



CAMBRIDGE
CITY COUNCIL

THE FORWARD PLAN

1 April 2012 - 31 July 2012

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Executive Councillors 2011/12

Leader and Executive Councillor for Strategy and Climate Change	Councillor Sian Reid	01223 356100 sianreid27@gmail.com
Executive Councillor for Arts, Sport and Public Places	Councillor Rod Cantrill	01223 368928 rcantrill@millingtonadvisory.com
Executive Councillor for Community Development and Health	Councillor Tim Bick	01223 45 7231 tim.bick@btinternet.com
Executive Councillor for Customer Services and Resources	Councillor Neil McGovern	01223 308452 neil.mcgovern@cambridge.gov.uk
Executive Councillor for Environmental and Waste Services	Councillor Jean Swanson	01223 248319 jsswanson@ntlworld.com
Executive Councillor for Housing (and Deputy Leader)	Councillor Catherine Smart	01223 511210 chlsmart@cix.co.uk
Executive Councillor for Planning and Sustainable Transport	Councillor Tim Ward	01223 316389 tim@brettward.co.uk

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

The Forward Plan: 1 April 2012 - 31 July 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	29	17 May	N/A	8 May 9am	9 May
	31	26 Jul	N/A	17 Jul 9am	18 Jul
East Area Committee	27	12 Apr	N/A	30 Mar 9am	31 Mar
	28	14 Jun	N/A	1 Jun 9am	6 Jun
South Area Committee	32	10 May	N/A	30 Apr 9am	1 May
	33	16 Jul	N/A	5 Jul 9am	6 Jul
West/Central Area Committee	34	26 Apr	N/A	17 April 9am	18 April
	35	21 Jun	N/A	12 Jun 9am	13 Jun
Environment	9	26 Jun	30 May 9am	12 Jun 9am	14 Jun
Development Plan Scrutiny Sub	11	17 Apr	N/A	3 Apr 9am	4 Apr
	13	15 May	N/A	2 May 9am	3 May
	13	12 Jun	N/A	29 May 9am	31 May
	13	17 Jul	N/A	5 Jul 9am	9 Jul
Housing Management Board	14	19 Jun	18 May 9am	1 Jun 9am	7 Jun
Community Services	16	28 Jun	31 May 9am	14 Jun 9am	18 Jun
Strategy and Resources	18	9 Jul	11 Jun 9am	25 Jun 9am	27 Jun
Licensing	23	11 Jun	N/A	30 May 9am	29 May
Civic Affairs	24	14 May	N/A	1 May 9am	2 May
	25	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

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

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

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 – 26th June 2012 (Key Decisions)

Currently no items scheduled for 26th June 2012

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

These items will only appear on the agenda for debate if requested by 12th June 2012.

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Conservation Area Boundary Review and Appraisal for Castle and Victoria Road Conservation Area</p> <p>To request the Executive Councillor for Planning and Sustainable Transport to approve the content of the review and the appraisal</p>		<p>As part of the pro-active conservation work programme, consultants reviewed Castle and Victoria 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>Susan Smith Senior Conservation and Design Officer</p>	<p>Not currently requested for pre-scrutiny.</p>
<p>Environmental Cleansing Apprenticeship Scheme</p> <p>To note achievements in the 2011/12 scheme and approve the use of Fixed Penalty receipts for a further scheme.</p>		<p>The Environmental Cleansing Apprenticeship scheme in 2011/12 saw eight young adults successfully complete a NVQ level 2 qualification. A further scheme is proposed for 2012/13 and approval is required for the use of fixed penalty receipts.</p>	<p>Executive Councillor for Environmental and Waste Services</p>	<p>Toni Ainley Head of Streets and Open Spaces</p>	<p>Not currently requested for pre-scrutiny.</p>

Development Plan Scrutiny Sub Committee – 17th April 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Community Energy Fund for Cambridgeshire</p> <p>To note the findings of the Community Energy Fund report and to support officer engagement in the next stages of developing a county wide fund.</p>		<p>Cambridgeshire Horizons initiated work on the Community Energy Fund (CEF) project prior to its closure at the end of September 2011. Working with the district councils and Cambridgeshire County Council, consultants were appointed to investigate the development of a county-wide Community Energy Fund. The development of and developer payments into such a fund is linked to national zero carbon homes policy and proposals for 'Allowable Solutions', which allow developers to offset those carbon emission reductions that cannot be delivered on-site. The report considers options for the development of a County wide Community Energy Fund as well as the mechanisms that could be used to collect money into the fund.</p>	<p>Executive Councillor for Planning and Sustainable Transport</p>	<p>Emma Davies Senior Sustainability Officer (Design & Construction)</p>	<p>This item will be automatically be on the agenda.</p>

<p>Cambridge Hotel Futures Study</p> <p>To agree interim findings of the Cambridge Hotel Futures study ahead of the final report being published.</p>		<p>The report will form part of the evidence base required to support policies towards hotels and visitor accommodation in the review of the Local Plan.</p>	<p>Executive Councillor for Planning and Sustainable Transport</p>	<p>Sara Saunders Planning Policy Manager</p>	<p>This item will be automatically included on the agenda.</p>
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Development Plan Scrutiny Sub Committee – 29th May 2012

Currently no items scheduled for 29th May 2012.

