



THE FORWARD PLAN

1 August 2012 - 30 November 2012

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Executive Councillors 2011/12

Leader and Executive Councillor for Strategy and Climate Change	Councillor Tim Bick	01223 45 7231 tim.bick@btinternet.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 Mike Pitt	01223 709544 mike@einval.com
Executive Councillor for Customer Services and Resources	Councillor Julie Smith	01223 766259 julie.smith@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 August 2012 - 30 November 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	26	27 September	11 September	18 September	19 September
	26	22 November	6 November	13 November	14 November
East Area Committee	22	2 August	17 July	24 July	24 July
	23	6 September	21 August	28 August	25 August
	24	18 October	2 October	9 October	10 October
	25	29 November	13 November	20 November	20 November
South Area Committee	28	10 September	N/A	30 August	31 August
	28	12 November	N/A	1 November	2 November
West/Central Area Committee	30	23 August	N/A	14 August	15 August
	30	1 November	N/A	23 November	24 November
Environment	12	9 October	11 September	25 September	27 September
Development Plan Scrutiny Sub	11	14 August	N/A	2 August	6 August
	11	11 September	N/A	30 August	3 September
	11	16 October	N/A	4 October	8 October
	11	13 November	N/A	1 November	5 November
Housing Management Board	14	18 September	21 August	4 September	6 September
Community Services	9	11 October	13 September	27 September	1 October
Strategy and Resources	15	15 October	17 September	1 October	3 October
Licensing	19	8 October	N/A	27 September	28 September
Civic Affairs	20	19 September	3 September	10 September	11 September
	20	21 November	5 November	12 November	13 November

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

Community Services Scrutiny Committee - 11 October 2012 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Maintenance Procurement Strategy 2012-2017</p> <p>To approve a revised maintenance procurement strategy covering the period 2012- 2017.</p>		<p>A revised procurement strategy is needed for the procurement of suppliers to deliver housing maintenance requirements and maintenance to other Council-owned built assets.</p>	<p>Executive Councillor for Housing</p>	<p>Will Barfield Partnering Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

Community Services Scrutiny Committee - 11 October 2012 - (Non Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>City Centre Youth Venue - Feasibility</p> <p>To decide whether it is practicable and feasible for the Council to support a city centre youth venue at the YMCA.</p>		<p>In March 2012 the Executive Councillor agreed that the Council should work in partnership with the YMCA to consult young people about the possibility of providing a city centre youth venue at the YMCA building. This report will set out whether such a venue is practicable and supported.</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>Project Appraisal - Capital Grant application from the Centre at St.Pauls</p> <p>To approve the capital grant application</p>		<p>The centre is planning a major refurbishment of their main hall to improve community access and range of use. They have applied for a capital grant from the Newtown Capital Grants Programme as a contribution to the works.</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>A Business Plan for the Children and Young People's Participation Service (ChYpPS)</p> <p>To agree a 3 year Business Plan for ChYpPS</p>		<p>The outcome of a major Review of ChYpPS was reported to Community Services Scrutiny Committee in January 2012. The Business Plan will set out how ChYpPS will achieve its mission.</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>

Development Plan Scrutiny Sub Committee - 14 August 2012

Currently no items scheduled for 14 August 2012.

Development Plan Scrutiny Sub Committee - 11 September 2012

Currently no items scheduled for 11 September 2012.

Development Plan Scrutiny Sub Committee - 16 October 2012

Currently no items scheduled for 16 October 2012.

Development Plan Scrutiny Sub Committee - 13 November 2012

Currently no items scheduled for 13 November 2012.

Environment Scrutiny Committee – 9 October 2012 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Options for Increasing the Recycling</p> <p>To review the options and agree the way forward</p>		<p>At ESC on 4/10/11, members considered a report about increasing recycling rates. It was agreed to prepare an action plan to increase recycling based on the outcome of the waste compositional analysis and associated participation and survey work. This report will detail these options.</p>	<p>Executive Councillor for Environmental and Waste Services</p>	<p>Jen Robertson Waste Strategy Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Cambridge City Council Climate Change Strategy</p> <p>To approve the final Climate Change Strategy and Action Plan following public consultation.</p>		<p>The new Climate Change Strategy and Action Plan will set the framework for action by the Council to address climate change.</p>	<p>Executive Councillor for Planning and Climate Change</p>	<p>David Kidston Strategy and Partnerships Manager</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

Environment Scrutiny Committee – 9 October 2012 (Non-Key Decisions)

No items currently scheduled for 9 October.

Housing Management Board – 18 September 2012 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Maintenance Procurement Strategy 2012-2017</p> <p>To approve a revised maintenance procurement strategy covering the period 2012- 2017</p>		<p>A revised procurement strategy is needed for the procurement of suppliers to deliver housing maintenance requirements and maintenance to other Council-owned built assets</p>	<p>Executive Councillor for Housing</p>	<p>Will Barfield Partnering Manager</p>	<p>This item will automatically appear on the agenda</p>

Housing Management Board – 18 September 2012 (Non Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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.
Repairs and Maintenance Improvement Plan - Authority to Procure and Progress to Date Permission to proceed with procurement of new IT for the Repairs and Maintenance service		The Improvement Plan identifies the need to procure new IT systems. Resources to fund this have been earmarked in both the Capital and Revenue budgets.	Executive Councillor for Housing	Hilary Newby Property Services Officer	Not currently requested for pre-scrutiny.
Housing Planned Maintenance Contract - Progress Report No decision is required		The report will provide details of works delivered and performance achieved in the 1st year of the planned maintenance contract that started in July 2011.	Executive Councillor for Housing	Will Barfield Partnering Manager	Not currently requested for pre-scrutiny.

