Spaces 2011/15</p> <p>Recommend the approval of a provisional tree planting schedule with the ability to review annually</p>	<p>The Area Committee is asked to approve a four year planting schedule with the ability to adapt and consider variations to the proposals in Years 2, 3 and 4. Funding for the city wide project is a total of £200,000 over a four year period and this area committee is asked to consider planting in its geographical area as set out in the report.</p>	<p>South Area Committee</p>	<p>Alistair Wilson Streets and Open Spaces Asset Manager</p>	<p>This item will automatically appear on the agenda.</p>
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**South Area Committee – 10th May 2012**

Currently no items scheduled for 10th May 2012.

## West/Central Area Committee – 1st March 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Environmental Improvement Programme		Requesting the allocation of newly suggested projects for the 2012/13 EIP Programme.	West / Central Area Committee	Andrew Preston Project Delivery & Environment Manager	This item will appear automatically on the agenda.

## West/Central Area Committee – 26th April 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Policing and Safer Neighbourhoods		A profile of crime, anti-social behaviour and environmental issues is presented for discussion and comment Councillors. The committee are asked to advise on the priorities to be adopted for the next period of Neighbourhood Policing Councillors. The committee will advise on the priorities but the final decision on priorities to be adopted will be made at the Neighbourhood Action Group following the Area Committee	West / Central Area Committee	Lynda Kilkelly Safer Communities Section Manager	This item will automatically appear on the agenda.

**West/Central Area Committee – 21st June 2012**

Currently no items scheduled for 21<sup>st</sup> June 2012