Development Plan Scrutiny Sub Committee – 12th June 2012

Currently no items scheduled for 12th June 2012.

Development Plan Scrutiny Sub Committee - 17th July 2012

Currently no items scheduled for 17th July 2012.

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

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Tenancy Policy</p> <p>To approve a Tenancy Policy for Cambridge.</p>		<p>The report will consider the Tenancy Policy as required by the draft TSA Regulatory Framework for Social Housing.</p>	<p>Executive Councillor for Housing</p>	<p>Andrew Latchem Area Housing Manager</p>	<p>This item is a key decision and will automatically appear on the agenda.</p>

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

Currently no items scheduled for 19th June 2012

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 (Non Key Decisions)

Currently no items scheduled for 28th June.

Strategy and Resources - 9th July 2012 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<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>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 is a key item and will automatically appear on the agenda.</p>

<p>Area Working: Review of North Area Committee Participation Pilot, devolution and ways forward</p> <p>To agree the learning points from the North Area Pilot, note the progress with devolving decisions and endorse the proposed way forward.</p>		<p>The Participation Pilot has been running in North Area Committee for a year. It has involved trying out new approaches, both within meetings and outside of meetings, to engage more local people in its work. This report builds on the interim report to the October meeting of this committee. The report also reports progress with devolving decision making to area committees; and proposes a way forward to map community engagement opportunities in each area.</p>	<p>Leader of the Council</p> <p>Andrew Limb Head of Corporate Strategy</p>	<p>This is a key item and will automatically appear on the Forward Plan.</p>
<p>Community Rights under the Localism Act</p> <p>To approve the draft process for responding to bids the City Council may receive under the new Community Rights in the Localism Act 2011</p>		<p>The Localism Act 2011 created new rights for community groups to bid for assets of community value, and to run public services. This report will propose how the City Council should prepare itself for, and respond to, any bids made under these rights.</p>	<p>Leader of the Council</p> <p>Andrew Limb, Patsy Dell Head of Corporate Strategy, Head of Planning</p>	<p>This is a key item and will automatically appear on the agenda.</p>

<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 is a key item and will automatically appear on the agenda.</p>
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Strategy and Resources – 9th July 2012 (Non Key Decisions)

Non Key Items will only appear on the Scrutiny Committee Agenda for debate if requested by 25th June 2012.

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 – 11th June 2012

Currently no items scheduled for 11th June 2012.

Civic Affairs – 14th 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.

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.

Community Development and Leisure Grants	The City Council gives Community Development and Leisure funding to voluntary and community groups for activities and services, which benefit city residents, especially identified priority groups. Community Development funding is to enable residents to participate in their communities and develop services to meet their needs and Leisure funding is to help increase access to cultural and leisure activities.	East Area Committee	Marion Branch Grants Director	This item will automatically appear on the agenda.
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East Area – 14th June 2012

Currently no items scheduled for 14th June 2012

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.

<p>Community Development and Leisure Grants</p>	<p>The City Council gives Community Development and Leisure funding to voluntary and community groups for activities and services, which benefit city residents, especially identified priority groups. Community Development funding is to enable residents to participate in their communities and develop services to meet their needs and Leisure funding is to help increase access to cultural and leisure activities.</p>	<p>North Area Committee</p>	<p>Marion Branch Grants Director</p>	<p>This item will automatically appear on the agenda.</p>
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North Area Committee - 26th July 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Health and Wellbeing		Looking at health issues in the North area with an emphasis on sport and exercise.	North Area Committee	Jonathan James Head of Customer Services	This item will automatically appear on the agenda.

South Area Committee – 10th May 2012

Currently no items scheduled for 10th May 2012.

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Community Development and Leisure Grants		<p>The City Council gives Community Development and Leisure funding to voluntary and community groups for activities and services, which benefit city residents, especially identified priority groups. Community Development funding is to enable residents to participate in their communities and develop services to meet their needs and Leisure funding is to help increase access to cultural and leisure activities.</p>	South Area Committee	Marion Branch Grants Director	This item will appear automatically on the agenda.

South Area Committee - 16th July 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
Policing and Safer Neighbourhoods		<p>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.</p>	South Area Committee	Lynda Kilkelly Safer Communities Section Manager	This item will automatically appear 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.

Community Development and Leisure Grants	<p>The City Council gives Community Development and Leisure funding to voluntary and community groups for activities and services, which benefit city residents, especially identified priority groups. Community Development funding is to enable residents to participate in their communities and develop services to meet their needs and Leisure funding is to help increase access to cultural and leisure activities.</p>	West / Central Area Committee	Marion Branch Grants Director	This item will automatically appear on the agenda.
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West/Central Area Committee – 21st June 2012
 Currently no items scheduled for 21st June 2012