Strategy and Resources Scrutiny Committee - 15 October 2012 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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<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 is a key decision and will automatically appear on the agenda.</p>
<p>The CBbid, Business Improvement District Project (BID)</p> <p>Following receipt of an update on the CBbid project and a review of the Business Plan, to decide whether to support the introduction of a Business Improvement District in Cambridge through the ballot which will be held in October 2012. To confirm the mechanism through which the Council will exercise its vote.</p>		<p>The report will set out a proposal for the introduction of a Business Improvement District in Cambridge and the opportunities for increased investment in the management of the city centre.</p>	<p>Executive Councillor for Customer Services and Resources</p>	<p>Emma Thornton Head of Tourism & City Centre Management</p>	<p>This is a key decision and will automatically appear on the agenda.</p>
<p>Customer Access Strategy 2012 - 2015</p> <p>Approval of the Customer Access Strategy 2012 -2015</p>		<p>First CAS strategy has been completed. CAS two reflects the need for more fundamental change to reflect the changing needs of customers and the changes in society as a whole.</p>	<p>Executive Councillor for Customer Services and Resources</p>	<p>Jonathan James Head of Customer Services</p>	<p>This is a key decision and will automatically appear on the agenda.</p>

Strategy and Resources Scrutiny Committee - 15 October 2012 (Non Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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.
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	Alison Cole Head of Revenue and Benefits	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 – 8 October 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Review of the Street Trading Policy</p> <p>The Committee is requested to note the summary of feedback following consultation on the proposed new Street Trading policy and procedures, any subsequent amendments as a result of this, and to approve the final policy and procedures.</p>		<p>The City Council's Street Trading Policy has not been reviewed for some time. This review seeks to review best practise nationally and to make recommendations where appropriate to update this policy to ensure it is fit for purpose for the street trading environment in Cambridge</p>	<p>Licensing Committee</p>	<p>Emma Thornton Head of Tourism & City Centre Management</p>	<p>This item will automatically appear on the agenda.</p>

Civic Affairs - 19 September 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Statement of Accounts 2011-12</p> <p>Approval for the Chair of Civic Affairs to sign the Statement of Accounts and Letter of Management Representation on behalf of Civic Affairs following presentation of the audited accounts and the external auditors Annual Governance Report.</p>		<p>It is a statutory requirement for the Statement of Accounts to be approved by resolution of a committee of the Council (or full Council) by 30 September. Before the District Auditor gives his formal opinion on the accounts there is a requirement to present an Annual Governance Report and to obtain a letter of management representation.</p>	Civic Affairs	Julia Minns Head of Accounting Services	This item will automatically appear on the agenda.

Civic Affairs - 21 November 2012

No items currently scheduled for 21 November.

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 - 2 August 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 automatically appear on the agenda.
Safer City grant scheme 2012/13: Consideration of applications To either approve or reject applications made to the scheme.		Applications for funding for community based projects that will address crime, fear of crime and ASB.	East Area Committee	Lynda Kilkelly Safer Communities Section 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	East Area Committee	Andrew Preston Project Delivery & Environment Manager	This item will appear automatically on the agenda

East Area - 6 September 2012

No items currently scheduled for 6 September 2012.

East Area - 18 October 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>	East Area Committee	Marion Branch Grants Director, Cambridgeshire Community Foundation	This item will automatically appear on the agenda.

East Area - 29 November 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>	East Area Committee	Lynda Kilkelly Safer Communities Section Manager	This item will automatically appear on the agenda.

North Area - 27 September 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

North Area - 22 November 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>	North Area Committee	Marion Branch Grants Director, Cambridgeshire Community Foundation	This item will automatically appear on the agenda.

South Area - 10 September 2012

Currently no items scheduled for 10 September.

South Area - 12 November 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	South Area Committee	Lynda Kilkelly Safer Communities Section Manager	This item will appear automatically 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>South Area Committee</p>	<p>Marion Branch Grants Director, Cambridgeshire Community Foundation</p>	<p>This item will automatically appear on the agenda.</p>
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West/Central Area - 23 August 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.
Safer City grant scheme 2012/13: Consideration of applications To either approve or reject applications made to the scheme.		Applications for funding for community based projects that will address crime, fear of crime and ASB.	West / Central Area Committee	Lynda Kilkelly Safer Communities Section Manager	This item will automatically appear on the agenda.

West/Central Area - 1 November 2012

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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<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>West / Central Area Committee</p>	<p>Marion Branch Grants Director, Cambridgeshire Community Foundation</p>	<p>This item will automatically appear on the agenda.</p>
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